



CLONESHOUSE
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Cloneshouse LLC

Position Information

Organization: Cloneshouse LLC

Title: Survey Coordinator

Location: Remote

Contract Type: Part-time Consultant (Roster Pool)

Duration: Variable project assignments (short- to medium-term contracts)

Reporting To: Project Manager / Technical Lead

Only shortlisted candidates will be contacted, as the successful candidate will start shortly.

1. Background

Cloneshouse is an international evaluation specialist firm with over 14 years of experience providing technical assistance to government and non-government organizations in African monitoring and evaluation.

Cloneshouse has worked with individuals and teams from different countries. We help NGOs, government agencies, and the private sector. We collaborate with government and non-governmental organizations to monitor project implementers' performance, strengthen MEL capacities, design training for implementing partners, and evaluate development programmes.

Our mission is to enhance monitoring and evaluation practices in Africa. Cloneshouse has a team of experts, policy advisors, partners, and critical support staff to fulfill this mission.

2. Position Overview

Cloneshouse is establishing a roster of highly experienced Survey Coordinators to lead the design, implementation, and quality assurance of household, facility, and other quantitative surveys commissioned by multilateral and bilateral development partners, government agencies, and private foundations. The Survey Coordinator will serve as the primary technical and operational lead on survey projects—ensuring methodological rigor, compliance with international standards, and on-time delivery of high-quality data.

3. Key Responsibilities

- **Survey Design & Sampling**
 - Develop and review sampling strategies (stratified multi-stage, cluster, PPS) tailored to project objectives and client requirements.



- Draft survey protocols, sampling plans, and statistical analysis plans.
- **Instrument Development & Testing**
 - Oversee questionnaire design, translation, and cognitive testing.
 - Coordinate pilot testing and final instrument validation (paper and CAPI).
- **Field Operations Management**
 - Lead recruitment, training, and certification of enumerators, supervisors, and regional managers.
 - Develop fieldwork plans, logistics strategies, and contingency protocols.
 - Monitor progress via real-time dashboards, paradata analytics, and field reports.
- **Data Quality Assurance & Management**
 - Implement multi-layer QA/QC procedures (back-checks, audio verification, consistency checks).
 - Liaise with data management teams to ensure clean, analyzable datasets.
- **Stakeholder Engagement & Reporting**
 - Serve as principal point of contact for clients (World Bank, UN agencies, government ministries).
 - Deliver clear, concise progress reports, risk logs, and technical briefs.
 - Present findings at inception, midline, and close-out workshops.

4. Required Qualifications

- **Experience:** Minimum **10 years** of professional experience designing and managing quantitative surveys (household, facility, enterprise) in Africa or similar contexts.
- **Clients:** Proven track record delivering projects for multilateral (e.g., World Bank, UNDP, UNICEF), bilateral (e.g., USAID, DFID), and national government agencies.
- **Technical Skills:**
 - Expert in probability sampling and survey weighting
 - Proficiency with CAPI platforms (SurveyCTO, CSPro, ODK)
 - Advanced statistical software skills (Stata, R, SPSS)



- Familiarity with GIS mapping and data visualization tools
- **Education:** Master's degree or higher in Statistics, Demography, Economics, Public Health, Social Sciences, or related field.
- **Languages:** Fluent in English, and French;

5. Key Competencies

Leadership	Technical Excellence	Communication
Team management & mentorship	Survey methodology & design	Report writing & presentation
Problem solving & adaptability	Data quality assurance	Client relationship management
Time & budget management	Sampling & weighting	Stakeholder facilitation

Compensation & Benefits:

The compensation package for this position is based on industry standards, and designed to attract, motivate, and incentivize talented individuals.

How to Apply

Interested candidates should submit the following in a single PDF (max 4 pages) by **April 8, 2025** to **abuja@cloneshouse.com** with subject line "Survey Coordinator Roster":

1. Curriculum Vitae (including three professional references)
2. Daily consulting rate (USD) and earliest availability

Cloneshouse is an equal-opportunity employer and values diversity in its workforce.

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Disclaimer Clause:

This Reference (ToR) document/Job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position. This document is subject to revision as needed to reflect the evolving needs of the organization and its strategic objectives