



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

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 8th February 2023**. The application along with the supporting documents must be attached.

TERMS OF REFERENCES

REQUIRED QUALIFICATIONS & EXPERIENCE

- Minimum GCE O/L qualification
- Minimum 1-year experience in field sales/marketing
- Professional qualification in sales/marketing would be an added advantage
- Familiarity with MS Office packages

REQUIRED PROFESSIONAL COMPETENCIES

- Excellent communication and persuasion skills
- Should be a 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

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 to reach at or before 3.00 PM on 8th February 2023. 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 a Zoom interview for selection.

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.

MODE OF PAYMENT

Payments shall be made based on 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. If the candidate fails to collect the business documents, payment can be made on a daily wage basis for the effort he/she made. As documentary evidence for a daily wage claim, the enumerator must submit a minimum of 10 questionnaire responses per day. A suitable questionnaire will be provided by the PI for this purpose. The rates will be negotiated with the selected candidates.

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 04.

KEY TASKS AND ACTIVITIES

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

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 or data or information produced as a part of this assignment shall be handed over to the university in soft and hard formats.

The Director

University Business Linkage

South Eastern University of Sri Lanka

December 28, 2022