

VACANCY NOTICE  
ADVERTISEMENT

**TITLE OF CONSULTANCY: Multiple Indicator Cluster Survey (MICS)**

**DUTY STATION: Suriname**  
**SECTION: Programmes**  
**DATE OF ENTRY: June 2015**

**PURPOSE OF THE CONSULTANCY**

The UNICEF MICS Consultant (UMC) will support and provide guidance to UNICEF CO and GBS for the preparation, implementation, and completion of the MICS 5 survey in Suriname. The UMC will advise GBS, 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 recommendations are being followed at all times. The UMC will communicate effectively with the UNICEF CO and GBS, responding promptly to MICS related needs and issues as they arise.

The UMC will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF to provide technical assistance to the MICS 5 survey. He/she will work in close collaboration with the survey team, the stakeholders, and MICS Steering and Technical Committees and will represent UNICEF in meetings and workshops in relation to the survey as needed.

**Deliverables**

1. Monthly Progress Report of activities to CO , Steering Committee 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. Regional workshop trip reports;
5. Presentations and training materials used in trainings, workshops, and other meetings.

**Main Tasks**

1. Provide technical and managerial support to the MICS 5 survey;
2. Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g. ministries, UN Agencies, etc.);
3. Finalize in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including timetable and share with UNICEF Regional Office (RO);
4. Oversee each stage of the survey process and ensure that the MICS protocols and standards are followed by the GBS, 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;

6. Provide progress reports on MICS activities to the UNICEF CO/RO/HQ on a monthly basis;
7. Coordinate the work of GBS 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 GBS;
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.

#### **Estimated Duration of the Contract**

The duration of the contract should cover the whole MICS process: a minimum of 12 months. Only candidates who can commit for this minimum time in-country will be considered.

#### **QUALIFICATIONS**

University degree in Social Sciences, Demography, Statistics, Epidemiology or any other related technical field is required.

#### *Skills and Experience:*

- At least three to 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 communication skills;
- Excellent communication and interpersonal skills.
- Familiarity and previous experience of working in countries that have implemented MICS surveys in the region is highly desirable.
- 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.

**LANGUAGES**

- Fluency in English and Dutch is required

**OFFICE ARRANGEMENTS AND TRAVEL REQUIREMENTS**

During the contract period, the UMC is expected to travel within Suriname and to MICS Regional Workshops in other countries and UNICEF Regional Office. The travel costs will be covered by UNICEF Suriname Country Office.

**HOW TO APPLY**

Applications including Cover letter and Financial proposal for your services, updated CV and completed United Nations Personal History Form (P11) for lead consultant (form may be downloaded from the internet) should be submitted via email by 5 June 2015 to [vacancyguyanasuriname@unicef.org](mailto:vacancyguyanasuriname@unicef.org) with subject line "**Consultancy: MICS 5**"

Addressed to:           The Representative  
                              Guyana and Suriname  
                              United Nations Children's Fund (UNICEF)  
                              72 Brickdam  
                              Georgetown

UNICEF is an equal opportunity employer.

Applications will be considered **only if accompanied by both** an updated CV and P11 form, as well as the two most recent PERs/Evaluations (mandatory for UNICEF & UN candidates). **ONLY** complete application packages will be given consideration. Only shortlisted candidates will be contacted.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organisation.