

**MICS SURVEY DESIGN WORKSHOP**  
**Organized by the UNICEF MENARO and HQ**  
**Kempinski Hotel, Amman, Jordan**  
**16 – 22 April, 2013**

**AGENDA**

**Workshop expected results:**

- Strengthened skills of UNICEF officers, government counterparts and survey coordinators for planning, organization, management and coordination of MICS.
- Improved understanding of the indicators and the recommended survey methodology for collecting data on the situation of children and women through MICS.
- Draft survey plans produced for countries committed to conducting MICS.

**UNICEF Workshop Facilitators and Resource Persons**

Attila Hancioglu	(AH)	Senior Adviser/Global MICS Coordinator, SMS/DPS, HQ
David Megill	(DM)	Consultant, Sampling Expert, HQ
Ivana Bjelic	(IB)	Statistics Specialist (Data Processing), SMS/DPS, HQ
Manar Abdel Rahman	(MAR)	Consultant, Household Survey Expert, MENARO
Oliver Petrovic	(OP)	ECD Programme Specialist, Early Childhood Development Unit/PDO, HQ
Pierre Ngom	(PN)	Regional M&E Chief, MENARO
Sarah Ahmad Mirza	(SA)	Monitoring Specialist (MENARO MICS Coordinator)
Turgay Unalan	(TU)	Statistics Specialist (Household Surveys), SMS/DPS, HQ
Yadigar Coskun	(YC)	Statistics and Monitoring Specialist (Data Processing), SMS/DPS, HQ


**April 16, Tuesday**

**Day 1**

<b>Time</b>	<b>Topic</b>	<b>Objectives</b>	<b>By</b>	<b>Methodology</b>
08:30-09:00	Workshop Registration			
09:00-09:20	Opening Session – Welcome Speeches		Hannan Suleiman, Deputy Regional Director, UNICEF MENARO Attila Hancioglu, Global MICS Coordinator, UNICEF	
09:20-09:45	Introduction of Resource Persons and Participants		AH/SA	
09:45-09:50	Objectives of the Workshop	To review themes to be covered in the workshop	SA	Presentation
09:50-10:00	Administration and Logistics of the Workshop	To discuss workshop administration and logistics	SA	
10:00-10:15	Security Briefing		UNICEF MENARO	
10:15-10:30	Coffee Break			
10:30-11:45	MICS: Past, Present, and Future	To understand: 1) the importance of monitoring progress towards MDG and other goals, and the contribution of MICS in this area 2) the importance and place of MICS in generating data on children’s and women’s well-being, and 3) reporting needs at regional and country level To discuss: 1) deadlines for events and reports and 2) potential uses of MICS data at global, regional and country level	AH	Presentation and Q&A
11:45-12:30	Country Group Discussions	To discuss the pre-workshop survey plans and country data availability		Country group discussion
12:30-13:30	Lunch			
13:30-14:30	Overview of MICS Tools, Templates, Resources, Technical Assistance	To introduce all standard MICS tools, templates, and resources made available through the Global MICS Programme Overview of the MICS Technical Assistance Framework	IB	Presentation and Q&A
14:30-15:15	Overview of the MICS Process	To understand the survey cycle and key decisions to be taken before data collection, including governance structure, human resources, survey scope, timetable, budgeting	SA	Presentation and Q&A
15:15-15:30	Coffee Break			
15:30-17:00	Overview of the MICS Process (continued)	To explain and discuss the contents of the Country Survey Plan and Budget to be presented by each country at the end of the workshop To understand typical timetable for a national survey, common survey budget items, calculation of the survey budget	TU	Presentation and Q&A

