**APPENDIX**

to the MEMORANDUM OF UNDERSTANDING

on

TECHNICAL COLLABORATION

between

the NATIONAL STATISTICAL OFFICE and the UNICEF COUNTRY COUNTRY OFFICE

for the execution of the project

"***Multiple Indicator Cluster Survey (MICS) Year***"

**I. Governance and Resources**

1. **Attendance to the Workshop on Survey Design**. Prior to or following the signing of this Memorandum of Understanding, the country survey team, including the UNICEF MICS focal point, the survey coordinator, sampling expert and, if identified, national MICS consultant participate in the Workshop on Survey Design, organised by UNICEF.

Discussions are held during the workshop with the UNICEF MICS Team, that is, the UNICEF Headquarters (HQ) MICS team, UNICEF Regional MICS Coordinator and MICS expert consultants (on Sampling and Household Surveys) on planning for the survey. Using MICS templates, the country survey team works on an initial outline of the Country Survey Plan and Budget and presents at the end of the workshop.

1. **Survey Plan and Budget**. Survey Plan and Budget is then drafted at country level, shared with the Regional MICS Coordinator for review and then finalised. The Household Survey expert consultant and/or the Regional MICS Coordinator may visit the country at this stage to support planning for the MICS. This visit may coincide with the visit of the Sampling expert consultant (described in II.2).
2. **Identification and Recruitment of Survey Personnel.** Other key technical experts from the NSO are identified and a national MICS consultant is hired. The Regional MICS Coordinator supports the recruitment of the national MICS consultant (sharing generic Terms of References (ToR) template, names of potential candidates and supporting the selection process).
3. **Survey Committees.** Steering and Technical Committees are established. The Steering Committee is the main body responsible for the Country MICS, constituting a forum for a consultative process. The main role of the Technical Committee is to advise the Steering Committee on technical decisions, processes and survey content. Templates of generic ToRs for Steering and Technical Committees are provided by the UNICEF MICS Team.

**II. Technical Preparations for Data Collection**

1. **Questionnaire Design.** Draft questionnaires based on the standard MICS questionnaires are customised and shared with the UNICEF MICS Team for review. Once an agreement is reached among the parties on the questionnaires as a result of multiple reviews and feedback, questionnaires are drafted for the pre-test. During or towards the end of the review process, the questionnaires are translated into local language(s) and back-translated to make sure that the standard MICS questionnaires and the local versions are fully compatible. The translation of the Manual for Mapping and Household Listing (described in II.4) and the Instructions for interviewers, supervisors and measurers take place at about the same time. Back translations are also reviewed by the UNICEF MICS Team.
2. **Sampling.** The survey sample is designed in the country. The Regional MICS Coordinator organises a visit and/or online consultation of the Sampling expert consultant to discuss the key parameters of sampling design. The sample design document is drafted by the national sampling expert and reviewed by the Sampling expert consultant, who must have access to all the information on the sample frame. After the sampling design document is finalised, the first version of the sample weights calculation worksheet is produced in line with the MICS template and shared with UNICEF MICS Team for review. The first-stage selection of the sample is made.
3. **Geocode.** The availability of each sampled cluster’s geocodes (cluster centre points, multi-points or boundaries) is assessed by the survey team and communicated to the UNICEF MICS Team, together with the shapefile representing the sampling frame, at minimum including the boundaries of sample stratification. If location coordinates are already available (typically from Census digital cartography) no action is required, but if geocodes are unavailable, such data should be collected during the mapping and household listing operation. The UNICEF MICS Team will not share cluster coordinates with anyone at any point during or after survey completion.
4. **Ethical review.** Following agreement between the UNICEF MICS Team, the UNICEF Country Country Office and the NSO on the survey materials which summarise the survey protocols (i.e. draft Survey Plan & Budget with draft questionnaires, protection protocols, sampling plan, etc.) these are shared with an appropriate ethics review board. Based on the observations from the review board, materials will be adapted and finalised and final approval for survey implementation is sought. The ethical review is timed such that final approvals are received from the review board before fieldwork commences.
5. **Supplies.** Based on the content of the questionnaires and size of sample and according to the Procurement instructions for recommended equipment for MICS surveys, the types and quantities of supplies needed for the survey are determined and discussed with the Regional MICS Coordinator. Supplies are ordered by the country. Sufficient time should be allowed between the procurement time and the expected date of delivery of the items prior to the start of pre-test training and data collection.
6. **Listing Training and Listing.** Listing training is conducted for listers and mappers according to the recommendations described in the MICS Manual for Mapping and Household Listing. The agenda of the training as well as listing forms to be used are reviewed by the Sampling expert consultant and, when used, the data entry application is reviewed by the Data Processing expert consultant. Based on the sample selection and according to the Manual for Mapping and Household Listing, the NSO conducts household listing and selection in sampled clusters. As needed, the Regional MICS Coordinator sends the Sampling and/or the Data Processing expert consultants to support the training and/or the first days of listing. Household selection and CAPI application are also reviewed by the Sampling and/or Data Processing expert consultants, either remotely or while in the country. The second-stage selection of the sample is made.
7. **Pre-test of Questionnaires.** The questionnaires are pre-tested after appropriate training. The training agenda, which should be similar in content to the main training agenda, is reviewed by the Regional MICS Coordinator in advance. The Household Survey expert consultant supports the training and the pre-test. The pre-test report is developed and shared with the Regional MICS Coordinator for review. Questionnaires are finalised after the agreement of parties. Sufficient time should be allowed between the questionnaire pre-test and the CAPI/data entry application test to make sure that all the questionnaires can be carefully reviewed before the CAPI/data entry application is tested.
8. **Second Workshop on Data Processing.** The country survey team, including the national MICS data processing coordinator and national MICS consultant, participates in this workshop to strengthen skills in the utilisation of the two software packages used by MICS (CSPro and SPSS) and enhance understanding of MICS data processing methodology, protocols, standards and technical guidelines. The Data Processing expert consultant participates in the workshop and supports the country team, together with the data processing team of the UNICEF HQ MICS team, with adaptation of the data entry application and tabulation programmes (syntaxes). At the same workshop, the country survey team gets familiarised with customisation of survey archives. The technical coordinator of the NSO and the UNICEF MICS focal point also participate to this workshop.
9. **Data Entry Application.** During the MICS data processing Workshop, participants are trained in customising the MICS CAPI/data entry and editing application and tabulation programmes. The applications are fully customised and completed in the country, based on the pre-tested and final questionnaires and then sent to the UNICEF MICS Team for review and feedback. The CAPI/data entry application is then tested and finalised. The test is supported by the Data Processing expert consultant.

