

TERMS OF REFERENCE OF ENUMERATOR IN 2026 ESTABLISHMENT CENSUS

1. Role of the enumerator

An enumerator is responsible of:

- a. Identify the assigned working area, including its boundaries and layout.
- b. Take proper care of all documents, materials, and equipment/devices provided for the census.
- c. List all establishments located within the assigned working area.
- d. Arrange appointments with establishment owners, managers, or other appropriate respondents for interviews, where necessary.
- e. Ensure every morning that the device/equipment is fully charged and ready for fieldwork.
- f. Visit every establishment in the assigned working area and complete the questionnaire accurately and completely based on the information provided by the appropriate respondent.
- g. Mark each establishment as enumerated once the questionnaire has been successfully completed, using the designated check mark.
- h. Review the completed questionnaires to identify and correct any omissions, inconsistencies, or errors before submission.
- i. Regularly review and correct questionnaires within the assigned working area to ensure the completeness, accuracy, and quality of the data collected.
- j. Follow all instructions, procedures, and guidelines provided by the National Institute of Statistics of Rwanda (NISR) and the supervisory team throughout the data collection exercise.
- k. Maintain confidentiality of all information collected from establishments and use such information strictly for the purposes of the Establishment Census.
- l. Report any challenges, unusual cases, or issues encountered in the field to the immediate supervisor in a timely manner.
- m. Complete and submit all assigned work within the prescribed timeframe and according to the required quality standards.



2. Competencies and Qualifications

The right enumerators must fulfill the minimum qualifications and professional experience:

- i. To be Rwandan by nationality
- ii. To have an operational smartphone or tablet that meets the required technical specifications, as detailed in the technical specifications provided below.
- iii. To be in the database of National Youth Council, and currently aged between 16-30 years.
- iv. To live in the sector of work
- v. To hold a university degree (A1, A0) in statistics, economics, social studies, and other related fields, and A2 in the absence of university degree holders
- vi. To be available from 10th December 2026 to 10th February 2027 and not having any other responsibilities(jobs)
- vii. To be able to work in remote areas
- viii. To be morally and ethically correct
- ix. Being participated in the past establishment censuses is an advantage



3. Device (Smartphone, tablet) technical specifications

Enumerator in the 2026 Establishment census is required to possess and operational smartphone or tablet with the following telephone specifications:

a. Operating Context

- Devices operate in the field for a full working day, often away from mains power.
- Enumerators capture data offline and synchronize to the central server when a connection is available.
- Devices must be simple to charge, update, and support at scale across all enumeration teams.

b. Minimum Technical Requirements

The following are the mandatory minimum specifications for each device:

Component	Minimum Specification
Operating System	Android 7.0 (Nougat) or later
RAM (Memory)	4 GB minimum
Storage	10 GB of free/available storage minimum (usable space after the OS and pre-installed apps)
Battery Life	Minimum 8 hours of continuous field use on a single charge
Internet Access	Wi-Fi and mobile data (3G/4G LTE) for data synchronization
Bluetooth	Bluetooth connectivity for peripheral pairing and short-range data transfer
USB Port	USB port for charging, data transfer, and device management

4. Connectivity Requirements

- Internet: Wi-Fi and cellular data for uploading collected records to the central server.
- Bluetooth: for pairing accessories (e.g., printers, scanners) and offline peer transfer.
- USB: for charging, bulk data export/import, and centralized device configuration.

