**Equipment for MICS surveys – procurement instructions**

This is a list of equipment needed for MICS surveys. It describes the major items, including those that must be procured through UNICEF Supply.

Please see the ‘MICS Fieldwork Duration, Staff, DP and Supply Estimates Template’ for estimating number of units needed.

Kindly inform the Regional MICS Coordinators of your plans and purchases.

**Measuring boards**

* Baby/infant board, made out of wood. [UNICEF Supply Catalogue; S0114530](https://supply.unicef.org/unicef_b2c/app/displayApp/%28cpgsize%3D5%26layout%3D7.0-12_1_66_69_115_2%26uiarea%3D2%26carea%3D50D129C26B9F08F2E10000009E710FC1%26cpgnum%3D1%26citem%3D50D129C26B9F08F2E10000009E710FC14EBA04A4BBC20F68E10000009E71143E%29/.do?rf=y). Stock item. Boards are packed by two in a carton in order to save shipping costs. Price for 2 units (one carton): USD 180.95 (as provided by UNICEF Supply Division, February 2013).

Standard lead time for stock items is a minimum of 6 weeks for picking and packing. Shipping time is additional and depends on mode of shipment. Please note lead time also depends on the size of the order. For orders above 400 boards (i.e. 200 cartons) it is suggested to contact Supply Division to consult lead time and delivery options.

**Scales**

* Electronic scale, mother/child. Manufactured by *seca*. Model: “*seca 874 U*”. [UNICEF Supply Catalogue; S0141021](https://supply.unicef.org/unicef_b2c/app/displayApp/%28cpgsize%3D5%26layout%3D7.0-12_1_66_69_115_2%26uiarea%3D2%26carea%3D50D129C26B9F08F2E10000009E710FC1%26cpgnum%3D5%26citem%3D50D129C26B9F08F2E10000009E710FC14EBA04D0BBC20F68E10000009E71143E%29/.do?rf=y). Stock item. Price each: USD 139.44 (as provided by UNICEF Supply Division, February 2013). Scales require 6 alkaline batteries (supplied with the scale).

Standard lead time for stock items is a minimum of 6 weeks for picking and packing. Shipping time is additional and depends on mode of shipment. Please note lead time also depends on the size of the order. For orders above 500 scales it is suggested to contact Supply Division to consult lead time and delivery options.

**Salt test kits**

* Salt test kits testing for ***potassium iodate*** (KIO3) content in salt: order from MBI Kits International through UNICEF’s Direct Ordering Scheme. See [UNICEF Intranet](http://intranet.unicef.org/Denmark/danhomepage.nsf/0/269B6A9B4A883E85C125763B00393DF8). UNICEF Supply LTA NO. 42200377, valid until 24.02.2015, material number S0008193.
* If salt test kits for measuring iodine content of salt iodised/fortified with ***potassium iodide*** (KI) are needed, Supply Order should be raised using material number S0008194 (using same LTA as above).

|  |  |
| --- | --- |
| **S0008193 Salt test kit, salt fortified w/IODATE**  | **S0008194 Salt test kit, salt fortified w/IODIDE** |
| Indicative Price: 0.35 USD  | Indicative Price: 0.35 USD  |
|  |  |
| General Description: Improved Iodised salt test kit, for measuring iodine content of salt iodised/fortified with potassium iodate (KIO3).  | General Description: Improved Iodised salt test kit, for measuring iodine content of salt iodised/fortified with potassium iodide (KI). |
|  |  |
| Presentation: Test solutions, 10 ml ampoules/vials (white cap) - 2 Recheck solution for identifying false negatives (for alkaline samples), 10 ml ampoules/vials (red cap) - 1 Salt holder (standardized plastic measuring sample) - 1 Instruction leaflet - 1  | Presentation: Test solutions, 10 ml ampoules/vials (white cap) - 2 Recheck solution for identifying false negatives (for alkaline samples), 10 ml ampoules/vials (red cap) - 1 Salt holder (standardized plastic measuring sample) - 1 Instruction leaflet - 1 |
|  |  |
| Packing/labelling: The contents should be packed together in a high quality plastic container, preferably opaque, with tight screw cap, to prevent leakage during transport and be easily squeezable. It should be clearly labelled "Improved iodized salt tests kit", 0 ppm, 1-14 ppm and equal or more than 15 ppm for testing salt fortified with potassium iodate only. The colour chart must be displayed on the label. The label should clearly indicate the "shelf life" (a minimum of 18 months), with the date of manufacture and expiry date.  | Packing/labelling: The contents should be packed together in a high quality plastic container, preferably opaque, with tight screw cap, to prevent leakage during transport and be easily squeezable. It should be clearly labelled "Improved iodized salt tests kit", 0 ppm, 1-14 ppm and equal or more than 15 ppm for testing salt fortified with potassium iodide only. The colour chart must be displayed on the label. The label should clearly indicate the "shelf life" (a minimum of 18 months), with the date of manufacture and expiry date. |
|  |  |
| Colour chart: Rapid salt test kits should be able to distinguish iodine concentration of salt at three different levels by comparing the colour reaction of the salt after addition of the test solution and a reference colour. The colour should be stable for a few minutes (not less than 1-2 minutes), i.e. with an end point of 1-2 minutes. Colour chart should have clear and uniform indication of ppm scale i.e. 0 ppm, 1-14 ppm and equal or more than 15 ppm.  | Colour chart: Rapid salt test kits should be able to distinguish iodine concentration of salt at three different levels by comparing the colour reaction of the salt after addition of the test solution and a reference colour. The colour should be stable for a few minutes (not less than 1-2 minutes), i.e. with an end point of 1-2 minutes. Colour chart should have clear and uniform indication of ppm scale i.e. 0 ppm, 1-14 ppm and equal or more than 15 ppm. |

