



MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 4 (MICS4)
REGIONAL TRAINING WORKSHOP - (TACRO)
“SURVEY DESIGN”
Panama City, Panama
Date: 10-16th November

Workshop expected results:

- Strengthened skills of UNICEF officers, government counterparts and survey coordinators for planning, organization, management and coordination of MICS4.
- Improved understanding of the indicators and the recommended survey methodology for collecting data on the situation of children and women through household surveys.
- Draft survey plans produced for countries committed to conducting MICS4.

Workshop Facilitators

UNICEF: Headquarters, NYC

Tessa Wardlaw (TW)	Associate Director, Statistics and Monitoring Section (SMS), Division of Policy and Practice
Attila Hancioglu (AH)	Senior Advisor (MICS Global Coordinator), SMS
Danzhen You (DY)	Statistics and Monitoring Specialist, SMS
Holly Newby (HN)	Statistics and Monitoring Specialist, SMS
Ivana Bjelic (IB)	Statistics Specialist, SMS
Oliver Petrovic (OP)	Early Childhood Development Programme Specialist, HQ
Turgay Ünalán (TU)	Statistics Specialist, SMS

UNICEF: TACRO, Panama

Bernt Aasen (BA)	Regional Director
Aida Mendez (AM)	Programme Assistant
Aida Oliver (AO)	Regional Chief of Planning
Bastiaan Van't Hoff (BH)	Regional Chief of Monitoring & Evaluation
Christine Norton (CN)	Senior Adviser, Adolescent Development and Gender Equality
Enrique Delamonica (ED)	Regional Advisor, Social Policy
Shane M. Khan (SK)	Regional Monitoring Specialist

UN ECLAC: Trinidad & Tobago

Karoline Schmid	Social Affairs Officer, ECLAC Sub-Regional Headquarters for the Caribbean, Port-of-Spain
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External Consultants

Daniel Ferrante*	Consultant - Household Survey Specialist
David Megill (DM)	Freelance Consultant, Statistics (Sampling) Expert
Luis Ochoa*	Consultant - Household Survey Specialist
Vanessa Pohl	Consultant - Administrative Assistant

*Assist countries in developing and revising survey plans



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10th November 2009, Tuesday

Day 1

Time	Topic	Objectives	By	Methodology
Chair: Shane M. Khan				
09.00-09.50	Opening Session UNICEF Regional Director (BA) UNICEF TACRO Planning/M&E UNICEF NYHQ			Welcome Speeches
09.50-10.00	Presentation of MICS4 Video		IB	
10.00-10.10	Objectives of the Workshop and Adoption of the Program	To review themes to be covered in the workshop and agree on the program	BH-SK	
10.10-10.20	Introduction of Participants and Resource Persons		SK-BH	Presentation
10.20-10.30	Administration and Logistics of the Workshop	To discuss workshop administration and logistics	AM	Presentation
10.30-10.50 Coffee Break				
Moderator: Bastiaan van 't Hoff				
10.50-11.45	Global & National Commitments and Reporting Needs: The key role of Surveys	1) Provide an overview of statistics in LAC 2) Understand the importance of monitoring progress towards MDGs, WFFC and other goals, 3) Understand the importance and place of MICS4 & other HH surveys in reporting on development on a global, regional and country level	UNICEF HQ, TACRO, KS	Presentation and discussion
11.45-12.30	The MICS4 Process	To understand the survey cycle and key decisions to be taken before data collection (including data use & dissemination), including institutional structure, human resources (include new TA framework), survey scope, timetable, budgeting	BH-SK-AH	Presentation and discussion
12.30-13.30 Lunch				
13.30-14.15	Country Data and Survey Needs Assessment	Countries break into small groups to work with facilitators to discuss survey plans and data needs in the country		Group work
14.15-14.45	Overview of MICS4 Research Tools	To understand the structure of questionnaires To explain modules and the flow of modules and eligibility issues	SK	Presentation
14.45-15.30	Sampling Overview	To explain 1) the importance of correct sampling procedures, key concepts in proper sampling, review of MICS4 prototype sampling design, 2) the relationship of sampling with other factors, such as cost, time, fieldwork organization	DM	Presentation
15.30-15:50 Coffee Break				
15.50-17.00	Sampling Overview (Continued)	To explain the factors that determine sample size, how to calculate sample size, sample size determinants, formula for sample size calculation,	DM	Presentation

number of PSUs and cluster size
To discuss 1) sampling options (including
oversampling), use of sample frames, mapping and
field procedures, techniques to minimize bias and
2) sub-national estimates in selected areas
To introduce sampling errors, survey weighting

