Note: Every survey management organization differs slightly. The terms of reference (ToR) below and that of the Steering 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**

**Technical Committee**

***Objectives***

* To provide guidance and support to the Management Team on technical decisions and processes;
* To promote understanding for and utilisation of survey and results;
* To provide technical advice to the Steering Committee on survey planning, implementation and dissemination.

***Specific tasks***

* To review the data gaps indicated in the data needs assessment and advise on the list of indicators, the questionnaire modules and content.
* To appoint dedicated focal points on ethics and develop a protection protocol for ensuring that ethical concerns are reflected on and mitigated against during the life cycle of the survey
* To review and advise on the sampling plan and sample design.
* To review and advise on the customised questionnaires and manuals.
* To assist in identifying facilitators for selected sessions of the training for the pre-test exercise and fieldwork exercises
* To coordinate preparation for the fieldwork, including informing all the related stakeholders
* To review the draft tabulations, the statistical analysis and draft chapters the Key Findings and Final Reports and provide technical inputs of the organisations represented on the technical committee.
* To reach out and consult experts if needed for the preparation of the Final Report, if produced.
* To highlight key messages for dissemination of the findings.

Suggested Composition:

Technical experts from the organisations represented on the Steering Committee and other relevant institutions that can provide assistance on topics covered by the MICS.

* NSO/Implementing Agency
* UNICEF Country Office
* Ministry of Education
* Ministry of Health
* Ministry of Social Affairs
* Other Ministries as appropriate to the design
* Academic institutions
* NGOs
* Other partners with technical expertise as appropriate

It is critical that a number of members have capacity and experience in the area of conducting ethical research in the country.