**III. Fieldwork**

1. **Fieldwork Training and Pilot Study.** A 4-5-week field staff training is conducted in the country, including field practice and a pilot study. The Household Survey expert consultant mobilised by the Regional MICS Coordinator supports the training. The agenda of the training is shared in advance with the Regional MICS Coordinator for review and feedback.
2. **Fieldwork/Data Collection.** The Household Survey expert consultant as well as the Regional MICS Coordinator supports monitoring of field work (in particular during the early stages). Field Check Tables are produced in the country. The country survey team and the Regional MICS Coordinator review and comment on the field check tables and the data on a real-time basis. Secondary editing happens simultaneously.

**IV. Analysis**

1. **Creating Analysis Files.** Data editing and cleaning is completed. Sample weights are finalised, reviewed by the Sampling expert consultant and appended to the micro data files. The UNICEF MICS Team mobilises the Data Processing expert to provide technical assistance in the country for finalisation of data editing and cleaning of databases, exporting files to SPSS as well as the finalisation of the customisation of the SPSS tabulation programmes. CSPro files and SPSS syntaxes used for preparing data for analysis and micro data files are shared with the UNICEF MICS Team for a remote review. Final micro data files are produced, ready for tabulation.
2. **Data Analysis and Tabulation.** A complete set of survey result tables is produced. The SPSS tabulation programmes and tabulations prepared in line with the customised MICS tabulation plan format are shared with the Regional MICS Coordinator, who mobilises the Household Survey expert consultant to provide technical assistance as needed. The country survey team adapts tabulations and programmes based on feedback and shares with the UNICEF MICS Team for consolidated review. Final tabulations including data quality and sampling errors tables are produced for the Survey Findings Report (SFR).
3. **Workshop** **on Data Interpretation and Report Compilation.** The country survey team organises this workshop to review survey results, the draft SFR and Statistical Snapshots. The Regional MICS Coordinator and/or the Household Survey expert consultant participates, accompanied by the Data Processing expert consultant as needed. Subject matter experts within the NSO and from ministries and/or partner organisations participate. A complete draft SFR with all tables and annexes and selected Statistical Snapshots based on the MICS template are finalised during the workshop. At the same workshop, country teams identify potential areas for further analysis, broaden their knowledge of various tools and methods for effective dissemination of MICS data and make progress on archiving work. MICS dissemination templates and examples are made available by the UNICEF MICS Team.

**V. Dissemination of Survey Results**

1. **Survey Findings Report.** Thedraft SFR reviewed at the third workshop is finalised in the country and shared with the UNICEF MICS Team for review. Once an agreement is reached among the parties on the SFR as a result of multiple reviews and feedback, the final SFR is shared in pdf version with the UNICEF MICS Team for global dissemination at [mics.unicef.org](http://mics.unicef.org/). Alongside the SFR, the country survey team also works with the Regional MICS Coordinator to finalise the selected Statistical Snapshots.
2. **Printing.** If a printed version of the SFR is planned, the print-ready file of the report(s) is sent to the UNICEF MICS Team for feedback. A specified number of hard copies are shipped to the Regional MICS Coordinator and a specified number to the HQ MICS team.
3. **Data Sharing.** With the support from the UNICEF MICS Team, micro data files (excluding geocoding) are anonymised in accordance with international standards, so that no individual, household or cluster location can be identified. A set of standard variables are added to the micro data files along with any necessary notes on using the data and contact information of the NSO. Micro data files are uploaded to [mics.unicef.org](http://mics.unicef.org/).
4. **Sharing Geocoded Data.** Following data collection, the geocodes will be anonymised per international standards, including geographic displacement of cluster locations. Following this process, un-anonymised and anonymised geocoded micro data files in SPSS format will be shared for review and acceptance of both the UNICEF MICS Team and the NSO, detailing the anonymisation process. Separate to this present Agreement, the UNICEF MICS Team will request permission from the NSO to share the anonymised geocoded micro data file through [mics.unicef.org](http://mics.unicef.org/).
5. **Completion of Archiving.** The MICS survey archive is completed. The Household Survey and Data Processing expert consultants review and provide feedback. The final archive is shared with the UNICEF MICS Team for review and then finalised and uploaded to [mics.unicef.org](http://mics.unicef.org/).
6. **Dissemination and Further Analysis.** Dissemination materials are produced, and further analysis of MICS data is planned in collaboration with partners. Support to production of dissemination materials and further analysis will be provided or facilitated, on request, by the Regional MICS Coordinator, as needed. The UNICEF MICS Team will organise global Thematic Further Analysis Workshops that may be relevant for survey team members.