

## UNICEF WCARO TERMS OF REFERENCE

### Title of Consultancy: Regional Household Survey (MICS) Consultant,

**Duty Station:** WCARO

**Country:** Senegal

**Region:** WCAR (Democratic Republic of Congo, Central Africa Republic, Togo)

**Planned Duration of Consultancy:** 80 days (1<sup>st</sup> of September 2017 to 31 of July 2018), with approximately 60 days in-country

**Application Close:** August, 31<sup>th</sup>, 2017

**Contract Type:** Consultancy - SSA

**Submitted by:** PM&E Section

#### Background and Justification

UNICEF places a high priority on the availability of recent and reliable information with which to monitor the situation of children and women. Statistically sound and internationally comparable data are essential for developing evidence-based policies and programmes, as well as for monitoring countries' progress toward national goals and global commitments, including the Sustainable Development Goals (SDGs).

UNICEF assists countries in collecting and analysing data in order to fill data gaps for monitoring the situation of children and women through its international household survey initiative the Multiple Indicator Cluster Survey (MICS). MICS enables countries to produce statistically sound and internationally comparable estimates of a range of indicators in the areas of health, education, child protection, water and sanitation and HIV and AIDS. MICS findings are typically among the most important sources of data within a country used as a basis for policy decisions and programme interventions, and for influencing public opinion on the situation of children and women.

The current and sixth round of MICS is taking place in 2016 - 2018. MICS6 questionnaires have a lot of new modules (victimization, functional capacities, water quality tests, foundational skills for children age 7-14, etc.) and were developed through consultations with experts from UN organizations, inter-agency monitoring groups and other global household survey programmes. The survey questionnaires and supporting documents have now been finalized. Regional workshops on survey design and data processing have also been organized to support countries in the planning and implementation of their surveys.

MICS surveys are usually carried out by government organizations, with the support and technical assistance of UNICEF. As part of the MICS6 program, UNICEF will assist countries to implement a quality survey that complies with international standards to guarantee the required level of data quality, by mobilising technical assistance to countries at the regional level.

Across West and Central Africa, DRC, Chad, the Gambia, Central African Republic, Ghana, Guinea Bissau, Sao tome and Principe, Equatorial Guinea will be preparing for and conducting fieldwork for MICS6 surveys in 2016-2018. All WCAR MICS6 will be implemented with CAPI applications, and data collected directly on tablets.

Countries will request specific support from regional office at different stages of their survey implementation. Therefore, for the sixth round of MICS, UNICEF West and Central Africa Regional Office (WCARO) will hire a highly experienced household survey consultant to provide the necessary technical assistance to DRC, CAR and Togo COs at critical survey stages on a timely manner.

## Scope of Work

Under the overall supervision of the Regional MICS Coordinator, the Regional Household Survey Consultant is responsible for supporting UNICEF Country Offices (including UNICEF MICS Consultant hired by UNICEF Country Offices) and implementing partners in survey planning, questionnaire design, sampling, training, field work, data entry, data processing and report writing, and ensuring that MICS guidelines<sup>1</sup> and protocols are being followed at all times.

Working closely with the Regional Survey Coordinator, the Sampling Consultant and the Data Processing Consultant, the Regional Household Survey Consultant will carry out technical reviews and support COs and implementing agencies at key moments in the survey process. The Regional Household Survey Consultant will also, often together with the Regional Survey Coordinator and / or the Sampling Consultant and / or the Data Processing Consultant carry out a series of country visits, in order to support survey teams and monitor quality of surveys at critical stages of survey implementation. Specific tasks include:

1. Support the Regional Survey Coordinator in providing technical support and oversight for household surveys, particularly MICS, in the region;
2. Provide support to MICS6 Survey Design, Data Processing and Data Dissemination Workshops: facilitate selected sessions and work bilaterally with participating countries from the region;
3. Directly, provide support to assigned countries in the implementation of MICS6 activities including review and finalization of Country Survey Plan, review and finalization of sampling and questionnaires, testing of CAPI application, training, monitoring of fieldwork through field visits and review of weekly Field Check Tables, data analysis and, report writing.

As needed, the Regional Household Survey Consultant will also take part in missions carried out by the Regional MICS Coordinator to support COs in negotiating, promoting, and presenting MICS to governments and other partners.

## Deliverables

1. Bi-monthly reports for each survey outlining key recommendations and proposed changes and how the survey plans meet or do not meet MICS technical standards, including review of Field Check tables;
2. Country visit reports (including presentations and training materials) for each country visited;
3. Survey Design, Data Processing and Data Dissemination Workshop trip report;
4. Presentations and training materials used in workshops and trainings;
5. All of the above summarized appropriately in consultancy progress reports (incl. documented time spent).

