

## Terms of Reference for Individual Consultant

**Position Title:** Consultant to support Multiple Indicator Cluster Survey 5 (MICS5) in 3 counties in Kenya

**Category & Grade:** P4

**Fee:** (Fee MUST be determined by HR not by concerned section) Planned Budget.

**Location:** Nairobi Kenya (3 other counties)

**Duration:** 5 months (180 days)

**Start Date:** November 2013 to March 2014

**Reporting to:** Research and Evaluation Specialist

**Budget Code/ :** Set-Aside GS/12/0079

### 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 estimates of a range of indicators in the areas of health, education, child protection, water and sanitation and HIV and AIDS. MICS findings are typically one of 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.

### Justification:

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 MICS surveys conducted mainly for the MDG reporting purpose, should be completed by the end of 2013 or very early in 2014.

In Kenya, MICS surveys are implemented by the Kenya National Bureau of Statistics (KNBS), with the support and technical assistance of UNICEF. The whole MICS process lasts about 12 months or more with UNICEF working closely with the implementing agency to ensure that MICS guidelines and international standards are being met at all stages. The most recent MICS surveys covered the 6 counties of Nyanza province (2011) and the 13 districts of Eastern province (2008). In 2013-2014, Kenya UNICEF country office is planning to undertake the fifth round of MICS in 3 counties. Due to many other on-going processes and activities, the MICS Kenya office team is currently unable to provide dedicated support to all the MICS activities. In order to ensure that the MICS runs smoothly and that the implementing partner receives the

assistance necessary to produce statistically sound reliable data, the UNICEF Country Office will hire a full time consultant to oversee the MICS process.

### Scope of work

Under the overall supervision of UNICEF Research and Evaluation Specialist/ Kenya MICS Focal Point the UNICEF MICS Consultant (UMC) will be responsible for;

- a) Supporting and providing guidance and technical assistance for the preparation, implementation and completion of the MICS in the 3 counties to UNICEF Kenya Office and the KNBS.
- b) Advising the implementing partner (especially the MICS coordinator, sampling and data processing experts of the implementing partner) during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis and dissemination
- c) Ensuring that MICS protocols are being followed at all times<sup>1</sup>.

The consultant will work as the link to effectively manage the communication and operations between the UNICEF Kenya country office and the KNBS, responding promptly to MICS related needs and issues as they arise. The consultant will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF and KNBS to provide technical assistance to the MICS process. He/she will work in close collaboration with the national technical team, the stakeholders and the steering committee and will represent UNICEF in meetings and workshops in relation to the survey.

### RWPPCR/IRs areas covered

The study will be undertaken under the Social Policy, Monitoring and Evaluation Section's, Intermediate Results 4 "Quality and timely disaggregated data available and used for evidence-based policy planning, monitoring and evaluation and accountability for the rights of women and children by 2013".

### Expected deliverables

#### Main Tasks Related to the Job

1. Provide the technical and managerial support to MICS;
2. Present the MICS methodology, tools and guidelines to partners/stakeholders (Ministries and UN agencies);
3. Oversee each stage of the survey process and ensure that the MICS protocols are being followed and the survey standards are being met by the implementing partner;
4. Communicate regularly with the UNICEF KCO, RO and/or HQ responding to all MICS related issues in a timely manner;
5. Provide MICS progress reports to the UNICEF KCO/RO/HQ on a periodic basis (Every two weeks for KCO and monthly for RO/HQ);

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<sup>1</sup> All guidelines are provided in the MICS4/5 manual and at [www.childinfo.org](http://www.childinfo.org).

6. Co-ordinate the work of implementing partner experts and UNICEF Regional Consultants and other resource persons assigned by the UNICEF CO and/or RO to support different survey stages;
7. 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 the implementing partner;
8. Ensure that all survey-related documents and deliverables (questionnaires, manuals, expert reports, final report and datasets) are properly archived throughout the survey process;
9. Participate in all MICS steering and technical committee meetings, national and regional workshops as required;
10. Ensure that lesson learned, problems and good practices are documented throughout the MICS process.

