Note: Every survey management organization differs slightly. The terms of reference (ToR) below and that of the Technical Committee serve only as guiding tools and customization is necessary. These ToRs are based on a particular and common management setup of a MICS: 1) A small high level Steering Committee oversees the survey, meets only a few times, and only at very critical stages; 2) A much wider, sector level Technical Committee advises on technical details of the survey such as questionnaire content, sample size, reporting, and the like; 3) A Management Team runs the day to day operations of the survey.

**Terms of Reference**

for the

**Country/Survey Multiple Indicator Cluster Survey Year**

**Steering Committee**

***Objectives***:

* To provide oversight to the implementation of the Country/Survey Multiple Indicator Cluster Survey Year and the survey’s Technical Committee advising on the process and content of MICS, as well as the Management Team of the survey’s day to day operation.
* To promote ownership of process, results, dissemination and further analysis of the data for the purpose of policy, advocacy, and monitoring the 2030 Agenda for Sustainable Development and related goals, as well as national commitments.
* To encourage and promote financial and in kind contributions towards the funding of the survey.

***Major tasks:***

* Approval of the Survey Plan and Budget, including Questionnaire and Sample Design as well as the timetable
* Oversight of the survey implementation process
* Oversight of the survey management and institutional arrangements
* Approval of the Key Findings Report and, if produced, the Final Report
* Ensure that issues related to ethics are documented, investigated and resolved, including those presented by the IRB (or suitable alternative)

Suggested Composition:

A small group at high management level (Director, Representative, or those appointed by these).

* National counterpart for the coordination of the social sectors
* National development planning agency
* Key line ministries
* MOU partners (NSO, other organizations)
* UNICEF Country Office
* Other Donors

It is critical that a member has capacity and experience in the area of conducting ethical research in the country and is willing to serve as Ethical Focal Point, providing oversight to the related matters of the Technical Committee and the Management Team.