

Summary

Title	Survey Consultant, South Sudan Household and Health Survey (MICS) with an Maternal Mortality Ratio (MMR) module
Purpose	Technical support to the National Bureau of Statistics (NBS), the Ministry of Health (MoH) and TWG to conduct the statistically and technically sound Household and Health Survey with Maternal Mortality module for South Sudan
Expected fee	Senior Mid-level Expert (Preferably P4 level)
Location	South Sudan
Duration	<u>11 months</u>
Start Date	October 1, 2013 – September 30, 2014
Reporting to	PM&E Specialist / Health Specialist, UNICEF

Background

The Multiple Indicator Cluster Survey (MICS) enables countries to produce statistically sound and internationally comparable estimates of a range of indicators in the areas of health, education, child protection, water and sanitation, and HIV and AIDS. For many countries, MICS surveys are among the most important sources of data used for situation analyses, policy decisions and programme interventions, and for influencing the public opinion on the situation of children and women.

During 2012-2015, UNICEF will support the fifth round of MICS surveys. MICS will be generating information for over 20 MDG indicators and will be, along with other nationally representative household surveys, critically important for final MDG reporting. Given the time constraint to produce the first survey results in April-May 2014, fieldwork (data collection) for surveys conducted mainly for the MDG reporting purpose, should be completed by the end of 2013 or very early in 2014.

The Republic of South Sudan will conduct a Household and Health Survey with a Maternal Mortality module, in early 2014, based on the MICS Platform. In order to ensure that the implementation of the survey runs smoothly, specific deadlines are met, and that the Ministry of Health (MoH) and National Bureau of Statistics (NBS) receives the technical assistance necessary to produce statistically sound and reliable data, UNICEF South Sudan Country Office will hire a full time consultant to oversee the Survey process.

The Maternal Mortality module is very important for South Sudan. The MMR for South Sudan stands at 2054 deaths per 100,000 live births. The estimate is based on the 2006 SS Household and Health Survey. The country has set a very ambitious goal to reduce maternal mortality ratio to 1640 deaths per 100,000 live births, as set out in the South Sudan Development Plan (SSDP) (2012-2016). This is a very big task considering the levels of capacity of the health system in the country. This target however helps to galvanize national efforts geared towards reducing maternal deaths. However, in the absence of reliable and accurate data and information on the delivery of Basic and Comprehensive Emergency Obstetrics and Newborn Care (B/CEmONC) within the health system becomes even more difficult to reach as tracking progress becomes another challenge.

It is generally accepted that in order to reduce maternal and neonatal deaths, women should deliver their babies in the presence of skilled birth attendance and that good quality emergency obstetric and newborn care (EmONC) services must be available and accessible to all women; and that these key services should be integrated into the decentralized health system. South Sudan will have to address these issues if the target of reducing maternal mortality is to be achieved. To help the newest

nation to strategically implement proven interventions to facilitate reduction of maternal and neonatal deaths, EmONC Needs Assessment has been conducted to have an overall understanding on key UN process indicators for EmONC to guide the nation develop its EmONC Program Plan to local settings and situation.

Given this situation, the MoH requested UN agencies to support the Maternal Mortality Ratio (MMR) Survey, in addition to EmONC Needs Assessment in 2011. While government's priority is to get maternal mortality estimates, there is recognition that the Survey needs to be expanded to provide more current data on key indicators for the MDG reporting (the last data available is from the 2010 SSHS). Given the various interventions by both government and its partners in the 2 years since independence, it is hoped that the South Sudan MDG indicators will have somewhat improved. The Survey will be conducted using the MICS platform, and will establish updated national baselines data on maternal mortality ratio and key service coverage on maternal and neonatal health, as well as data on other key indicators for the new nation, which will be the reference points to assess progress towards achieving MDGs and targets set in the South Sudan Development Plan.

Justification

As part of the overall global MICS recommendations to ensure quality of the survey and build national capacities, we seek an international, experienced survey manager with strong knowledge of household surveys implementation. It is also recognizes that high technical expertise is required, given the often challenging survey environment in South Sudan, as well as the fact that this is the first time a Maternal Mortality module will be implemented in South Sudan as a nation, and the need to ensure quality survey results. The Survey manager will work in close collaboration with the national implementing partners, NBS and MoH, with the objective of providing direct in-house support in the effective management of the overall survey process, and build national capacities. This requires the manager to work full-time on the survey.

Objectives of the assignment and specific tasks:

Under the overall supervision of the UNICEF PM&E and Health Specialist, the UNICEF Survey Consultant (USC) will support and provide guidance to MoH and NBS to facilitate and coordinate the activities related to MMR Plus survey by supporting the Survey Technical Working Group (TWG) co-lead by MoH and NBS for the preparation, implementation, and completion of the expanded MMR Survey in South Sudan. The UNICEF Survey Consultant will advise NBS and MoH, especially the Survey Coordinator and sampling and data processing experts, during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, dissemination, and archiving, ensuring that MICS protocols and recommendation are being followed at all times. The USC will communicate effectively between the UNICEF CO and MoH and NBS, responding promptly to Survey related needs and issues as they arise.