The total duration of the contract is 80 days over the period of 1<sup>st</sup> of September 2017 to 31 of July 2018. Number of expected working days for each country is as follow: 16 days for Togo, 32 days for DRC and 32

<sup>1</sup> All guidelines are provided in the MICS6 manual

days for CAR, however, final number of days will be distributed based on country needs and immediate availability for urgent work. The consultant is expected to spend two-third of his consultancy time dedicated to DRC and CAR, in-country at specific moments of the survey implementation process (main training, field monitoring). The rest of the technical support work will be done remotely.

### Qualifications

At least a Master's Degree or equivalent in Demography, Statistics or Epidemiology.

### Desired competencies, technical background and experience

- a) At least 7 years of experience in the coordination and/or management of quantitative household surveys and at regional level. Prior MICS/DHS coordination/management experience is required;
- b) Prior experience with implementation of CAPI Household surveys required;
- c) Expertise in statistical analyses (familiarity with data processing and data analysis software, SPSS highly desirable);
- d) Experience in survey report writing;
- e) Fluency in French is mandatory; Good command of English.
- f) Excellent communication and interpersonal skills;
- g) Ability and willingness to travel to all countries across West and Central Africa.

### Administrative issues

The Monitoring and Evaluation Unit, UNICEF WCARO, will provide quality assurance and oversight for the consultant's work with substantial feedback on the quality of the data processing reviews.

The consultant will be in charge of paying his own travels and daily subsistence allowances (DSA). WCARO will advance money for this upon request.

### Conditions

- The Regional Household Survey Consultant will work one third of his consultancy time from home using own equipment and stationary and two third of in countries. During missions, UNICEF COs will provide working space for the consultant, preferably with implementing partner.
- The contract may not commence unless signed by both UNICEF and the consultant.
- Consultant will be required to sign the Health statement for consultants/Individual contractor prior to taking up the assignment.
- The Form 'Designation, change or revocation of beneficiary' has to be completed by the consultant and submitted to the HR Section.
- Basic Security in the Field Training Certificate.
- The Regional Household Survey Consultant should respect the confidentiality of the MICS data as well as any country specific MICS documents that will be produced throughout the MICS process. The Regional Household Survey Consultant can use the documents and the datasets only for the tasks related to these terms of reference

Consultant will travel to 3 MICS countries as necessary and as determined in consultation with the Country Teams. Other travels within and outside region could happen if appropriate.

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

The candidates selected will be governed by and subject to UNICEF's General Terms and Conditions for individual contracts.

### **UNICEF recourse in case of unsatisfactory performance**

Payment will only be made for work satisfactorily completed and accepted by UNICEF.

### **ROMP Reference, Budget and Remuneration**

**Budget:** WBS 456C/C0/09/100/116/001 Non-Grant BMA

This consultancy will contribute to achieve the 2014-17 ROMP, result 6.2 and from January 1<sup>st</sup> to the 2018-2021 ROMP, Outcome 6.2.

Consultancy daily fee:

- P-4 level
- Total of 80 working days (USD 450 to 500/day)
- Travel and DSA fees (for 2 trips and 21 days for both DRC and CAR and 1 trip and 8 days for Togo)

Payments will be made on the basis of an activity log and invoice (could be monthly or less frequent depending on the arrangements with the consultant and the volume of work). Advance payments will be made for travels and DSA.

### **Application Procedures:**

If you are qualified and interested in the position and meet the requirements, please forward your application with updated curriculum vitae and UN Personal History Form (available at [www.unicef.org/employ](http://www.unicef.org/employ)), with **"the title of the position as the subject"**, via email to [wcarohr@unicef.org](mailto:wcarohr@unicef.org) by August, 31, 2017. Please indicate your daily/monthly rate to undertake the terms of reference above. Include as well fees for travels and DSA (according distribution of days mentioned above). Applications submitted without a daily rate or without travel fees will not be considered.

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

**Prepared by:** Michka Seroussi, M&E Specialist

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by:** Inoussa Kabore, Regional Chief M&E

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** Herve Peries, PM&E Chief of Section

**Signature:** \_\_\_\_\_

**Chief of Section**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Human Resources**

**Date:** \_\_\_\_\_

**Approved by:**

**Signature:** \_\_\_\_\_

**Deputy Regional Director**

**Date:** \_\_\_\_\_