**Country/Survey, Year**

**Multiple Indicator Cluster Survey Plan**

The draft version of this document is expected to be prepared and presented during the MICS Survey Design Workshop. It is expected that after the completion of the workshop the survey teams work on the plan together with other survey team members and partners and finalise it before the start of any fieldwork activity (including listing, pre-test, or data collection).

1. **Background and Objective**

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 at promoting the welfare of children, including the Millennium Development Goals (MDGs).

Since the inception of MICS in the 1990s, more than 240 surveys have been carried out in 100 countries. As part of the global effort to increase the availability of high quality data, UNICEF launched the new round of MICS surveys in 2012, with results expected to be available starting from the end of 2013. MICS will help countries to capture rapid changes in key indicators as the MDG target year 2015 approaches and aims to expand the evidence base for policies and programmes.

Data generated with MICS (and other nationally representative household surveys) in 2013 and early 2014 will be critically important especially for the final MDG reporting. MICS surveys generate data on 21 MDG indicators. Considering that the United Nations Secretary General’s Final MDG Progress Report will be launched in September 2015, UNICEF and all lead agencies will need to submit vetted data to the UN Statistics Division, which is coordinating the preparation of the report, by March 2015. This means that all country level data from MICS (or other surveys) need to be compiled and submitted to respective UN agencies by the summer of 2014, so that all inter-agency estimates can be submitted on time.

[Add country specific background and objective]

1. **Governance Structure**

[In this section, under separate sub-headings as appropriate;

* Give the name and type (government agency or other agency) of implementing agency.
* Provide overview of Memorandum of Understanding (MoU) (Parties, critical components affecting survey planning, etc)
* Give the names and affiliations of those who will be responsible for the management, technical work, and coordination activities. Include the survey coordinator, the sampling expert, and data processing expert assigned from the implementing agency, as well as others, if applicable. If already identified, the UNICEF MICS Consultant and other key regional experts/consultants together with their respective responsibilities should also be included.
* Describe the roles and contributions of national and international stakeholders and funding agencies.
* Describe the status, composition and roles and responsibilities of the Steering and Technical committees.
* Provide other details on the governance structure and human resources as needed

1. **Questionnaires**

MICS will include four questionnaires; one for the household, one for women 15-49 years of age, one for men 15-49 years of age and one for children under age five (administered to their mothers or caretakers).

The following modules will be included in the Country/Survey MICS:

**Household Questionnaire:**

|  |  |
| --- | --- |
| Household Information Panel  List of Household Members  Education  Child Labour  Child Discipline  Household Characteristics | Insecticide Treated Nets  Indoor Residual Spraying  Water and Sanitation  Handwashing  Salt Iodization |

**Questionnaire for Individual Women:**

|  |  |
| --- | --- |
| Woman’s Information Panel  Woman’s Background  Access to Mass Media and Use of Information and Communication Technology  Fertility/Birth History  Desire for Last Birth  Maternal and Newborn Health  Post-Natal Health Checks  Illness Symptoms  Contraception | Unmet Need  Female Genital Mutilation/Cutting  Attitudes toward Domestic Violence  Marriage/Union  Sexual Behaviour  HIV/AIDS  Maternal Mortality  Tobacco and Alcohol Use  Life Satisfaction |

**Questionnaire for Individual Men:**

|  |  |
| --- | --- |
| Man’s Information Panel  Man’s Background  Access to Mass Media and Use of Information and Communication Technology  Fertility  Attitudes toward Domestic Violence | Marriage/Union  Sexual Behaviour  HIV/AIDS  Circumcision  Tobacco and Alcohol Use  Life Satisfaction |

**Questionnaire for Children Under Five:**

|  |  |
| --- | --- |
| Under Five Child Information Panel  Age  Birth Registration  Early Childhood Development | Breastfeeding and Dietary Intake  Immunization  Care Of Illness  Anthropometry |

List (separately) any *non-MICS* modules, topics or measurements that are planned and provide justification for each addition (including the information about the stakeholder requesting the collection of data).

The following modules from the global standard MICS questionnaires will be excluded from the Country/Survey MICS:

List the excluded modules and provide reasons for the exclusion of each module. If the module or questions are not applicable to the country/survey you are not expected to provide a detailed explanation. However, for other exclusions, please include specific details about the reasons the modules and/or the questions that are not planned to be included and provide references to the data needs assessment.

Household Questionnaire:

Questionnaire for Individual Women:

Questionnaire for Individual Men:

Questionnaire for Children Under Five:

Sometimes, a module may be kept, but specific questions from the module may be excluded. Indicate these modules and questions.

Provide information on the plans for the translation and back-translation of the questionnaires into local languages and plans for pre-testing the questionnaires. Indicate that the pre-test results will be compiled in a report, and that the results of the pre-test will be used to further modify, customize, and finalize the questionnaires.

1. **Sample Design**

In this section, under separate sub-headings, as appropriate, describe:

* The sample design
* Sample size, including the expected numbers of households, women, men and under-5s. Include information on sub-sampling of men, if applicable
* How the sample size was calculated, including the indicators used for the calculation of the sample size
* The level of disaggregation sought for reporting
* What sample frame will be used and if the sample frame needs to be updated, plans for mapping, listing and household selection

The reader should be clear on what level of disaggregation is being promised, for the key indicators of concern. This is important to avoid creating false expectations on what the survey will deliver.

