

## Terms of Reference

<b>Position:</b>	Surveyor
<b>Status:</b>	Full Time
<b>Positions:</b>	1 (Female)
<b>Contract Duration:</b>	20 days
<b>Reporting To:</b>	Project Field Coordinator.
<b>Preferred Language:</b>	Pashto
<b>Location:</b>	Peshawar with some travel nationwide
<b>Deadline:</b>	7 Nov, 2022

## Background:

The Centre for Peace and Development Initiatives, Pakistan (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered under section 42 of the Companies Ordinance, 1984 (XLVII of 1984).

## Roles and Responsibilities:

Following are the core responsibilities of the position:

- Responsible to collect data on comprehensive research tools as per instruction provided in the orientation session on survey tools in three selected/target VCs/NCs in Peshawar.
- Responsible to submit a work plan for surveys to Project Field Coordinator.
- Responsible to ensure that collected data is accurate, complete, reliable, and relevant.
- Responsible to follow Project Field Coordinator/supervisor instructions.
- Responsible for sharing daily progress and challenges in the data collection with Project Field Coordinator.
- Responsible to submit and enter collected data in Excel sheets daily as instructed by the Project Field Coordinator.
- Responsible for security and confidentiality of the data.
- Responsible for treating the interviewee with dignity and respect and getting his/her consent before data collection and taking the interview.
- Must know how to gather qualitative and quantitative data.
- Must know computer skills, data analysis in Microsoft Excel

- Responsible to report security risks to Project Field Coordinator.
- Must know Pashto and belong to Peshawar.
- Knowledge about local governance.

## Required Qualification and Skills:

- Graduation degree (14 years' Education) in relevant discipline of Social Sciences
- At least 5-6 years of development sector experience, including 3 years as a field surveyor.
- Preference will be given to candidates having past experience of working with Afghan refugees.
- Excellent written and verbal communication skills.

**Note:** The proposal submitted by the interested candidates should be inclusive of costs incurring on, meetings and other incidentals expenses required for the completion of the assignment and applicable taxes, as on this account, no separate expense will be entertained/paid by CPDI.

### How to Apply:

Interested Individuals can send their CVs/Profile highlighting the relevant experience with cover letter indicating name of assignment at: [hr@cpdi-pakistan.org](mailto:hr@cpdi-pakistan.org). The cover letter must include lump sum amount in PKR (inclusive of all costs as mentioned in aforementioned Note) to perform the assignment.

\*Late submissions will not be entertained