

TERMS OF REFERENCE

DESIGNATION: Children and Adolescent Risk Screener (CARS) Enumerator

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and well-being of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

In addition to its core programs, ULF has three (2) independent programs that it continues to support its growth and sustainability, namely:

- Positive Youth Development Network (PYDN) that provides a platform for youth to become change agents.
- Center for Integrated STEM Education (CISTEM) that provides STEM learning curriculum and resources to capacitate our teachers and learners in high quality STEM education.

For more information, visit www.unilabfoundation.org

Purpose

The enumerator will document the experiences of CARS administration, and provision and assessment of interventions.

Duration

April 2025 to May 2025 (2 months)

Scope of Work

Successful candidate shall undertake the following responsibilities:

- A. Conduct FGD with educators involved in the implementation of the CARS.
- B. Monitor the fidelity of implementing the CARS in various public schools.
- C. Systematically plan for data collection to include fieldwork planning, school coordination, and preparation of materials needed.
- D. Analysis and reporting of complete data collected which includes:
 1. Quality check of data for consistency and accuracy
 2. Organize and maintain data stored for easy access and retrieval
 3. Analyze data for quick reference and understanding and summarize results using tables and figures for quantitative data, and themes and narrative description for qualitative data.

Knowledge, Skills and Abilities required (Selection Criteria)

1. Minimum of 2 years of experience in fieldwork for data collection
2. Excellent communication (oral and written), interpersonal and facilitation skills
3. Computer application skills, data management, reporting, and presentation skills.
4. Self-motivated, results driven, excellent organizational and time management skills
5. Attention to details, ability to work under pressure, and team player
6. Research, analytical and problem-solving skills
7. Relevant educational / professional degrees and certifications.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line: CARS Enumerator and a cover letter outlining your suitability for the position.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.