



**UNICEF/EAPRO, Bangkok**

## **TERMS OF REFERENCE FOR CONTRACTORS**

Title: **Regional Household Survey Data Processing Contractor (CAPI focus)**

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### **1. Nature and Objectives of Consultancy:**

UNICEF places high priority on the availability of recent and reliable information with which to monitor the situation of children and women. 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 international commitments such as the Millennium Development Goals (MDGs) and the post-2015 Sustainable Development goals and targets under formulation.

UNICEF assists countries in collecting and analysing data to fill data gaps for monitoring the situation of children and women through its international household survey initiative, the Multiple Indicator Cluster Survey (MICS). MICS enables countries to produce statistically sound and internationally comparable estimates on a range of indicators in the areas of health, education, child protection, water and sanitation and HIV and AIDS. MICS findings are typically among the most important sources of data within a country used as a basis for policy decisions and programme interventions, and for influencing public opinion on the situation of children and women.

As part of the global effort to increase the availability of high quality data, UNICEF is committed to work with countries to increase the frequency of MICS from every 5 years to every 3 years, with the current round of surveys taking place in 2012 - 2015. The fifth round of MICS was officially launched in September 2012.

MICS surveys are usually carried out by government organizations, with the support and technical assistance of UNICEF. MICS3 evaluation documented many lessons on improving the technical support UNICEF provides to government partners in the conduct of the MICS. The evaluation demonstrated that when countries adhered to the MICS protocols and recommendations and made use of the tools provided, the survey process was very smooth and the outputs are of good quality. However, in many countries, the provision of survey tools alone was not sufficient without the additional support of personnel providing technical assistance. In particular, sampling and data processing fell short of international standards where decisions at the country level were made, which were inconsistent with MICS3 protocols and where UNICEF Country Offices did not have the opportunity to consult with survey experts. As part of the MICS5 program, UNICEF will meet the challenge of assisting countries to comply with international standards that guarantee a minimum required level of resulting data quality, by mobilizing technical support to countries at the regional level.

Across East Asia and the Pacific the countries of Mongolia, Viet Nam, Thailand and Malaysia are participating in the current round of MICS. Mongolia and Viet Nam have launched their key findings report and are in the process of producing their final reports. However, they will require technical support and guidance in producing country-specific analysis. Thailand and Malaysia will be conducting fieldwork for MICS5 surveys in 2015. The survey aims to provide data for MDG reporting and to measure country priorities and goals as well as have baseline data for post-MDG. Other countries of the region will join the program in the first half of 2015.

Countries require specialized skills at different stages of a national household survey. It is against this background, that UNICEF East Asia and Pacific Regional Office (EAPRO) seeks to engage the services of an institution with experience in the design and development of data collection software systems using Census and Survey Processing System (CSPRO) for a Computer Assisted Personal Interviewing system (CAPI) and data processing to support all countries in the region at various stages of data processing preparation, design and implementation.

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## 2. Purpose of Assignment:

The MICS Regional Household Survey Data Processing Contractor will provide data processing-related technical support to MICS surveys in selected countries in the region. The contractor institution will provide strong support to countries using CAPI system or paper-based data collection during the preparatory steps, training, fieldwork and editing of data, and will provide data processing-related technical support.

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## 3. Work Assignments:

The contractor will be responsible for reviewing the data entry application (CSPRO) and data analysis (SPSS) program of countries across the East Asia and Pacific region. Where necessary, the contractor will visit implementing countries and provide in-country technical assistance to support the customization of the data entry and data analysis programs following MICS guidelines as well as assist at different stages of data entry and data analysis. Main tasks include:

1. Technically review the adapted data entry programs (CSPRO) of each survey country in East Asia and Pacific region ensuring that data entry programs follows MICS guidelines and are in agreement with the adapted questionnaires for the national survey; technically review all CAPI programs including, data transmission from the field to implementing agency to ensure they are correct before going to the field.
2. Technically review the adapted data processing programs (SPSS) of each survey country in East Asia and Pacific ensuring that tabulation programs follows MICS guidelines and the output tables are in agreement with the adapted questionnaires for the national survey.
3. Compile reports with technical comments and recommendations highlighting proposed changes, if any, to the data entry and data analysis programs of survey countries.
4. Provide in-country support to selected countries in order to assist the implementing partner in adapting the data entry and analysis programs (including providing technical support to data cleaning, recoding (for non CAPI countries) analysis and tabulation of country-specific modules and/or questions).

