Terms of Reference

for the

Technical Committee of the

Survey name, Year

Note:

Survey management organisation differs slightly from survey to survey. The terms of reference for the Technical Committee (below) and that of the Steering Committee (separate template) serve only as guiding tools and customisation is necessary. These ToRs are based on a typical management setup of a MICS: 1) A small high-level Steering Committee overseeing the survey, meeting only a few times at critical stages; 2) A much broader, sector level Technical Committee advising on technical details of the survey, such as questionnaire content, sample size, reporting, and similar; and 3) A Management Team running the day-to-day operations of the survey.

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. For example:

* NSO/Implementing Agency
* UNICEF Country Office
* National development planning agency, national counterpart for the coordination of the social sectors, and/or other institute or organisation within the government, autonomous from line ministries
* Ministry of Education
* Ministry of Health
* Ministry of Social Affairs
* Other line ministries as appropriate to the design
* Academic institutions
* NGOs
* Relevant UN Country Team members
* Other partners with technical expertise as appropriate

It is critical that at least two members have capacity and experience in the area of conducting ethical research in the country.

# Objectives

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

# Major tasks

* To review the data gaps indicated in the data needs assessment and advise on the list of indicators and associated questionnaire content.
* To appoint dedicated focal points on ethics and develop protection protocol(s) to ensure that ethical concerns are reflected on and mitigated against during the lifecycle 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 subject matter experts for selected sessions during the training for the pre-test and fieldwork exercises.
* To coordinate preparation for the fieldwork, including informing all the related stakeholders.
* To review the draft tabulations, the statistical analysis, draft chapters the Survey Findings Report, and draft Statistical Snapshots and relay technical inputs of the organisations represented on the technical committee.
* When needed, to reach out and consult experts in preparation of the Survey Findings Report.
* To highlight key messages for dissemination of the findings, including through the Statistical Snapshots.