April 17, Wednesday

Day 2

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-09.30	Some Features of MICS Questionnaires and Modules	To understand the structure and formatting features of the MICS questionnaires and modules To understand the basic rules to be followed during the customization of questionnaires	SA/MAR	Presentation and Q&A
09.30-10.30	<u>Household Questionnaire</u> Overview	The overall structure of the Household Questionnaire To understand, for each module: The flow of the module, eligibility, indicators produced and associated goals, targets and uses, preparatory work for customizing the module	AH/IB	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-12.00	<u>Household Questionnaire</u> Household Information Panel List of Household Members Education Child Labour Child Discipline	As above	AH/IB	Presentation and Q&A
12-00-12.30	Country Group Discussions	To discuss Household Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
12.30-13.30	Lunch			
13.30-15.30	<u>Household Questionnaire</u> Household Characteristics Insecticide Treated Nets Indoor Residual Spraying Water and Sanitation Handwashing Salt Iodization	As above	AH/IB	Presentation and Q&A
15.30-15.45	Coffee Break	Group Photo 		
15.45-17.00	Country Group Discussions	To discuss Household Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
<b>SESSION FOR UNICEF PARTICIPANTS</b>				
17.30-18.30	Managing Support to MICS	How to coordinate and manage support to MICS in a country office	SA/AH	Group discussion
19.00-20.30	RECEPTION			

April 18, Thursday

Day 3

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-10.30	<u>Questionnaires For Individual Women and Men</u> Woman's Information Panel Woman's Background Access To Mass Media And Use of Information and Communication Technology Fertility/Birth History Desire For Last Birth Unmet Need	To understand, for each module: The flow of the module, eligibility, indicators produced and associated goals, targets and uses, preparatory work for customizing the module	SA/TU	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-12.00	<u>Questionnaires For Individual Women and Men</u> Maternal And Newborn Health Post-Natal Health Checks Illness Symptoms Contraception Female Genital Mutilation/Cutting Attitudes Toward Domestic Violence Marriage/Union	As above	SA/TU	Presentation and Q&A
12.00-12.30	Country Group Discussions	To discuss Individual Women/Men Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
12.30-13.30	Lunch			
13.30-15.15	<u>Questionnaires For Individual Women and Men</u> Sexual Behaviour HIV/AIDS <i>Circumcision</i> Maternal Mortality Tobacco And Alcohol Use Life Satisfaction	As above	SA/TU	Presentation and Q&A
15.15-15.30	Coffee Break			
15.30-17.00	Country Group Discussions	To discuss Individual Women/Men Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
<b>OPTIONAL SESSION</b>				
17.30-18.30	Sharing of MICS Experiences: Lessons Learned from MICS4	To learn from previous experience: Identification of issues that posed great difficulties; recommended solutions.		Group discussion

April 19, Friday

Day 4

Off-Day - Social Activity

April 20, Saturday

Day 5

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-10.45	Sampling - Part I	1) To explain: the importance of correct sampling procedures, key concepts in proper sampling the relationship of sampling with other factors, such as cost, time, fieldwork organization, and factors that determine sample size, how to calculate sample size, number of PSUs and cluster size 2) To discuss sampling options, use of sample frames, and sub-national estimates 3) To introduce sampling errors, survey weighting	DM	Presentation and Q&A
10.45-11.00	Coffee Break			
11.00-11.45	Sampling – Part I (continued)	4) Group activity: Selection of Indicators and Calculation of Sample Size		Group practice
11.45-13.00	<u>Questionnaire For Children Under Five</u> Under-5s Information Panel Age Birth Registration Early Childhood Development	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module	TU/OP	Presentation and Q&A
13.00-14.00	Lunch			
14.00-14.30	<u>Questionnaire For Children Under Five</u> Breastfeeding and Dietary Intake Immunization Care of Illness	As above	MAR/SA	Presentation and Q&A
14.30 – 15.15	Country Group Discussions	To discuss Questionnaire for Children Under Five modules including customization, relevance and application within country context		Group discussion and Q&A
1515-15.30	Coffee Break			
15.30-16.15	Country Group Discussions	To discuss Questionnaire for Children Under Five modules including customization, relevance and application within country context		Group discussion and Q&A
16.15-17.00	<u>Questionnaire For Children Under Five</u> Anthropometry	To understand equipment, training and field work requirements of anthropometry in MICS	MAR/SA	Presentation and Q&A
<b>SESSION FOR SURVEY MANAGERS AND SAMPLING EXPERTS (OPTIONAL FOR OTHER PARTICIPANTS)</b>				
17.30-19.00	Sampling – Part II	To discuss frame issues, stratification, household listing and selection, weighting and associated templates and techniques to minimize bias	DM	Presentation and group discussion