### *Suggested timing of country visits:*

- Before the beginning of fieldwork to advise on the set up of the data processing system, during data entry clerk training (for non CAPI), and the first few days of fieldwork.
- At the end of the fieldwork, during the editing, cleaning, exporting process, including the first run of tables.
- A few months later, for finalizing all tables, including production of sampling error tables.

During the country visit, the activities should include:

- Supporting the tablet pre-test (when relevant)
- Presentations on MICS data entry and analysis approach to UNICEF MICS focal points and the data processing experts from the implementing partner;
- Review of necessary documents to support the data processing activities;
- Support and advise on the use of 'Supervisor's menu' during data entry;
- Support data editing and recommend the use of double data entry (for non CAPI);
- In collaboration with the implementing partner, put together the final datasets and standard as well as country specific tables.

Further activities in support to selected countries may include:

- Participate in the setting up of the data entry room;
  - Establishing a backup system;
  - Adding weights to datasets;
  - Creating wealth index;
  - Finalization of datasets;
  - Training in data entry program right after the main fieldwork training including the following topics:
    - certification of the data entry facility
    - installation of data entry equipment
    - training data entry supervisor
    - certification of 100% double data entry process
    - verification of consistency checks and correction of inconsistencies
    - training in how to code the 'other' answers
    - questionnaire verification, and
    - running data quality tables
  - Archiving
5. Review the data processing related parts of the final report. Provide technical comments and recommendations highlighting proposed changes, if any to the relevant chapters. Comments will be shared by UNICEF with the implementing partner.
  6. Support data archiving and anonymisation of the MICS datasets in each country.
  7. Respond to ad-hoc data processing queries from MICS5 and other household surveys in East Asia and Pacific after consultation with the Regional Survey Coordinator.

For each assigned survey country, the contractor will work in close collaboration with the UNICEF Country Office MICS Focal person, the UNICEF Country Office MICS Contractor, other UNICEF Regional Contractors, and data processing expert of the implementing partner in that country. During country visits, the contractor will be expected to implement capacity building activities with the implementing partner as required and organised by the UNICEF Country Office. The contractor may also be expected to facilitate the training for data processing related subjects including the harmonization of tablets, work with countries during MICS regional workshop, and contribute to the relevant methodological parts of the survey final reports.

The Contractor will prepare a monthly report on activities undertaken and completed against the deliverables.

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#### 4. Deliverables:

1. Report for each MICS survey data entry program (CSPPro) and data analysis (SPSS) package reviewed outlining key recommendations and proposed changes and how the data processing approach meet or do not meet MICS technical standards (*11 weeks*).

2. Country visit reports (including presentations and training materials) for each country visited (*3 weeks*).
  3. Presentations and training materials used in trainings;
  4. Report on the final datasets produced in each country (*3 weeks*);
  5. Review and report on each survey final report from a data processing point of view (*3 weeks*).
  6. All of the above summarized appropriately in consultancy progress reports (incl. documented time spent).
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**5. Estimated Duration of Contract:**

The total duration of the contract is 100 days over the period of 8 October, 2014 – 31 September, 2015. The number of days will be distributed based on country needs and immediate availability for urgent work.

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**6. Official Travel Involved:**

The contractor will be expected to travel to 3-4 countries (to be determined at a later date) and participate in one global/regional MICS workshop.

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**7. Estimated Cost of Contract:**

To be proposed by the bidder. This should include the total cost e.g. professional fee, estimated travel expenses, DSA and miscellaneous and other (specify) and consultancy fee.

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**8. Payment Schedule:**

Monthly payments on the basis of days worked and upon submission of an activity report and invoice. Please ensure a report at the end of each month on assignments performed during the month is submitted which will be validated by the country office if applicable and certified by Supervisor.