The UNICEF Survey Coordinator will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF to provide technical assistance to the Survey process. He/she will work in close collaboration with the survey team, the stakeholders, and Steering and Technical Committees and will represent UNICEF in meetings and workshops in relation to the survey as needed.

Main Tasks Related to the Job

1. Provide technical and managerial support to the survey;
2. Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g. ministries, UN Agencies, etc.);
3. Finalize in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including timetable and share with UNICEF Regional Office (RO);
4. Oversee each stage of the survey process and ensure that the MICS protocols and standards are followed by the Ministry of Health and National Bureau of Statistics, more specifically during training and field supervision visits;
5. Communicate regularly with the UNICEF CO, RO and/or Headquarters (HQ) responding to all MICS related issues in a timely manner;
6. Provide progress reports on MICS activities to the UNICEF CO/RO/HQ on a monthly basis;
7. Coordinate the work of National Bureau of Statistics, Ministry of Health experts and UNICEF Regional Consultants and other resource persons assigned by the UNICEF CO and/or RO to support different survey stages;
8. Ensure that external technical reviews by experts (i.e. Regional Sampling Consultant, Regional Data Processing Consultant, and Regional Household Survey Consultant) are carried out at key survey stages and coordinate the feedback and response between the CO/RO/HQ and National Bureau of Statistics;
9. Ensure that all survey related documents and deliverables (questionnaires, manuals, expert reports, final report, datasets, etc.) are properly archived throughout the survey process;
10. Participate in all Survey Steering and Technical Committee meetings;
11. Participate in, and contribute to, MICS Regional Workshops;
12. Ensure that lessons learned, problems, and good practices are documented throughout the Survey process and rapidly shared with the MICS community (other MICS implementing countries, RO, and HQ) through all means available.

Specific Activities

In consultation and collaboration with the UNICEF CO, Ministry of Health and the National Bureau of Statistics, the USC will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and will contribute to the coordination of these activities:

1. Survey Planning:

- The Memorandum of Understanding between UNICEF and Ministry of Health and National Bureau of Statistics has been understood by all parties and signed;
- A Steering Committee is established and comprised of relevant line ministries/Development Partners;
- A Technical Committee comprised of all relevant technical experts is established;
- The Survey Plan and Budget, including timetable is finalized and shared with all stakeholders;
- Survey supplies are procured and distributed in time for training, data collection, and data entry;
- Sample design:
 - The UNICEF Regional Sampling Consultant is provided with necessary information and his/her visit is well managed and coordinated within survey plans;
 - Sample design is finalized by the sampling expert of Ministry of Health and National Bureau of Statistics with the guidance and review of the UNICEF Regional Sampling Consultant;
 - Household Listing and Mapping operations are reviewed by the UNICEF Regional Sampling Consultant and carried out on the field according to MICS recommendations;
 - Sample design is reviewed by the UNICEF RO and/or HQ before finalization.
 - The final selection of households is reviewed.
- Survey questionnaires:
 - Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customization of relevant sections of the MICS questionnaire;
 - Questionnaires undergo translation and back translation process;

- Questionnaires are pre-tested and a pre-test report is produced;
- Questionnaires are reviewed by the UNICEF RO and HQ before finalization.
- **Manuals:**
 - MICS Supervisor and Editor, Measurer, and Interviewer Manuals are customized for the country specific context and translated.
- **Data Entry Templates:**
 - Data entry template is customized by the data processing expert of Ministry of Health and National Bureau of Statistics with the guidance of UNICEF Regional Data Processing Consultant;
 - Data entry template is reviewed by the UNICEF RO and/or HQ before finalization.

2. *Household Listing and Mapping, Training, Fieldwork, and Data Entry:*

- Household listing and mapping is planned and performed according to MICS guidelines;
- Training schedules are adequately adapted to the county context while following MICS guidelines;
- Appropriate resource persons are identified to facilitate training (i.e. nutritionists for anthropometry training, survey expert for methodology, etc.);
- Contribute to the fieldwork training;
- Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines;
- Field Check Tables are produced on a weekly basis, immediately analyzed by survey managers, and main findings reported to field supervisors for action. Field check tables are immediately shared with UNICEF RO;
- Participation of UNICEF CO staff is organized to assist in monitoring data collection;
- UNICEF Regional Data Processing Consultant is timely provided with necessary information and country visits are well managed and coordinated;
- Data entry room, hardware, and software are properly arranged and a working data entry and backup system is established;
- Monitor data entry and processing;
- Monitor secondary data editing.

