

Multiple Indicator Cluster Survey (MICS)

Terms of Reference

UNICEF MICS Consultant

Malaysia

Background

The Multiple Indicator Cluster Survey (MICS) is an international household survey programme developed by UNICEF. MICS is designed to collect statistically sound, internationally comparable estimates of key indicators that are used to assess the situation of children and women in the areas of health, education, child protection and HIV/AIDS. MICS can be used as a data collection tool to generate data for monitoring the progress towards national goals and global commitments aimed to monitor the situation of children which includes understanding better their well-being as well as provide progress against the 21 MDG indicators under the Millennium Development Goals (MDGs).

MICS has been implemented in 60 countries including countries in Asia for example Philippines, Vietnam and Thailand. MICS can help countries capture rapid changes in key indicators and expand the evidence base for policies and programme development.

MICS can deliver not only internationally comparable health and social services data, but also data for inter-state comparison and vulnerable population analysis. Data analysis can also be conducted to disaggregate data by age, sex, area (urban/rural), education status, wealth index etc. Specific in-depth analyses on specific areas/ sectors e.g. Nutrition, Disability, Early Childhood Development can be carried out. Furthermore, trend analysis can be put in place if MICS is conducted regularly to enable tracking of changes and well-being of children and their respective population groups.

Malaysia has over the years carried out studies related to maternal and child health and nutrition, however the mainstay of data collection is through administrative data. Through the MICS we will be able to get estimates of prevalence data which will be more reliable than administrative data given the increasing rate of urbanization, migration and demand of private health care services.

Data from the MICS will fill data gap particularly, for women and children in maternal, child and reproductive health, child discipline, child labour, disability, malnutrition and over nutrition, early childhood education and care, HIV/AIDS etc. MICS will also increase the quality and coverage of vulnerable population groups. Data from this survey will be used as baseline data for Post 2015 – Sustainable Development Goal planning, monitoring and comparison of data across countries. Data from the survey can also be utilized as baseline for monitoring and evaluation of the 11th Malaysia Plan.

The Ministry of Health (MOH) will lead the implementation of the survey and amongst stakeholders are Ministry of Women, Family and Community Development, Ministry of Education and Ministry of Human Resource, Economic Planning Unit of Prime Minister's Department, Registration Department and Department of Statistics. UNICEF will provide technical and financial support including training during the implementation of MICS survey. The following are the key government agencies in Malaysia that will be utilizing the data from the survey for future programme development and evidenced based policy making:

- i. Ministry of Health Malaysia
- ii. Ministry of Finance Malaysia
- iii. Economic Planning Unit, Prime Minister's Department
- iv. Ministry of Women, Family and Community Development
- v. Ministry of Education Malaysia
- vi. Ministry of Human Resource
- vii. Registration Department
- viii. Department of Statistics Malaysia
- ix. UN agencies

Objectives

Malaysia will be conducting national MICS for the first time in 2015 with data collection to take place in 2016. In order to ensure that the timely implementation of the MICS and the transfer of knowledge to build national capacity which will require meeting specific deadlines, the UNICEF Malaysia Country Office is seeking to hire a MICS Consultant to work closely with the lead implementation agency, Ministry of Health. Day-to-day technical assistance and support will be provided by the MICS Consultant to ensure that the Ministry of Health's role in designing, implementation, analysis and dissemination of data are achieved with highest quality.

Purpose of the Job

Under the overall supervision of the Social Policy Specialist, the UNICEF MICS Consultant (UMC) will;

- support and provide technical guidance to UNICEF Malaysia Country Office and Ministry of Health for the preparation, implementation, and completion of the MICS survey in Malaysia.
- advise Ministry of Health, 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.
- communicate effectively between the UNICEF Country Office (UNICEF CO) and Ministry of Health, responding promptly to MICS related needs and issues as they arise.

The UMC will also 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 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 MICS survey;
2. Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g. ministries, UN Agencies, etc.);
3. Support the operationalizing of finalizing in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including timetable and share with UNICEF Regional Office (RO) in collaboration with national partners;
4. Oversee each stage of the survey process and ensure that the MICS protocols and standards are followed by the Ministry of Health, 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; while working closely with MOH;
6. Provide progress reports on MICS activities to the UNICEF CO/RO/HQ on a monthly basis;
7. Coordinate the work of 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 Ministry of Health;
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 Ministry of Health, the UMC 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 has been understood by both 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 visit is well managed and coordinated within survey plans;
 - Sample design is finalized by the sampling expert of Ministry of Health 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 HQ before finalization.
- The final selection of households is reviewed.
- Pre testing training and workshops
 - Liaise with implementing partner on the organization of pre-test and main data collection workshops
 - Liaise with implementing partner for the writing of pre-test report
 - Pre-test report is reviewed by UNICEF RO
 - Finalize pre-test report based on feedback from RO
- 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 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.
- CSPro Application Templates:
 - CSPro Application template is customized by the data processing expert of Ministry of Health with the guidance of UNICEF Regional Data Processing Consultant;
 - CSPro Application template is reviewed by the UNICEF RO and 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 team 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;
- Server room and/or space hardware, and software are properly arranged and a working data entry and backup system is established depending on the needs of the CS Pro Application
- Monitor secondary data editing and processing.

3. Data Analysis and Report Writing:

- Sampling Weights are included in the datasets and reviewed by sampling expert of Ministry of Health 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 and country-specific tables are substantively reviewed by technical (e.g. sampling expert) and subject matter experts at Ministry of Health, 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 Ministry of Health.

Deliverables

1. Monthly Progress Report of activities to UNICEF CO and RO;
2. Specific reports at the end of each of the following survey activities:
 - a. Sample design,
 - b. Questionnaire design,
 - c. Listing and Mapping, Pre-test,
 - d. Fieldwork training,
 - e. Data collection, Data editing and cleaning,
 - f. Data processing and tabulation,
 - g. Report writing, Dissemination;
3. Field trip reports;
4. Regional workshop trip reports;
5. Presentations and training materials used in trainings, workshops, and other meetings;
6. MICS final survey reports (based on MICS 5 global standards for report writing).

Estimated Duration of the Contract

The duration of the contract is between 12-14 months with possible extension (subject to the availability of funding). Only candidates who can commit for this minimum time in-country will be considered.

Reporting Line

The UMC will report directly to the Social Policy Specialist in the UNICEF Country Office and will work closely with the Planning, Monitoring & Evaluation (PME) Specialist and Regional Monitoring Specialist, EAPRO.

Confidentiality of Data and MICS Documents

The UMC 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 UMC 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 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.
- Excellent communication and interpersonal skills.
- Familiarity and previous experience of working in South-East Asia Malaysia 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

The UMC will be based in the implementing partners' premises and the UNICEF Malaysia Country Office will arrange for the necessary office equipment including a laptop computer with relevant software installed.

During the contract period, the UMC 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 Malaysia Country Office.

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.

Conditions

- 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

How to Apply

Qualified candidates are requested to email a cover letter, resume and UN P11 form (which can be downloaded from http://www.unicef.org/about/employ/index_53129.html) as well as, the attached MICS Consultancy Profile form to kualalumpur@unicef.org (Marked clearly '**UNICEF MICS consultant**' in the subject line) no later than, **10 January 2015**. Please also indicate your relevant experience, availability and monthly rate to undertake the terms of reference above. Applications submitted without a monthly rate will not be considered.