* Ensure that correct kits are ordered or available if not using the LTA provided above. The manufacturer produces a variety of kits. The MICS Indicator requires testing of 0, 0-15, and 15+ ppm. In an effort to ensure correct purchases, please keep the Regional MICS Coordinator informed of orders.
* Each kit can be used for about 50 tests (or slightly higher depending on use). Calculate your total need based on this estimate but also add extra kits per interviewer and for fieldwork training use.
* It usually takes at least 4 weeks to produce the kits once the order is complete and reaches the producer (applies for orders below 50,000 units). Please try to plan as early as possible and order at least 2 months before the scheduled start of the fieldwork/pretest training.

**CSPro software**

* Will be provided to MICS implementing agencies during the MICS Data Processing Workshop.
* ****Is also available for free downloading from the US Bureau of Census website (registration required). Link: [CS Pro](http://www.census.gov/population/international/software/cspro/).
* Note that due to potentially significant changes between relatively frequent updates to the software, it is important that only version 5.0 is used, unless changes are communicated from UNICEF RO/HQ.

**SPSS Statistics software**

* One license to SPSS Statistics 21 will be provided to MICS implementing agencies by UNICEF HQ.
* Modules: Base, Complex Samples, Custom Tables.
* Link: [SPSS Statistics](http://www-01.ibm.com/software/analytics/spss/products/statistics/).

[**DDI Metadata Editor (Nesstar Publisher)**](http://www.ihsn.org/home/software/ddi-metadata-editor)

* The archiving software recommended by International Household Survey Network and UNICEF.
* Will be provided to MICS implementing agencies during the MICS Data Processing Workshop.
* Is also available for free downloading from the International Household Survey Network website (registration required). Link: [DDI Metadata Editor](http://www.ihsn.org/home/software/ddi-metadata-editor).

**GPS units**

* GPS units and accessories are available through UNICEF’s Direct Ordering Scheme. See [UNICEF Intranet](http://intranet.unicef.org/Denmark/danhomepage.nsf/0/336487FE0F5FDFD9C1257B8F00207360). UNICEF Supply LTA NO. 42200394, valid until 31.05.2015.
* Manual and other tools will be produced based on the recommended unit: **Garmin eTrex 30**, material number S0006025. Unit price: EUR 150.26. Link: [Garmin eTrex 30](https://buy.garmin.com/en-US/US/on-the-trail/handhelds/etrex-30/prod87774.html).
* Accessories are also available on the LTA. Depending on the needs of the survey, certain parts are highly recommended: Rechargeable NiMH battery kit, dashboard mount, vehicle power cable, external antenna, etc.
* Please consult with Bo Pedersen, Statistics Specialist, UNICEF HQ, on bpedersen@unicef.org for immediate advice and access to draft tools.

**Desktop Computers (for data entry)**

* Minimum requirements:
	+ Pentium processor
	+ 512MB of RAM
	+ SVGA monitor
	+ Mouse
	+ 100 MB of free hard drive space
	+ Microsoft Windows XP, Vista, 7, or 8

**Tablets/PDAs (for CAPI Surveys)**

* Tablets
	+ Required configuration: Microsoft Windows 7 or 8
	+ No Windows RT tablets
* PDAs
	+ Required configuration: Windows Mobile versions 5 or 6
	+ UNICODE is not supported
* Note that Desktops/Laptops are still required for processing and analyzing data
* If you are planning purchase new or reuse Tablets/PDAs from a previous survey, please contact Ivana Bjelic, Statistics Specialist, UNICEF HQ, on ibjelic@unicef.org for advice.