

UNICEF SWAZILAND
SSA Consultancy Terms of Reference

Position Title:	MICS Report writing coordinator
Nature of Assignment:	Consultancy
Level:	P3
Location:	Mbabane, Swaziland
Start Date:	1 st October – 31 st December, 2015
Duration:	30 days
Reporting to:	M&E Specialist
Proposed Budget Code SC No. :	GC

Background and Justification

In 2014, UNICEF Swaziland supported the Central Statistical office in the Ministry of Economic Planning & Development to conduct a Multiple Indicator Cluster Survey (MICS). The survey key findings were finalized and disseminated to stakeholders in May, 2015. According to the MICS survey plan, it is expected that a final report be finalized and disseminated to stakeholders within a period of 12 months after the key findings have been disseminated.

Final report writing is led by the Central Statistical office and the approach is to engage authors who are subject specialist to better understand the information in the context of their program environment. The authors have also been selected based on their experience in previous similar work and their availability and willingness to accomplish the assignment. Finally, CSO has engaged the consultants through support from NERCHA.

A consultant is now required to coordinate the report writing and ensure the quality and timely completion of the exercise.

Scope of Work and Schedule

Under the overall supervision of the Monitoring and Evaluation Specialist and support from the MICS Coordinator from the Central Statistical Office, the consultant will:

- i. Supervise and monitor authors on the writing of the MICS final report chapters.
- ii. Ensure that all chapters are in line with the global Final report template.
- iii. Work closely with Central Statistical office to ensure that analysis and interpretation of data is valid and meaningful.
- iv. Compile all sections into one report, lay out and proof read the report for consistency.
- v. Verify all annexes and major events in the survey to ensure accurate documentation.
- vi. Ensure that Key Findings Report and comparative report are revised to match the final report.
- vii. Ensure final draft with comments from ESARO is submitted to HQ.

Reasons why the Assignment cannot be done by a UNICEF staff Member

This requires a dedicated individual with experience in coordinating similar type of work with capacity to adhere to specified deliverables and timelines. The M&E office has limited personnel to provide maximum focus on the assignment as required.

Expected Deliverables & Schedule

	Deliverables	Oct	Nov	Dec
1	Inception report with workplan and time lines (2 days)	X		
2	Inception meeting with authors to discuss workplan (5 days)	X		
3	First draft report with annexes produced and sent to ESARO for review (15 days)		X	
5	Address HQ/RO feedback, update KFR and comparative report (8 days)			X

Official Travel Involved

The assignment is mostly off-site, but will involve travel for the inception meeting with authors as soon as consultant is engaged.

Type of Supervision which will be provided

The consultant will report to Monitoring and Evaluation Specialist and will be working closely with the Central Statistical office, MICS Coordinator. ESARO MICS Coordinator will provide overall guidance to ensure quality of the report.

Consultant's Work Place

The consultant will work in his/her space and use their own computer facilities and software.

Nature of penalty clause to be stipulated in Contact

Failure to produce quality work within the agreed time frame will result in non-payment.

Payment Schedule

30% upon delivery of first draft;
70% upon submission of final draft report to HQ

Desired background and experience

Education: Master's degree in social sciences, Economics, Statistics or related field.

- Demonstrable knowledge of quantitative data analysis using SPSS or STATA, with proven ability to analyse large volumes of data and synthesise them into reports, policy briefs using graphs and charts.
- Working knowledge of the health, education child protection and environmental issues affecting women and children, particularly in the context of developing countries.

Work Experience: Minimum of 7 years working experience in research, policy analysis, and writing of large reports,

Languages: Fluency in English is mandatory.

Application process:

Interested and suitable candidates should send their applications on or before **Friday 25th September, 2015** to the following address:

Operations Manager
UNICEF
P O Box 1859
Mbabane H100

Or sent by email to: mbabane@unicef.org

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