

APPENDIX B

Supplementary Instructions to Field Supervisors

2.0 Tasks of the Field Supervisor

The field supervisor has the dual role of being both the administrative officer and technical officer in support of his/her team in the MICS4 field work. Specifically, he/she must ensure that:

1. The team functions effectively and efficiently, to achieve the expected results.
2. All team members are regularly at work on the field, and working according to the team's schedule. Tardiness must be discouraged, and repeated tardiness must be sanctioned.
3. A comprehensive field itinerary is submitted to the MICS Coordinator, with copies to the MICS4 secretariat, GS, DGS (OP), DGS (TS) before field work starts.
4. Team members adhere to the MICS4 rules and regulations on how field officers are to conduct themselves, and that team members who contravene any of the rules of their engagement are dealt with and the incident reported to the MICS4 secretariat.
5. No individual is allowed to retard the progress of the team.
6. The team is in good spirit and officers are highly motivated to work.
7. The team has enough logistical supply at all times and that field work is not affected by the shortage of logistics or field materials.
The supervisor should also assess the quantity of questionnaires that the team would require and alert the monitor and the secretariat of any possible shortage of field materials (questionnaires, salt, anaemia and malaria testing kits) at least five days before the stock runs out.
8. All office properties entrusted to the team are used with care and are kept safe and in good condition. Unreasonable wear or tear of such logistical items shall be charged to the responsible person.
9. All funds provided are used judiciously and are fully accounted for by ensuring that all expenditures have duly been authorized and are covered with authentic receipts for the smooth running of the field work.
10. Fuel expenditures are checked against mileage covered by the vehicle as recorded in the logbook.
11. All accounts and receipts must be submitted within 3 days after the end of the field work
12. (a) Fuel receipts must be signed by the driver and counter signed by the supervisor at the time of purchase.

(b) Drivers must provide their names, vehicle number, address, phone number and signature on any “certificate on honour” and the field monitor must verify all such expenditures and signatures on such receipts, including selectively checking with the service provider.

13. Under no circumstance should any team live beyond 5 kilometers from the EA base and be commuting to and from the EA. The per diem has been paid to enable teams live within the EAs they are enumerating. Any cost incurred as a result of commuting beyond 5 kilometers, will be borne by the supervisor.
14. The team members are in good health and where any member falls sick, the supervisor must assist the member to obtain good treatment and speedy recovery.
15. All members have in their possession their NHIS Card and use them when they fall sick.
16. Where a member’s ill health persists beyond two days, the supervisor must report to the MICS4 secretariat for immediate action.
17. Evaluation report on the field activities is submitted at the end of the field work.

The field supervisor is also the immediate technical officer of the MICS secretariat on the field. He/she would provide technical solution to all technical challenges the team may be faced with. Specifically, the field supervisor would:

1. Monitor daily, the state of completion of questionnaires and submit daily reports to your Monitor through phone calls, where necessary. Where supervisors are unable to reach their monitors by phone, they should report to the MICS Secretariat through the following numbers: 0245221325, 024-328-2918. Neglecting to report to the number given is a grievous offense that will attract some sanctions.
2. The cost of the daily calls **IS BUILT INTO THE SUPERVISOR’S ALLOWANCE** and any supervisor who does not make these calls stands the risk of losing that component of the allowance and could have his/her appointment terminated.
3. Lead in the identification of every structure and household in an EA.
4. Ensure that the field editor edits all completed questionnaires from his/her interviewers and checks for completeness and consistency of the information provided. Once he/she had signed the questionnaire, the cost of correcting any error that is detected later may be surcharged against him/her.
5. Supervisors should also edit questionnaires thoroughly before signing and giving approval for submission to the Secretariat.
6. All days in a week are considered working days and the teams are to work every day of the week until the work is completed.
7. Review with each Interviewer systematic errors, inconsistencies, and deficiencies and report promptly to the Monitor any persistent/unresolved errors after three days of re-training.

8. Submit all edited questionnaires and other control forms (arranged according to household numbers and structure numbers within the EA) to the Monitor weekly.
9. Make sure that the completed questionnaires and all materials including unused or spoiled questionnaires are returned to the MICS Secretariat at the end of the field work.

Remarks

It must be noted that any supervisor whose work is found to be unsatisfactory during the field work would have his/her appointment terminated immediately and made to refund all advance payments made to him/her, and would have no chance of any future opportunity with GSS.

Annex c

Useful telephone contacts

GS	020-822-8383
DGS (OP)	024-465-1735
DGS (TS)	020-816-7169
MICS SECRETARIAT	024-522-1325, 024-328-2918
HEAD OF FINANCE	020-816-7933