SESSION FOR UNICEF MICS Focal Points Only

17.00-19.00	Supporting/managing a MICS	How to support/manage a MICS To discuss UNICEF staff's roles and responsibilities at HQ, RO and CO levels To discuss issues related to data needs assessment, survey coordination, proposal development, funds mobilization/fund-raising	UNICEF HQ-RO-CO STAFF	Group discussion
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Time	Topic	Objectives	By	Methodology
08.30-10.00	Advanced Sampling	To provide in depth training on sampling issues	DM	Group discussion
10.00-10.30	Selection of Indicators and Calculation of Sample Size	Practice in computing sample size	DM	Group work
10.30-10.50	Coffee Break			
10.50-11.20	MICS4 Household Quest. Household Information Panel Household Listing Education	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module Wording of questions and response categories	TU-AH TU-AH BH	Presentation
11.20-12.00	MICS4 Household Quest. Water and Sanitation Handwashing Facility Household Characteristics	As above	TW TU-AH TU-AH	Presentation
12.00-12.30	MICS4 Household Quest. Child Labor Child Discipline	As above	IB OP	Presentation
12.30-13.30	Lunch			
13.30-14.00	MICS4 Household Quest. Salt Iodization	As above Demonstration: How to Test Salt for Iodine Content	HN	Presentation
14.00-14.15	MICS4 Under-5s Questionnaire Under-5s Information Panel Age	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module	TU-AH	Presentation
14.15-15.00	MICS4 Under-5s Questionnaire Birth Registration Early Childhood Development	The actual wording of questions and response categories	OP OP	
15.00-15.30	MICS4 Under-5s Questionnaire Breastfeeding Care of Illness	As above	TW-HN TW	Presentation
15.30-15.50	Coffee Break			
15.50-16.30	MICS4 Under-5s Questionnaire Immunization Anthropometry	As above To understand the additional training and supervision requirements for anthropometry with demonstration on how to weigh and measure children	PF-SK HN	Presentation
16.30-17.00	Working Group with Facilitators	Discussion on MICS4 Household and Under Five Questionnaire		Group discussion
18.30-20.30	Cocktail Reception	Location : Bristol Hotel		

Time	Topic	Objectives	By	Methodology
08.30-09.30	MICS4 Women's Questionnaire Women's Information Panel Woman's Background Child Mortality	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	TU-AH TU-AH DY-AH	Presentation
09.30-10.30	MICS4 Women's Questionnaire Desire for Last Birth Maternal & Newborn Health Illness Symptoms Marriage/Union Contraception Unmet Need	As above	HN HN HN SK HN HN	Presentation
10.30-10.50	Coffee Break			
10.50-11.30	MICS4 Women's Questionnaire Attitudes Toward Domestic Violence Sexual Behavior HIV/AIDS	As above	OP TU TU	Presentation
11.30-12.30	Working Group with Facilitators	Discussion on MICS4 Individual Women Questionnaire		Group discussion
12.30-13.30	Lunch			
13.30-14.00	How to Customize MICS4 Questionnaires to Countries	To understand general rules in adapting questionnaires to countries and completing and administering questionnaires	SK-IB	Presentation and discussion
14.00-14.30	Modules in Development	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module	UNICEF HQ & UNICEF RO CN	Presentation and discussion
14.30-15.30	General Structure of a Country Survey Plan	To explain and discuss the country survey plan, to be produced by each country at the end of the workshop and contents and style of the survey plan	SK-TU	Presentation and discussion
15.30-15.50	Coffee Break			
15.50-17.00	Working Groups Survey Plans	To work on developing country survey plans	Country teams and facilitators	Group work

