



Puntland Youth and Social Development Association (PSA)

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Terms of Reference (ToR)

Enumerator (Field Data Collector)

Conflict Assessment and Situation Analysis

Community-Led Peacebuilding and Reconciliation Initiative

1. Background

Two brotherly communities in the Laashimo Valley of the Sanaag Region, who have historically shared close social, cultural, and kinship ties as well as natural resources, trade, and traditional governance systems, have recently been involved in a violent encounter. Recurring disputes over grazing land, water resources, livestock movements, and unresolved grievances have escalated into violent conflict since 2025, resulting in loss of life, injuries, displacement of families, disruption of livelihoods, weakened social cohesion, and growing mistrust between the two communities.

Although local elders, religious leaders, and community representatives have undertaken several initiatives to de-escalate tensions, the underlying drivers of the conflict remain insufficiently understood and inadequately addressed. As part of the Community-Led Peacebuilding and Reconciliation Initiative, a comprehensive conflict assessment and situation analysis is being undertaken to generate an evidence-based understanding of the conflict dynamics and to inform the design of an inclusive and sustainable reconciliation process.

2. Purpose of the Assignment

The purpose of this assignment is to engage qualified Enumerators to support the field data collection component of the conflict assessment and situation analysis in the Laashimo Valley. Working under the direct supervision of the Lead Consultant, the Enumerators will administer the data collection tools at community level, accurately record responses, and ensure that reliable, high-quality, and conflict-sensitive data is gathered from all target groups.

3. Objectives

Overall Objective

To collect accurate, complete, and reliable primary data from conflict-affected communities, in line with the methodology and tools developed by the Lead Consultant, to inform the conflict assessment and situation analysis.

Specific Objectives

- Administer data collection tools (KIIs, FGDs, observation, and any surveys) to the identified respondents and groups.
- Accurately record, transcribe, and translate responses from the community.
- Ensure balanced representation of women, youth, elders, internally displaced persons, and minority voices.
- Apply conflict-sensitive and “do no harm” principles throughout data collection.
- Report daily to the Lead Consultant on progress, challenges, and observations.

4. Scope of Work and Duties

The Enumerator shall undertake, but not necessarily be limited to, the following tasks:

A. Preparation

- Participate in the orientation and training provided by the Lead Consultant on the objectives, tools, ethics, and conflict sensitivity of the assessment.
- Review and become fully familiar with the data collection instruments before fieldwork begins.
- Support the identification and mobilisation of respondents in coordination with community focal points.

B. Data Collection

- Conduct key informant interviews and facilitate or support focus group discussions with men, women, youth, elders, internally displaced persons, and religious leaders.
- Carry out direct observation of conflict-affected locations, shared natural resources, community interactions, and livelihood conditions as instructed.
- Accurately capture responses, whether written, recorded, or entered digitally, ensuring completeness and clarity.
- Obtain informed consent and maintain the confidentiality, dignity, and safety of all respondents.
- Remain neutral and impartial, avoiding any action that could aggravate tensions between the communities.

C. Data Handling and Reporting

- Transcribe and translate collected data (Somali to English) accurately and promptly.
- Review completed tools daily for quality and completeness before submission.
- Submit all completed tools, notes, and recordings to the Lead Consultant as scheduled.
- Report any challenges, security concerns, or sensitive incidents to the Lead Consultant immediately.

5. Methodology and Approach

The Enumerator shall apply a participatory and conflict-sensitive approach at all times, following the methodology and tools set by the Lead Consultant. The main data collection methods include:

- **Key informant interviews (KIIs)** — with elders, religious leaders, local officials, women and youth representatives, and other identified informants.
- **Focus group discussions (FGDs)** — with separate groups of men, women, youth, elders, and internally displaced persons to allow open participation.
- **Direct observation** — of the physical, social, and livelihood conditions in conflict-affected areas.

6. Expected Deliverables

- **Completed data collection tools** — all KII, FGD, observation, and survey forms fully and accurately filled.
- **Daily field notes** — brief summaries of progress, key observations, and issues encountered.
- **Transcribed and translated data** — clean, legible, and translated records submitted to the Lead Consultant.
- **Field completion** — confirmation that assigned respondents and groups have been reached within the agreed period.

7. Duration

The assignment is expected to be completed within 10 working days, distributed across the following activities, among others:

- Orientation and training — 1 day.
- Field data collection (KIIs, FGDs, and observation) — 7 days.
- Transcription, translation, and submission of data — 2 days.

8. Reporting and Supervision

The Enumerator will work under the direct supervision of the Lead Consultant and will report daily on progress and any issues arising during fieldwork. All collected data and materials remain the property of the assessment and must be handled in line with the agreed confidentiality and data protection standards.

9. Required Qualifications

- University degree or diploma in social sciences, development studies, statistics, or a related field.
- Demonstrated experience in field data collection, surveys, KIIs, or FGDs, preferably on peacebuilding or humanitarian assessments.
- Fluency in Somali and good working knowledge of English (written and spoken).
- Familiarity with the social, cultural, and geographic context of the Sanaag Region.
- Strong interpersonal, communication, and note-taking skills.
- Understanding of conflict sensitivity, research ethics, and “do no harm” principles.
- Ability to work in a challenging field environment and to travel within conflict-affected areas.
- Residents of, or persons with strong knowledge of, the Sanaag Region and its communities will be given preference.