

United Nations Children's Fund (UNICEF)
Bangkok, Thailand
Vacancy Announcement 2015/010

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Consultancy: Regional Household Survey Data Processing (CAPI focus)

The Programme and Planning Section, UNICEF East Asia and Pacific Regional Office is seeking an individual consultant to provide data processing-related technical support to MICS surveys in selected countries in the region. The consultant will provide strong support to countries using Census and Survey Processing System (CSPRO) for a Computer Assisted Personal Interviewing system (CAPI) or paper-based data collection during the preparatory steps, training, fieldwork and editing of data.

Background:

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 entities 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 implementation of the MICS. The evaluation demonstrated that when countries adhere 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 insufficient and that additional technical assistance is crucial. In particular, sampling and data processing fell short of international standards where decisions at the country level 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 assist countries to comply with international standards that can guarantee a minimum required level of 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 and 2016. The survey aims to provide data to measure country priorities and goals as well as establish baselines for post-MDG. Other countries of the region will join the program in the first half of 2015.

Work Assignment:

Under the supervision of the Regional Chief of Programme & Planning and in close consultation with the Monitoring Specialist (Regional MICS Coordinator), the consultant 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 consultant 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.

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- Presentations on MICS data entry and analysis approach to UNICEF MICS focal points and the data processing experts from the implementing partner

- Review necessary documents to support the data processing activities
- Support and ensure the use of ‘Supervisor’s menu’ during data entry
- Support data editing and ensure the use of double data entry
- In collaboration with the implementing partner, put together the final datasets and standard as well as country specific tables

Additional 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 (for paper questionnaires)
 - verification of consistency checks and correction of inconsistencies
 - training in how to code the ‘other’ answers
 - questionnaire verification, and
 - running data quality and field check 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 consultant will work in close collaboration with the UNICEF Country Office MICS Focal person, the UNICEF Country Office MICS Consultant, other UNICEF Regional Consultants, and data processing expert of the implementing partner in that country. During country visits, the consultant will be expected to implement capacity building activities with the implementing partner as required and organised by the UNICEF Country Office. The consultant 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 Consultant will prepare a monthly report on activities undertaken and completed against the deliverables.

Work Schedule and Expected deliverables:

The consultant will be expected to prepare a monthly progress report on the following key deliverables:

1. One report for each MICS survey data entry program (CSPro) 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).
7. **Monthly activity report with the name of a country, the specific support provided, date and time spent for each task specified clearly.**

Estimated Duration of Contract: 100 days over the period of 1 April 2015 – 31 March 2016.

Official Travel: The consultant will work at his/her own premises. The consultant will be expected to travel to 3-4 countries and participate in one global/regional MICS workshop (to be determined at a later date).

Qualifications or Specialized Knowledge/Experience Required:

- 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 professional work experience in data processing for household surveys and proven experience in dealing with surveys implemented with CAPI systems.
- Extensive knowledge of CPro 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.

Interested candidates are requested to submit application letter, CV and P-11 form, and full contact information of minimum 2 references, availability and proposed daily professional fee in USD by **30 March 2015** to hrbangkok@unicef.org

Please note the air tickets under UNICEF contract shall be re-routable, refundable type (economy class and most direct route). The consultant will be responsible for own travel insurance, visa fee and terminal expenses.

----- Only short listed candidates will be notified. -----