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DISABLED PEOPLE'S ORGANIZATION OF BHUTAN

Registration No. CSOA/PBO-09

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## Terms of Reference (ToR)

### Enumerators

### National Disability Screening and Certification Project

#### 1. Background

The National Disability Screening and Certification Project is being implemented to establish a standardised and coordinated system for disability screening, assessment, certification, and data management across Bhutan. This project is funded by the Government of India, and aims at providing reliable disability-related data nationwide and support evidence-based planning

The project will be implemented across all **20 dzongkhags** through designated screening catchment areas, including district hospitals and selected health facilities.

#### 2. Position Title

##### Enumerator (2 Positions)

#### 3. Duty Station

The enumerators will be based in Thimphu with frequent travel to dzongkhags and designated screening locations nationwide.

#### 4. Reporting Line

The enumerators will report directly to the Programme Manager of the National Disability Screening and Certification Project.

#### 5. Recruitment Period

The recruitment period shall be for **24 months**, subject to project requirements and performance.



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## 6. Key Roles and Responsibilities

The enumerators shall support the implementation of nationwide disability screening and certification activities across all 20 dzongkhags through field coordination, registration, data collection, and logistical support.

Specific responsibilities include:

- Supporting registration and documentation during disability screening activities
- Assisting in collecting, verifying, and organising beneficiary information and records
- Supporting data entry and digital documentation processes
- Coordinating with local authorities, health facilities, and screening teams during field visits
- Assisting in mobilisation and communication with beneficiaries in designated catchment areas
- Ensuring proper handling and confidentiality of sensitive information and records
- Providing logistical and administrative support during screening camps and outreach activities
- Preparing field reports and submitting updates to the project team
- Performing any other tasks assigned relevant to the implementation of the project

## 7. Required Qualifications and Experience

Applicants should possess:

- Minimum Class XII completion; diploma or degree preferred
- Prior experience in field surveys, data collection, community-based projects, or health-related programmes will be an advantage
- Basic computer skills, including data entry and use of digital platforms
- Good communication and interpersonal skills
- Ability to work in remote locations and under field conditions
- Fluency in Dzongkha and English is mandatory
- Knowledge of additional local languages will be considered an added advantage

## 8. Mandatory Requirement

Applicants who are able to drive and possess a valid driving licence will be given preference, as the assignment requires frequent travel and field deployment across dzongkhags.

## 9. Core Competencies

- Teamwork and coordination
- Attention to detail



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- Professional conduct and confidentiality
  - Time management and adaptability
  - Ability to work independently in field settings

## **10. Documents required**

- a. CV
- b. Academic transcript of the highest education attained
- c. Valid CID
- d. Security clearance
- e. No objection Certificate if currently employed
- f. Valid drivers license

## **11. Selection Method**

Selection shall be done via interview based on the criteria and requirements of the organisation.

Send your CV at [finance@dpob.org](mailto:finance@dpob.org) by 5:00pm BST, 7 June 2026.

For queries contact Programme Manager at 17799557