3. *Data Analysis and Report Writing:*

- Sampling Weights are included in the datasets and reviewed by sampling expert of Ministry of Health and National Bureau of Statistics with the guidance and review of the UNICEF Regional Sampling Consultant;
- MICS tabulation plan and standard syntax are used in generating SPSS dataset and tables.
- Dataset/Tables including the wealth index are substantively reviewed by technical (e.g. sampling expert) and subject matter experts at MoH and NBS, as well as by UNICEF RO and HQ MICS Team before the report writing commences;
- Coordinate and contribute substantively to the writing of the Summary Findings Report and Final Report, using MICS templates and according MICS standards to ensure a timely release;
- Ensure that the reports (Summary Findings and Final) undergo the technical review process by RO and HQ;
- Coordinate the printing and distribution of the Final Report;
- Organize and facilitate the presentation of the Final Report through a national seminar;
- Organize wide dissemination of the Final Report and main results;
- Ensure that the MICS survey archive (questionnaires, manuals, sampling frame, field reports, database, tables, final reports, dissemination materials, etc.) is being produced by the Ministry of Health and National Bureau of Statistics.

Expected Deliverables

1. Monthly Progress Report of activities to the TWG, CO and RO;
2. Specific reports at the end of each of the following survey activities: Sample design, Questionnaire design, Listing and Mapping, Pre-test, Fieldwork training, Data collection, Data entry and editing, Data processing and tabulation, Report writing, Dissemination;
3. Field trip reports;
4. Regional workshop trip reports;
5. Presentations and training materials used in trainings, workshops, and other meetings.

Estimated Duration of the Contract

October 1, 2013 – September 30, 2014. Only candidates who can commit for this minimum time in-country will be considered.

Reporting

The consultant will work closely with the Director Research in MoH and the NBS under the direct supervision of Planning, M&E Specialist and Health Specialist (MNH) of UNICEF-South Sudan

Confidentiality of Data and MICS Documents

The UNICEF Survey Coordinator must respect the complete confidentiality of the Survey data as well as any specific Survey documents that will be produced throughout the Survey process. The Survey Coordinator can use the documents and the datasets only for the tasks related to these terms of reference.

Expected Qualifications and Competencies

Education:

University degree in Social Sciences, Demography, Statistics, Epidemiology or any other related technical field is required.

Skills and Experience:

- At least five experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS) coordination experience highly desirable);
- Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS);
- Training experience and ability to organize and facilitate training and presentations;
- Experience in data analysis and survey report writing;
- Excellent oral and written communications in English required;
- Excellent communication and interpersonal skills.
- Familiarity and previous experience of working in South Sudan highly desirable and/or in the region.
- Ability and willingness to travel extensively in-country and to attend regional workshops.

Other competencies:

- Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organization;
- Demonstrated leadership, managerial and supervisory ability.

Office Arrangements and Travel Requirements

UNICEF South Sudan Country Office will arrange the office space and office equipment including a laptop computer with relevant software installed.

During the contract period, the UNICEF Survey Coordinator is expected to travel within the country and to MICS Regional Workshops in other countries and UNICEF Regional Office. The travel costs will be covered by UNICEF South Sudan Office.

General Conditions

The organization will assume responsibility for the following:

- The Consultant will be paid a lumpsum DSA rate of \$4,000 per month. Additional field UN DSA rate shall be paid to the Consultant who will be on official business outside Juba.
- The consultant will work from combination of locations such as Ministry of Health, National Bureau Statistics office, and UNICEF supported partners in the States or remote locations depending on the availability of office space at UNICEF.
- The consultant will be required to come with his/her own laptop but UNICEF will provide all other supplies related directly to the task for duration of the consultancy.
- While in the field the movement of consultant will be facilitated by UNICEF; thus access to UNICEF transport will be authorized.
- Final payment to the consultant will be dependent on the completion of deliverables as well as hand over notes and submission of the completion of consultancy Performance Evaluation Report (PER). Portion of consultancy fees may be deducted as a penalty if the quality of final report of consultancy is not up to the mark of UNICEF standards.
- UNICEF will only cover the costs of economy class air-fare from destination of Juba and back. All flight costs within South Sudan will also be covered by UNICEF. Unless authorized, UNICEF will buy the tickets of the consultant. In exceptional cases, the consultant may be authorized to buy his/her air tickets and shall be agreed to beforehand.

Policy both parties should be aware of:

- The consultant is not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before the consultancy can be undertaken by the consultant to the duty station, without prior submission of insurance cover and waiver in the event of injury while executing the duty.
- The consultant will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health Statement for consultants/individual contractor and to complete the Basic Security in the Field Course 11, prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.

- The Form Designation, change or revocation of beneficiary must be completed by the consultant upon arrival, at the HR Section.

Payment

It is anticipated that the payment schedule will be as follows:

- Monthly dues will be paid based on approved deliverables as captured in the consultant's inception note.
- Final payment upon satisfactory completion of Survey with final Technical report

Submission of Applications:

Applications from applicants, accompanied by the above documents and a completed United Nations Personal History Form, (which can be downloaded from our website at www.unicef.org/employ) should be sent to the address below by on or before **Monday 16th September 2013**.

Send application to:

Human Resources Officer,
UNICEF South Sudan Country Office,
Juba, South Sudan

OR PREFERABLY: Email: jubavacancies@unicef.org