

CALL FOR ENUMERATORS

PREPARED Project – Nigeria Component
MSME Climate Vulnerability Assessment

Implementing Organisation Clean Technology Hub (CTH)	Locations Abuja (FCT) & Enugu State
Application Deadline 15th June 2026, 11:59 PM WAT	Assignment Type Temporary / Field-Based

About Clean Technology Hub (CTH)

Clean Technology Hub (CTH) is a pioneering Nigerian non-profit organisation and innovation hub that integrates research, policy development, and practical incubation to advance clean energy, climate resilience, and sustainable development. CTH works at the intersection of technology, finance, and community engagement to support the green transition in Africa.

Key areas of focus include:

- **Climate Resilience & Adaptation** – Supporting vulnerable communities and enterprises to understand and respond to climate risks.
- **Clean Energy Access** – Promoting decentralised renewable energy solutions for households, MSMEs, and public institutions.
- **Policy & Research** – Generating evidence-based insights to shape national and subnational climate and energy policies.
- **MSME Support** – Building the capacity of small businesses to adopt sustainable practices and access green finance.

CTH has successfully implemented multiple donor-funded projects (including with GIZ, EU, and UK PACT) and is a recognised partner in Nigeria's climate action ecosystem. The PREPARED Project is one of CTH's flagship initiatives, focusing on climate vulnerability assessment and resilience planning for MSMEs.

About the Assignment

Clean Technology Hub (CTH) is implementing the PREPARED Project in Nigeria — a flagship initiative aimed at strengthening climate resilience among Micro, Small, and Medium Enterprises (MSMEs). The project focuses on identifying climate risks, vulnerabilities, and adaptive capacities within MSME clusters to inform policy and programmatic interventions.

CTH seeks to recruit competent, tech-savvy, and experienced Enumerators to support a large-scale, mixed-methods field data collection exercise. The goal is to assess climate vulnerabilities across selected market clusters in Abuja (FCT) and Enugu State. Enumerators will play a critical role in gathering high-quality primary data that will directly influence climate action planning for MSMEs in Nigeria.

Key Responsibilities and Work Expectations

Selected Enumerators will be responsible for the following tasks while adhering to the project's operational expectations and performance standards:

Work Expectations and Deployment Conditions

To ensure clarity, efficiency, and suitability for the role, all applicants should note the following expectations before engagement:

- **Daily Interview Target:** Enumerators will be expected to complete an average of **10 respondent interviews per day**, depending on field realities and accessibility of respondents.
- **Working Hours:** Daily field activities are expected to span approximately **7 working hours** excluding commute time where applicable.
- **Weekend Availability:** Enumerators may occasionally be required to work on **weekends** based on project timelines, respondent availability, or field schedules.
- **Flexible Deployment Timing:** Some data collection activities may involve **early morning or evening deployments**, particularly in markets or business clusters where respondents are more accessible outside regular business hours.

Core Responsibilities

- **Survey Administration:** Administer structured digital surveys using KoboToolbox to MSME owners, operators, and key informants.
- **Field Interviews:** Conduct face-to-face interviews with business owners within selected market clusters, ensuring clarity, neutrality, and completeness of responses.
- **Data Accuracy:** Accurately capture all responses, including GPS coordinates, timestamps, and other metadata as required by the research protocol.
- **Ethical Compliance:** Obtain informed consent from all respondents before any data collection and adhere strictly to CTH's data privacy and confidentiality guidelines.
- **Market Listing & Sampling:** Participate in market listing exercises and support random sampling procedures to ensure representative data collection.
- **Focus Group Discussions (FGDs):** Where required, serve as coordinator and note-taker during FGDs, documenting key themes, quotes, and group dynamics.
- **Daily Data Management:** Upload completed surveys to the central server daily and participate in team debrief sessions to discuss challenges, progress, and quality assurance issues.
- **Professional Conduct:** Maintain the highest level of professionalism, respect, and cultural sensitivity when engaging with respondents, market leaders, and local authorities.
- **Mandatory Device Requirement:** Enumerators must possess and be able to effectively use a functional Android smartphone or tablet capable of running KoboToolbox and supporting field data collection activities.