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**9. Qualifications or Specialized Knowledge/Experience Required:**

The key persons who are proposed to be engaged in the contracted activity are expected to have the following qualifications:

- At least a Master's Degree or equivalent in Information Technologies, Statistics, Demography, or any other related technical field with special expertise in data management/processing.
- At least 8 years of experience in data processing for household surveys; proven experience in dealing with surveys implemented with CAPI systems.
- Extensive knowledge of CSPro and SPSS software
- Familiarity with the IHSN Microdata Management Toolkit an asset
- Familiar with the data processing approach of MICS and/or Demographic and Health Surveys (DHS) required;
- Demonstrated training experience;
- Experience of working in developing countries;
- Fluency in English (written and spoken);
- Excellent communication and interpersonal skills;

- Ability and willingness to travel to all countries in East Asia and Pacific;
  - Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners;
  - Previous experience of work in the East Asia and Pacific region an asset;
  - Demonstrated leadership, managerial and supervisory ability.
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**10. Contractor's Work Place:**

- The Contractor will work from its own premises using own equipment and stationery.
  - The contract may not commence unless signed by both UNICEF and the contractor.
  - Travels to all countries as needed will be in consultation with the Regional MICS Coordinator with pre-approval from supervisor. During country visits, UNICEF CO will facilitate working space for the contractor (preferably at implementing agency).
  - As per UNICEF DFAM policy, payment will be made per the payment schedule and against the approved deliverables specified. No advance payment is allowed.
  - The institution selected will be governed by and subject to UNICEF's General Terms and Conditions for institutional contracts.
  - The institution shall respect the confidentiality of the MICS data as well as, any country specific MICS documents that will be produced throughout the MICS process. The Institution can use the documents and the datasets only for the tasks related to these terms of reference.
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**11. Nature of 'Penalty Clause' to be Stipulated in Contract:**

Monthly payments on the basis of days worked and upon submission of an activity report and invoice. If the final reports and documents are not submitted according to the deliverables stated in this TOR, the payments will be withheld. Failure to produce work of sufficient quality or timeliness will result in an unfavourable assessment with implications for future engagement.

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Evaluation Criteria for Regional Household Survey Data Processing Contractor (CAPI focus)

Technical Evaluation of the Proposal	Points
<p><b>1. OVERALL RESPONSE</b></p> <ul style="list-style-type: none"> <li>- Demonstrated understanding of requirements, objectives and deliverables.</li> <li>- Demonstrated understanding of scope, including ability to analyse and articulate the issues in this RFP</li> <li>- Workplan</li> <li>- Overall clarity and completeness of the proposal</li> </ul>	<b>25</b>
<p><b>2. STRATEGY/METHODOLOGY</b></p> <ul style="list-style-type: none"> <li>- Quality of proposed approach /methodology.</li> <li>- Quality of proposed Implementation Plan, i.e. how to undertake and execute the requested support to each country</li> </ul>	<b>25</b>
<p><b>3. PROPOSED TEAM</b></p> <ul style="list-style-type: none"> <li>- Team leader: appropriate qualifications and relevant experience providing similar supportive roles and guidance in scope and complexity.</li> <li>- Team members: relevant technical knowledge and experience providing assistance of similar scope and complexity.</li> <li>- Proposed mode of coordination, both within the team, and with UNICEF Regional and Country Offices.</li> <li>- Ability to travel, AND demonstrated ability to provide remote technical support.</li> </ul>	<b>30</b>
<b>Financial Proposal</b>	
<p><b>4. FINANCIAL</b> Assessment/review will include:</p> <ul style="list-style-type: none"> <li>- Overall budget proposed</li> <li>- Cost benefit comparison related to number and quality of personnel in the Proposal who will execute the Study.</li> <li>- Completeness of the financial proposal (ensure that all costs, including costs of travel and salaries time period, etc are included in the price offered).</li> </ul>	<b>20</b>
<b>TOTAL MARKS</b>	<b>(100)</b>

Note: the **Technical Proposal** has a total weighting of **80 points**. Bidders must score a minimum of 56 points to be considered technically compliant and in order for the Financial Proposals to be opened