## **Specific Activities**

In consultation and collaboration with the UNICEF Kenya office and the implementing partner, the consultant will be responsible for ensuring the following activities have been undertaken following the MICS5 guidelines and contributing to the coordination of these activities:

### **1. Survey Planning:**

- A survey plan/document, survey timetable and budget have been finalized;
- The Project Cooperation Agreement and Memorandum of Understanding between UNICEF and the implementing partners has been developed, agreed by both parties and signed;
- A steering committee has been established and the relevant line stakeholders are invited to participate;
- A technical committee has been formed and the relevant technical experts are invited to participate.

### **MICS questionnaires/relevant sections have been:**

- Reviewed, customized and validated by the partners/KNBS and appropriate UNICEF programme staff;
- translated and back translation process assured;
- have undergone technical review by the UNICEF RO and/or HQ before finalization.

### **Sample design:**

- Sample design is finalized by the sampling expert of the implementing partner with the guidance of UNICEF Regional Sampling Consultant;
- Sample design has undergone the technical review process by the UNICEF RO and/or HQ before finalization.

### **Data Entry Templates:**

- Data entry template is customized by the data processing expert of the implementing partner with the guidance of UNICEF Regional Data Processing consultant;
- Data entry template has undergone the review process by the UNICEF RO and/or HQ before finalization.

#### **Manuals:**

- MICS supervisor and interviewer manuals have been customized for the country specific context and translated.
- Survey supplies have been procured and distributed in time for training and data collection.

## **2. Listing, Training, Field Work, Data Entry:**

- Listing is planned and performed according to MICS guidelines;
- Training schedules are adequately adapted to meet the county context;
- Appropriate resource persons are identified to facilitate training (i.e. nutritionists for anthropometry training, survey expert for methodology);
- Contribute to the fieldwork personnel training;
- Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines;
- Further monitor the fieldwork based on data from field check tables;
- Data entry room, hardware, and software are properly arranged and a working data entry and backup system is established;
- Monitor data entry and processing.

## **3. Data Analysis and Report Writing:**

- Weights are included in the datasets and datasets are reviewed by UNICEF RO and/or HQ before the final report writing commences;
- Final datasets undergo the technical review process by the RO;
- Preliminary tabulations are reviewed by KCO, RO, and HQ;
- Draft county-based reports in preparation for the report writing workshops.

During the above mentioned stages/activities, support and guidance will be provided by the UNICEF Regional Consultants (Sampling Consultant, Data Processing Consultant etc.). Consultant will be responsible for providing necessary information and if a visit is required, UNICEF Regional consultant's visit is well managed and coordinated within survey plan.

### **Deliverables**

1. Monthly Progress Report of activities to KCO 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. County workshop/review trip reports;
5. Presentations and training materials used in trainings, workshops, and other meetings.
6. 3 MICS county survey reports (based on MICS5 global standards for report writing).

### Estimated Duration of the Contract:

Estimated duration of the contract is 5 months during the period of November 2013-March 2014 (180 days) with possible extension for 1 month till April 2014. Only candidates who can commit for this minimum time in-country will be considered.

### Reporting Line

The consultant will report to the Research and Evaluation Specialist / MICS Focal Point within the SPME UNICEF Kenya Office which is under the overall guidance of the Chief, SPME.

### Confidentiality of Data and MICS Documents

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

### Desired background and experience

#### Education

Advanced university degree in Demography, Statistics, Epidemiology or any other Social Sciences related technical field.

#### Skills and Experience

At least 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 CSPRO and SPSS);

- Training experience and ability to organize and facilitate training and presentations;
- Experience in survey report writing;
- Excellent oral and written communications in English;
- Excellent communication and interpersonal skills.
- Ability and willingness to travel extensively in-country and, if necessary, internationally.

#### Other competencies

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

### **Conditions (Important)**

- Consultant(s) will provide own stationery and materials (computer)
- All payments must be within the contract agreement paid monthly against deliverables
- No contract will commence unless the contract is signed by both UNICEF and the consultant(s)
- The consultant is expected to work independently with minimum supervision.

Please consult with HR on entitlements as many are set by UNICEF rules.