

Terms of Reference (ToR)

Village Data Volunteer Coordinators

CM Connect: Village Data Volunteer Programme

1. Position Purpose:

The VDV Coordinator serves as the primary district-level coordinator for the Village Data Volunteers in the block/cluster. Their role is to ensure high-quality data collection, provide on-ground support to V DVs, and facilitate smooth communication between the district team, state programme management unit, and communities. The position focuses on improving data quality, data consistency, community engagement, and timely reporting.

2. Key Responsibilities:

A. Coordination & Supervision

1. Oversee and coordinate the work of all V DVs within the assigned cluster/block.
2. Ensure V DVs follow standard data collection protocols and adhere to programme guidelines.
3. Conduct field visits to villages to monitor ongoing data collection activities.

B. Capacity Building & Support

1. Provide orientation and handholding support to newly inducted V DVs.
2. Conduct refresher training on:
 - Use of data collection tools
 - Informed consent
 - Interview techniques
 - Data accuracy and validation practices
3. Troubleshoot technical issues related to mobile applications, forms, or data submissions.

C. Data Quality Management

1. Verify data submitted by V DVs for correctness, completeness, and consistency.
2. Identify gaps or errors, provide feedback, and ensure corrections are made on time.
3. Cross-check collected data with community-level records when required.
4. Maintain a weekly log of data quality checks and actions taken.

D. Community & Stakeholder Engagement

1. Build and maintain positive relationships with village leaders, traditional institutions, and community members.
2. Facilitate community meetings related to the VDV Programme.
3. Support V DVs in managing challenging respondents, issues of non-cooperation, or sensitive community dynamics.

E. Reporting & Documentation

1. Compile weekly and monthly progress reports based on VDV submissions.
2. Document field observations, challenges, best practices, and emerging community concerns.
3. Share timely updates with the District Data Coordinator/State Team.

F. Administrative Support

1. Assist in logistical arrangements for district/block-level reviews, training sessions, or orientation meetings.
2. Ensure V DVs maintain attendance, work logs, and activity updates as required.
3. Support the district team in grievance redressal related to the VDV Programme.

3. Required Qualifications

A. Educational Qualification

- Minimum: Class XII pass
- Preferably: Bachelor's degree in Social Sciences, Rural Development, Social Work, or related fields.

B. Experience

- Minimum 1 year of experience in fieldwork, data collection, community engagement, or programme facilitation.
- Experience working with rural communities will be an added advantage.

4. Competencies & Skills

1. Strong communication skills in the local language(s).
2. Ability to work effectively with communities and local leaders.
3. Basic proficiency in MS Office and smartphone-based data collection tools.
4. Strong attention to detail and commitment to data accuracy.
5. Ability to travel extensively to villages within the assigned cluster/block.
6. Ability to lead, guide, and motivate V DVs.
7. Problem-solving attitude with patience and empathy.
8. Good documentation and reporting skills.

5. Personal Attributes

- Reliability and honesty in handling data.
- Respectful and culturally sensitive.
- Proactive, responsible, and self-motivated.
- Ability to maintain neutrality and avoid biases during data collection supervision.

6. Reporting Structure

A. The VDV Coordinator will report to:

- District Project Manager, and
- State Nodal Coordinator

B. They will supervise:

- A team of Village Data Volunteers within their assigned cluster/block.

7. Duration & Working Conditions

- Engagement will be on a contractual basis, subject to performance.
- Work will require regular field visits across assigned areas.
- Must be available for district-level review meetings and training.

8. Deliverables

1. Weekly monitoring report of VDV activities.
2. Verified datasets submitted within the required timeline.
3. Monthly data quality improvement report.
4. Documentation of key field challenges, resolutions, and community insights.
5. Attendance and participation records from all trainings conducted.

9. Remuneration

A consolidated monthly honorarium will be provided, as per programme norms. Travel support for official visits will follow district guidelines.

To apply for the above-mentioned position, please fill in the application form from the following link: <https://mbda.jotform.com/253202300649952> and the last date of applications is on the 28th November 2025 (before 5:00 PM).