**April 21, Sunday**

**Day 6**

<b>Time</b>	<b>Topic</b>	<b>Objectives</b>	<b>By</b>	<b>Methodology</b>
08:30-08:40	Eyes & Ears Feedback			
08.40-09.45	Preparing for Fieldwork	To discuss recruitment and structure of fieldwork teams and roles and responsibilities of fieldwork team members. To understand MICS recommendations for pre-test and field-work training.	SA	Presentation and Q&A
09.45-10.30	Fieldwork: Survey Logistics and Arrangements	To understand the key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc.) To develop a complete list of logistics to be managed To develop the supply list for UNICEF procured items	OP/MAR	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-11.30	Country Group Practice	To discuss fieldwork preparations, logistics, and training		Group discussion
11:30-12:30	Fieldwork: Survey Quality Control	To understand: 1) The types of errors that can influence survey validity and reliability, 2) how to prevent, identify, and correct errors and low-quality work, and 3) the key role of adequate supervision and team interaction in the field To understand the use of field check tables	SA/MAR	Presentation and Q&A
12.30- 13.00	Interpreting field check tables		IB	Presentation and Q&A
13.00-14.00	Lunch			
14.00-15:00	Country Group Practice: Interpreting Field Check Tables	Exercise to interpret field check tables and find solutions to improve data quality		Group discussion
15.00-15.15	Coffee Break			
<b>OPTIONAL SESSION</b>				
15:15-16:30	Data Collection Using PDAs/Tablets	To further understand data collection using PDAs/tablets and provide answers to all questions in plenary	IB	Q&A
15.00-17.00	Completion of Presentations / Report on Survey Plans	Country teams work on survey plans		Group discussion

**April 22, Monday** **Day 7**

<b>Time</b>	<b>Topic</b>	<b>Objectives</b>	<b>By</b>	<b>Methodology</b>
08:30-08:40	Eyes & Ears Feedback			
08.40-09.40	Data Entry and Processing	To understand: 1) the role of data entry in MICS, 2) methods to accomplish data entry, and 3) software for data entry. To preview the agenda of the second MICS workshop To demonstrate and provide a brief overview of data archiving toolkit (IHSN)	IB/YC	Presentation and Q&A
09.40-10.15	Data Analysis and Reporting	To understand the MICS process in analyzing data and the report writing activities, incl. focus on data quality and sampling error tables	SA/MAR	Presentation and Q&A
10.15-10.30	Coffee Break			
10.30-11.00	Dissemination	To explain how to 1) use MICS results at the maximum extent possible 2) organize public presentations, and 3) draft a dissemination plan	OP/TU	Presentation and Q&A
11.00-12.30	Lessons Learned from MICS4	Excerpts from independent evaluation of MICS4. Data quality analysis of MICS4 data.	AH	Presentation and Q&A
12.30-13.30	Lunch			
13.30-15.00	MICS Technical Assistance Framework	To go through the MICS steps and understand the technical assistance that will be provided at each critical survey stage To describe the details of the technical support that will be provided by RO and HQ	SA/TU	Presentation and Q&A
15.00-15.15	Coffee Break			
15.15-17:00	Country Presentations on MICS Survey Plans (5-10 min. for each survey team)	To address: Implementing Agency and MICS Team Envisaged Content Sampling Fieldwork Survey Instruments Needed Technical Support Needs Budget Timetable To offer suggestions on resolving problems To discuss major challenges in the implementation of MICS	SA	Survey Team Presentations
17.00-17.15	Workshop Evaluation	To understand the adequacy of the knowledge gained and skills developed to train and implement MICS To present the results of information collected in participant evaluation forms To revisit critical aspects of the workshop To discuss the main outcomes of the workshop	YC	Presentation and Q&A
17.15-17.30	Closing Session – Closing Speeches	Speeches Distribution of certificates	Pierre Ngom, Regional Chief of Monitoring and Evaluation, MENARO Attila Hancioglu, Global MICS Coordinator, UNICEF	