
Multiple Indicator Cluster Survey (MICS)

Terms of Reference

UNICEF International MICS Consultant

Background

Statistically sound and internationally comparable data are essential for developing evidence-based policies and programmes, as well as for monitoring countries' progress toward national goals and global commitments. Since 1995, UNICEF has supported the implementation of Multiple Indicator Cluster Surveys (MICS), assisting countries in generating high quality data on the situation of children and women. Over the last 17 years and four rounds of MICS, 240 MICS surveys have been conducted in more than 100 countries.

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. For countries like Turkmenistan, which will not have conducted the MICS 5 in time for the MDG, the survey will help generate data and fill gaps in establishing baseline for the post-2015 development agenda.

MICS surveys are usually carried out by government organizations, with the support and technical assistance of UNICEF. The entire MICS process can last 12 to 14 months with UNICEF working closely with the implementing agency to ensure that MICS guidelines¹ and international standards are met at all stages.

Turkmenistan will conduct a MICS survey in 2015-2016. In order to ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met, and that the State Statistics Committee (SSC) receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Turkmenistan Country Office will hire a full time international consultant to oversee the MICS process.

¹ All guidelines are provided in the MICS manual available at www.childinfo.org.

Purpose of the Job

Under the overall supervision of the Deputy Representative, the UNICEF International MICS Consultant (UIMC) will support and provide guidance to UNICEF Turkmenistan Country Office and SSC for the preparation, implementation, and completion of the MICS survey in Turkmenistan. The UIMC will advise SSC, 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 UIMC will communicate effectively between the UNICEF CO and SSC, responding promptly to MICS related needs and issues as they arise.

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

At the time of preparation of this ToR the MoU has been signed and some of the preparatory work (CSP, budget review of questionnaires) started.

Main Tasks Related to the Job

1. Provide technical and managerial support to the MICS 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 as well as recommendations for surveys conducting CAPI (Computer-assisted personal interviewing) surveys, are followed by the SSC, 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 SSC 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 SSC;
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 MICS 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 MICS 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 and SSC, the UIMC will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and the attachment of the MoU on “Steps for Conducting MICS” and will contribute to the coordination of these activities:

1. Survey Planning:

- The Survey Plan and Budget, including timetable is finalized and shared with all stakeholders;
- Survey supplies are procured and distributed in time for pre-test training, main training, data collection, and data entry;
- Sample design:
 - The UNICEF Regional Sampling Consultant is provided with necessary information and documents and his/her visit is well managed and coordinated within survey plans;
 - Sample design is finalized by the sampling expert of SSC 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.
- MICS 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 at different stages, including before finalization.
- Manuals:
 - MICS Supervisor and Editor, Measurer, and Interviewer Manuals as well as other manuals and guidelines, as applicable, are customized for the country specific context and translated.
- Data Entry Templates:
 - Data entry template is customized by the data processing expert of SSC with the guidance of UNICEF Regional Data Processing Consultant;
 - Data entry template is reviewed by the UNICEF RO and/or HQ at different stages, including 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 SSC 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 SSC, as well as by UNICEF RO and HQ MICS Team before the report writing commences;
- Coordinate and contribute substantively to the writing of the Key Findings Report and Final Report, using MICS templates and according MICS standards to ensure a timely release;
- Ensure that the reports (Key Findings and Final) undergo the technical review process by RO and HQ;
- Support the printing and distribution of the Final Report;
- Help organize and facilitate the presentation of the Final Report through a national seminar;
- Help 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 SSC.

Deliverables

1. Monthly Progress Report of activities to 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

The duration of the contract should cover the whole MICS process: a minimum of 12 months. Only candidates who can commit for this minimum time in-country will be considered.

The UIMC should be recruited at the start of MICS planning and should remain on board until the final report and the survey archive are produced. Without significant and unforeseen delays, the MICS survey can be conducted over a 12 to 14 month period.

Reporting Line

The UIMC will report directly to the Deputy Representative in the UNICEF Country Office.

Confidentiality of Data and MICS Documents

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

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 three to five years' 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 is required; Knowledge of Turkmen or Russian is desirable;
- Excellent communication and interpersonal skills.
- Familiarity and previous experience of working in Turkmenistan or at least in region is highly desirable.
- 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 Turkmenistan Country Office will arrange the office space and office equipment including a laptop computer with relevant software installed.

During the contract period, the UIMC 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 Turkmenistan Country Office.

Payment

The cost of the consultancy is commensurate with UN P3 level. The applicant is to propose a monthly lump sum which includes DSA.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.

Payable taxes, if any, have to be borne by the consultant.

All materials developed will remain the copyright of UNICEF and UNICEF will be free to adapt and modify them in the future.

Funding Source: IR 1.1 4360/AO/04/009/001

EXPRESSION OF INTEREST

UNICEF accepts applications from individual consultants. For the purpose of selection, a consultant is requested to submit the following documents and information:

- Consultant's curriculum vitae;
- P11 (www.unicef.org/.../Personal_History_P11_Form.doc);
- A cover letter including a summary of experience in similar assignments and the requested monthly payment.;

The proposal will be a key basis for the selection.

The application package should be transmitted via email to Ms Ayna Soppyeva, at the UNICEF Country Office in Turkmenistan

Email: asoppyeva@unicef.org

Email Subject: Expression of Interest - UNICEF International MICS Consultant

Closing date for all applications is 31 January 2015.

Prepared by: _____

Date: _____

Shohrat Orazov

Social Protection Specialist

Endorsed by: _____

Date: _____

Alena Sialchonak

Deputy Representative

Approved by: _____

Date: _____

Oyunsaikhan Dendevnorov

Representative

Appendix A: Expression of Interest Form

International MICS Consultant

Please fill-in page 1 of the form in its entirety and submit it to us electronically or via fax.

Institution Name:

Contact Person:

User Salutation: Mr. Ms. Mrs. Dr.

Job Title:

Mobile: (please include country & city)
code

Fax: (please include country & city)
code)

Email address:

Address:

City:

State:

Postal Code:

Country:

Alternate contact

Please respond to the questions below in a narrative not exceeding 2 pages.

1. Provide information, which will enable us to determine whether you have relevant experience. Information should include:

- a description of your technical competencies, and the number of years of experience in coordination and management of quantitative household surveys;
- reports commissioned by UN agencies or comparable organizations that you conducted, or participated in as a member of a team.

2. Provide any additional experience that may be critical to the success of the proposed technical assistance, including but limited to:

- affiliation to universities or professional bodies in one or more sample countries
- any other information that you deem relevant that would give you an advantage over other competing for the same consultancy

3. Confirm the following; that

- you have no on-going litigation with the UN;
- are not currently removed/invalidated or suspended by the United Nations or UN system organizations.