Time	Topic	Objectives	By	Methodology
8.45-9.00	Use of GPS in MICS		IB	
09.00-09.30	Review and workshop feedback	Feedback and Q&A on what has been covered so far	SK	
09.30-10.30	Combining a MICS with another survey (DHS, RHS and other HH surveys)	How to combine a MICS with other surveys; examining methods, instruments and tips	TU-SK	Discussion
10.30-10.50	Coffee Break			
10.50-12.30	Survey Techniques	To discuss recruitment and structure of fieldwork teams To understand methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To discuss roles and responsibilities of fieldwork team members and fieldwork procedures	HN	Presentation, practice and discussion
12.30-13.30	Lunch			
13.30-14.15	Field Staff and Training Issues	To develop a list of topics that need to be covered in a national survey training exercise and a list of recommended training methods.	OP	Presentation
14.15-15.30	Q&A on Country Survey Plans	Clarification of expectations on Country Survey Plans		Discussion
15.30-15.50	Coffee Break			
15.50-17.00	Country work on country survey plans	Country team group work		Group work
17.00-18.00	Child mortality	Optional session	DY	

14th November 2009, Saturday**Day 5**

Time	Topic	Objectives	By	Methodology
08.30-09.30	Survey Logistics Logistics Arrangements	To understand the key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc) To develop a complete list of logistics to be managed	SK	Presentation and group discussion
09.30-10.00	Timetable and Budget Calculations	To understand typical timetable for a national survey, common survey budget items, calculation of the survey budget	TU	Presentation and group discussion
10.00-10.30	Child Poverty Measuring Wealth	To understand how UNICEF conceptualizes child poverty, how UNICEF measures Wealth through household surveys, and the difference between these concepts	ED	Presentation and group discussion
10.30-10.50	Coffee Break			
10.50-12.00	Working Groups Survey Plans	To work on developing country survey plans	Country teams and facilitators	Group work
12.00-12.30	Survey Quality Control	To understand 1) the types of errors that can influence survey validity and reliability, 2) how to prevent, identify, and correct errors and low-quality work, and 3) the key role of adequate supervision and team interaction in the field.	HN-OP	Group discussion
12.30-13.30	Lunch			
13.30-14.00	MICS3 Evaluation	Excerpts from independent evaluation of MICS3	TU-AH	Presentation
14.00-15.00	Data quality lessons learnt from MICS3	To learn from some of the data quality problems found from MICS3	SK	Presentation
15.00-15.30	Data Entry and Processing	To understand 1) the role of data entry in a household survey, 2) methods to accomplish data entry, and 3) software for data entry. To preview the agenda of the second MICS4 workshop	IB	Presentation
15.30-15.50	Coffee Break			
15.50-16.20	Data Analysis and Reporting	To understand the MICS4 process in analyzing data Reporting activities	SK	Presentation
16.20-17.00	Data Archiving and Dissemination	1) a brief overview of data archiving toolkit (IHSN) 2) Using and disseminating MICS results	IB-BH	Presentation and discussion

15th November 2009, Sunday**Off-Day - Social Activity**

Time	Topic	Objectives	By	Methodology
08.30-09.30	Working Groups To finalize survey plans	Country teams and facilitators work on survey plans (include data use and dissemination)	Country teams and facilitators	Group work
09.30-10.30	Survey Technical Support Needs	To introduce 1) the MICS4 website, 2) the MICS4 Blog, and 3) the MICS4 Forum To identify 1) technical support that will be needed, 2) technical support efforts to be established, and 3) MICS4 information network	TU-AH	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-12.30	Country Presentations on Survey Plans (approx. 10 mins each)	To learn: Implementing Agency and MICS Team Envisaged Content Sampling Fieldwork Survey Instruments Needed Technical Support Needs Budget Timetable, and dissemination To offer suggestions on resolving problems To discuss major challenges in the implementation of MICS4	Country teams	Presentation and discussion
12.30-13.30	Lunch			
13.30-14.30	Country Presentations on Survey Plans (approx. 10 mins each)	As above	Country teams	Presentation and discussion
14.30-14.45	Participants Evaluation	To understand the adequacy of the knowledge gained and skills developed to train and implement MICS4 To present the results of information collected in participant evaluation forms		Presentation
14.45-15.15	Workshop Evaluation - Open Discussion	To revisit critical aspects of the workshop To discuss the main outcomes of the workshop		Discussion
15.15-15.30	Closure of the Workshop UNICEF Planning/M&E UNICEF NYHQ	Distribution of certificates Closing speeches		
15.30-	Coffee			