Terms of Reference

for the

Steering Committee of the

Survey name, Year

Note:

Survey management organisation differs slightly from survey to survey. The terms of reference for the Steering Committee (below) and that of the Technical 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:

A small group at high management level (Director, Representative, or those appointed by these). For example:

* 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
* Key line ministries
* MoU partners (NSO, other organisations)
* UNICEF Country Office
* Relevant UN Country Team members and other partners, in particular those funding the survey
* It is also for consideration to ensure membership of organisations that have a direct technical role in support of particular survey content, e.g., the national immunisation programme if the survey will collect vaccination data in health facilities

It is critical that at least one member has capacity and experience in conducting ethical research in the country and is willing to serve as Ethical Focal Point, providing oversight to ethics-related matters of the Technical Committee and the Management Team.

# Objectives

* To provide oversight to
  + the planning, implementation and dissemination of the Survey name, Year,
  + the survey’s Technical Committee advising on the process and content of the survey, as well as
  + the Management Team of the survey’s day-to-day operation.
* To promote ownership of the survey process, results, dissemination, and further analysis of the data for the purpose of policy, advocacy, and monitoring of national commitments, including the 2030 Agenda for Sustainable Development and related goals.
* To encourage and promote financial and in-kind contributions towards the funding of the survey.

# Major tasks

* Approval of the Survey Plan, including Questionnaire, Sample Design, Budget and Timetable (with appendices of detailed budget, protection protocol(s), and background documentation on customisation).
* Oversight of the survey management and institutional arrangements.
* Oversight of the survey implementation process, including mitigation efforts on implementation and reporting delays.
* Endorsement of the Survey Findings Report and Statistical Snapshots.
* Oversight of additional dissemination events and products.
* Ensure that issues related to ethics are documented, investigated, and resolved, including those presented by the Institutional Review Board (or suitable alternative).