1. **Survey Instruments**

It is estimated that boards, scales, salt test kits and GPS units will be needed with the indicated amounts:

* Measuring boards:
* Scales:
* Salt test kits:
* GPS units:
* Tablet/PDA:

Delete those that do not apply to your survey,

Provide information on types and brands of equipment, and from where they will be procured. Any other survey instruments that will be used in the survey should also be added here, including explanations for why they are needed.

1. **Recruitment and Training of Fieldwork Staff**

In this section, under separate sub-headings as appropriate, describe:

* Plans for recruitment of fieldwork staff, including details of the type of personnel (interviewers, data entry, supervisors, measurers, data entry clerks), their education/background, sex, numbers etc.
* Timing of training
* Length of training
* Methodology and content of training
* Profiles of trainers
* How training will be organized – central location, in separate districts, including how standardization will be ensured if not central location

1. **Fieldwork**

In this section, under separate sub-headings as appropriate, describe:

* Timing of fieldwork, constraints on timing of fieldwork
* Team composition, including numbers
* Expected duration of fieldwork and how the duration was calculated
* Plans for monitoring data collection and fieldwork supervision as well as plans for handling questionnaires for data entry
* Fieldwork logistics

1. **Data Entry and Data Processing**

In this section, under separate sub-headings as appropriate, describe:

* Plans for participating to the MICS Data Processing Workshop
* Timing of data entry and data processing
* Training of data entry staff
* Characteristics of data entry clerks and supervisor(s) (by number, sex, education, experience)
* Plans for monitoring the quality of data and data entry
* Foreseen duration of data entry and processing

Census and Survey Processing System (CSPro) software package will be used for data entry. The CSPro software will be provided to the implementing agency by UNICEF MICS Team at or before the MICS Data Processing Workshop.

The Statistical Package for Social Sciences (SPSS) will be used for analysis. A licensed copy of the software will be provided to the implementing agency by UNICEF HQ.

1. **Data Analysis and Report Writing**

Provide information on the plans for the production of final tables and on report writing, including timing of production of the Preliminary Findings Report and timing of the production of the final Main Report.

1. **Archiving and Dissemination**

Provide information on the plans for the printing, launch and dissemination of the final Main Report and public sharing of SPSS data.

The SPSS data and survey documents will be archived using the IHSN Microdata Management Toolkit. The toolkit (a software package) and training on how to use it will be provided by UNICEF during the MICS Data Processing Workshop.

1. **Budget**

In this section, under separate sub-headings as appropriate, describe:

* Expected total cost of the survey
* Breakdown of total cost by budget line items
* Amount of funding secured and funding source(s)
* Amount of extra funding needed, including plans, if any, on how the funding shortfall will be secured

For guidelines on how to describe these, refer to the MICS Survey Design workshop materials.

The detailed budget calculations are presented in the Appendix.

1. **Timetable**

For guidelines on how to complete the timetable, refer to the MICS Survey Design workshop materials

##### Sample Timetable for a National Survey Covering 6,000 Households

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Months** | | | | | | | | | | |
| **Tasks** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11~18 |
| Identify survey coordinator, survey personnel, and plan survey; establish steering and technical committees |  |  |  |  |  |  |  |  |  |  |  |
| Adapt and pre-test questionnaires; translate questionnaires and manuals |  |  |  |  |  |  |  |  |  |  |  |
| Carry out sampling and household listing; order scales, boards, salt test kits, and GPS equipment |  |  |  |  |  |  |  |  |  |  |  |
| Complete logistical arrangements |  |  |  |  |  |  |  |  |  |  |  |
| Select and train fieldwork personnel (interviewers, editors, measurers, and supervisors) |  |  |  |  |  |  |  |  |  |  |  |
| Conduct pilot study and collect data |  |  |  |  |  |  |  |  |  |  |  |
| Enter and clean data |  |  |  |  |  |  |  |  |  |  |  |
| Complete data processing, including secondary editing |  |  |  |  |  |  |  |  |  |  |  |
| Prepare summary findings report and final report, and disseminate widely; prepare survey archive |  |  |  |  |  |  |  |  |  |  |  |

1. **Technical Guidance and Support**

The main guidance for MICS is available at [www.childinfo.org](http://www.childinfo.org). The survey team, with relevant experts in each case, will attend the three MICS workshops, focused on survey design, data processing and data dissemination and further analysis, that will be organized by the UNICEF Regional Office and UNICEF New York MICS Team. In addition to the templates, standards and guideline documents provided at childinfo.org, many completed MICS surveys will also serve as examples.

Technical support, which includes online support and in-country visits, will be provided by the UNICEF Regional Office (through the regional MICS Coordinator and the experts to be mobilized by the Regional Office) and by UNICEF New York MICS Team as described in the MICS Technical Assistance Framework presentation delivered at the Survey Design Workshop.

Add information on UNICEF CO support that will be provided to the implementing agency, including the role of the UNICEF MICS Consultant and the UNICEF MICS Focal Point in the CO.

1. **Major Challenges and Support from UNICEF**

Indicate the major challenges envisaged in each of the above mentioned areas and activities. Include any extra support/area of collaboration with UNICEF Regional Office or UNICEF New York Headquarters that may be needed.

**Appendix: Survey Budget**

Add Excel File

**Appendix: Immunisation schedule(s)**

Please attach the schedule(s) for the three years preceding the start of fieldwork.

**Appendix: Education system**

Please attach information describing the education system(s) of the country, detailing starting age, different levels of education, number of grades in each, ISCED comparison, etc.

**Appendix: System of Birth Registration**

Please attach information describing the system and processes involved in birth registration and certification, including facility/non-facility birth differences, cost involved, etc.