

**Vacancy Announcement**

United Nations Children’s Fund **(UNICEF),** Nigeria is pleased to announce the following vacancy for suitably qualified non-Nigerian candidates as follows:

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| **VN No.** | **Title of the Post** | **Level** | **Type of Appointment** | **Duty Station** |
| **VN-NGR-35-2015** | **Multiple Indicator Cluster Survey Coordinator (MICS Consultant)** | **Midlevel** | **Special Service Agreement (SSA) for 11 months- expected to start as soon as possible** | **Abuja-Nigeria** |

If you are a passionate and committed professional and want to make a lasting difference for children, the world’s leading children’s rights organization would like to hear from you.

**Purpose of Assignment:**

The UNICEF MICS Consultant (UMC) will support and provide guidance to UNICEF Nigeria Country Office and NBS both based in Abuja,for the preparation, implementation, and completion of the MICS survey in Nigeria. The UMC will advise NBS, 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 UMC will communicate effectively between the UNICEF CO Abuja and NBS, responding promptly to MICS related needs and issues as they arise.

**Major Tasks to be accomplished:**

* Provide technical and managerial support to the MICS survey;
* To document the MICS5 process and keep proper records
* Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g. ministries, UN Agencies, etc.);
* Finalize in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including timetable and share with UNICEF Regional Office (RO);
* Oversee each stage of the survey process and ensure that the MICS protocols and standards are followed by the NBS, more specifically during training and field supervision visits;
* Communicate regularly with the UNICEF CO, RO and/or Headquarters (HQ) responding to all MICS related issues in a timely manner;
* Provide weekly progress reports on MICS activities to the UNICEF CO/RO/HQ;
* Coordinate the work of NBS experts and UNICEF Regional Consultants and other resource persons assigned by the UNICEF CO and/or RO to support different survey stages;
* 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 NBS;
* Ensure that all survey related documents and deliverables (questionnaires, manuals, expert reports, final report, datasets, etc.) are properly archived throughout the survey process;
* Participate in all MICS Steering and Technical Committee meetings, as relevant;
* Participate in, and contribute to, MICS Regional Workshops;
* 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.
* Others tasks as request.

**End Products/Deliverables:**

**-** Weekly Progress Report of activities to CO;

**-** 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;

* Field trip reports;
* Regional workshop trip reports;
* Presentations and training materials used in trainings, workshops, and other meetings.
* A detailed assignment report will be required at the end of the current contract period.

**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 and remain confidential.

**Estimated time of consultancy and deadline for submission of end product**

The UMC 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 5 survey can be conducted over a 12 to 14 month period. The consultancy which is for 11 months may be extended after the mandatory break of the consultant until the end report is submitted.

**Qualifications or specialized knowledge/experience required:**

* University degree in Social Sciences, Demography, Statistics, Epidemiology or any other related technical field is required.
* At least five to ten years’ experience in the coordination and/or management of MICS or Demographic and Health Survey (DHS) is required.
* 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 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 Nigeria highly desirable and/or in the region.
* Ability and willingness to travel extensively in-country and to attend regional workshops.
* 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;
* Experience in Nigeria will be considered as an advantage;
* Experience with NBS will be considered as an advantage.

Candidates interested in the above position should submit his/her application, accompanied by updated CV in English and a completed United Nations Personal History Form, (which can be downloaded from our website at [www.unicef.org/employ](http://www.unicef.org/employ)) to the email address below on or before Wednesday, 06 May 2015.

Email: **nrecruit@unicef.org** with subject line **“UNICEF MICS Consultants**”

Applications submitted without a daily rate will not be considered. Joint applications of two or more individuals are not accepted.

*UNICEF, a smoke-free**environment, is committed to gender equality in its mandate and its staff. Well qualified candidates,* ***particularly women are strongly encouraged to apply****.* **Zero tolerance of sexual abuse and exploitation is our policy.**