Mandatory Device Requirement

 **IMPORTANT:** All applicants **MUST** own and be proficient in using an advanced Android smartphone that meets or exceeds the minimum specifications below. Applicants without a qualifying device will **NOT** be considered. iPhones (iOS) are not supported for this data collection tool.

Requirement	Minimum Specification
Operating System	Android OS version 10 or higher

Requirement	Minimum Specification
RAM	Minimum 3 GB (4 GB or more strongly recommended)
GPS	Functional GPS capability for location tagging
Storage	At least 2 GB of free space (for offline forms, media, and daily backups)
Battery	Strong battery life (carrying a power bank is an added advantage)

Required Qualifications & Experience

- **Education:** Minimum of a Bachelor's degree or HND in Social Sciences, Statistics, Economics, Development Studies, Environmental Science, or a related field.
- **Field Experience:** Proven prior experience in field data collection, household or enterprise surveys, or Monitoring & Evaluation (M&E) activities.
- **Tech Proficiency:** Familiarity with KoboToolbox, ODK, SurveyCTO, or similar digital data collection platforms.
- **Soft Skills:** Strong communication, active listening, and interpersonal skills. Ability to explain survey questions clearly and neutrally.
- **Language Ability:** Ability to speak local languages (e.g., Hausa, Igbo, or Pidgin English) in Abuja or Enugu is an added advantage.

Required Skills & Competencies

- **Attention to Detail:** High level of accuracy in recording responses and following skip patterns.
- **Protocol Adherence:** Ability to strictly follow sampling procedures, research protocols, and ethical guidelines.
- **Integrity & Confidentiality:** Strong awareness of data protection principles and respondent privacy.
- **Resilience:** Ability to work under pressure in busy, noisy, or physically demanding market environments.
- **Problem-Solving:** Good troubleshooting skills for technical issues (app, GPS, form logic) and field challenges.
- **Teamwork:** Willingness to collaborate with other enumerators, supervisors, and data managers.
- All data collected during the assignment remains the property of Clean Technology Hub and the PREPARED Project. Enumerators are prohibited from sharing, reproducing, or retaining project data outside approved systems

Duration of Assignment

Training	2 days (mandatory in-person)
Fieldwork	Approximately 10–12 days per location (Abuja or Enugu), depending on cluster size and response rates
Reporting & Debrief	Daily debriefing at the end of fieldwork for data validation

Compensation & Support

- **Daily Fee:** Competitive professional daily rate (commensurate with experience and industry standards).
- **Allowances:** Transport and field allowances provided.
- **Data Support:** Data/airtime support for survey uploads.
- **Other:** Training materials and CTH-branded identification will be provided.

Security and Field Risk Considerations

- Enumerators must comply with all field safety protocols issued by CTH. Any security incident, harassment, or emergency situation must be immediately reported to the assigned supervisor

Locations & Preference

- **Abuja (FCT)** – Applicants must reside in Abuja for the duration of fieldwork.
- **Enugu State** – Applicants must reside in or be willing to work across selected LGAs within Enugu State.

Applicants must clearly indicate their location preference in the application.

How to Apply

Interested and qualified candidates should compile and submit the following documents in a single PDF file:

- Updated CV (maximum 3 pages)
- Cover letter highlighting relevant field data collection experience and motivation
- Indication of location preference (Abuja or Enugu)
- Confirmation of ownership of a qualified Android device

Send Applications To: b.ewache@cleantechnologyhub.org

CC: n.afani@cleantechnologyhub.org

Subject Line Format: ENUMERATOR APPLICATION – [Your Name] – [Preferred Location]

Example: ENUMERATOR APPLICATION – Ada Eze – Enugu

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Important Notes

- Only shortlisted candidates will be contacted for a phone interview or competency test.
- Successful candidates must undergo mandatory training before deployment. Non-attendance or failure to pass the training assessment will lead to disqualification.
- CTH is committed to gender balance and strongly encourages qualified female applicants to apply.
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- Successful application will report directly to CTH MEL Lead
- This is a temporary field-based assignment; no relocation or long-term employment benefits are provided.
- Any form of falsification or data fabrication will result in immediate termination and blacklisting from future CTH opportunities.

Clean Technology Hub (CTH)

Driving Climate Resilience & Clean Energy Innovation in Africa