



## **SOUTH EASTERN UNIVERSITY OF SRI LANKA**

### **UNIVERSITY BUSINESS LINKAGE CELL**

#### **CALLING FOR APPLICATIONS**

**Hiring Enumerators for Data Collection and Data Entry for the Research Project  
AI-Enabled System and Methods for the local Retail Sector  
(AHEAD/RA3/UBL/SEU/OVAA/33)**

University Business Linkage (UBL) is a dedicated body operating to promote research, development, innovation, and commercialization of research outcomes from the university to industry and vice versa. The UBL of the South Eastern University of Sri Lanka seeks to obtain the services of an Enumerator for the research project, AI-Enabled System and Methods for the Retail Sector.

Interested applicants are invited to submit their detailed curriculum vitae. The application should be submitted according to the Terms of References (TOR) stated below. Duly prepared applications should be sent via email to **ubl@seu.ac.lk** to be received at or before **3.00 PM on 26th August 2022**. The application along with the supporting documents must be attached.

#### **TERMS OF REFERENCES**

##### **1. REQUIRED QUALIFICATIONS & EXPERIENCE**

- 3 passes in the G.C.E. A/L examination in one attempt.
- Minimum 3 years experience in sales/marketing.
- Professional qualification in sales/marketing would be an added advantage.
- Familiarity with MS office packages.

##### **2. REQUIRED PROFESSIONAL COMPETENCIES**

- Excellent communication and persuasion skills.
- Should be self-motivated and target-oriented individual.
- Ability to maintain a good living relationship with retailers.

- Ability to work on an ad-hoc basis.
- Ability to travel.

### **3. METHOD OF SELECTION**

The appointment will be made on an assignment basis. The applicant should send their detailed CV by email to [ubl@seu.ac.lk](mailto:ubl@seu.ac.lk) to reach at or before 3.00 PM on 26<sup>th</sup> August 2022. Late submissions will not be considered. Review of applications will begin immediately after the deadline and shortlisted candidates will be informed through the telephone for an interview.

### **4. SCOPE OF THE ENUMERATOR**

Enumerators will collect business data from local retailers in Sri Lanka. Enumerators should maintain a good living relationship with retailers to satisfy the requirements of the research project. Suitable and appropriate data collection tools can be decided by the enumerator according to the nature of the data. The collected data should be provided in digital image format as well as excel sheet format.

### **5. REMUNERATION**

Payments shall be made on the basis of the number of collected business documents according to the approved cost component AHEAD/RA3/UBL/SEU/OVAA/33 of the PEP with the recommendation of the Principal Investigator (PI). In order to claim the payment, the selected candidate must provide both the digital image and the spreadsheet file of the business document. The rate will be negotiated with the selected candidates during the interview.

### **6. REPORTING THE DELIVERABLES**

The Enumerators shall closely coordinate and report to the Principal Investigator (PI). The enumerator shall submit data as per the requirements specified in section 07.

### **7. KEY TASKS AND ACTIVITIES**

<b>Key Task</b>	<b>Required Deliverable</b>	<b>Timeframe</b>
Data collection - gathering digitalized images of business documents according to the given image specifications.	Digital images of business documents.	Three (03) months.
Data entry - capturing data from business documents to computer file format.	Spreadsheets of business documents.	Three (03) months.

## **8. OWNERSHIP OF THE ASSIGNMENT**

This assignment is funded by the World Bank Project, Accelerating Higher Education Expansion and Development in collaboration with the Ministry of Education. The University Business Linkage of the South Eastern University of Sri Lanka is the implementing body. As such, the University shall be the owner of the assignment and will reserve the Intellectual Property Rights for all deliverables of the assignment under the terms and conditions given in the IP policy of the University. The Enumerator will have no right of claim to the assignment or its outputs once it is completed and no rights to use Data and Information gathered through the assignment for other purposes without written permission from the Vice-Chancellor of the SEUSL. Any reports, data, or information produced as part of this assignment shall be handed over to the university in soft and hard formats.

## **9. FOR ENQUIRIES**

The Manager  
University Business Linkage  
South Eastern University of Sri Lanka  
University Park  
Olivil #32360  
Email: [ubl@seu.ac.lk](mailto:ubl@seu.ac.lk), Tel: 067 205 2825

**The Director**

**University Business Linkage**

**South Eastern University of Sri Lanka**

04<sup>th</sup> August 2022