

TERMS OF REFERENCE

National consultancy for the development of a statistical manual and a guidance package for using Belarus Multiple Indicator Cluster Survey dataset for analysis

Type of contract: *National consultancy; institutional/ individual consultancy*

Duration: *June 2021 – October 2021*

1. BACKGROUND AND JUSTIFICATION:

The Multiple Indicator Cluster Survey (MICS) is [an international household survey programme](https://www.unicef.org/mics) developed by UNICEF that is designed to collect statistically sound, internationally comparable estimates of key indicators that are used to assess the situation of children and women. Key areas include health, nutrition, early childhood development, women's reproductive behavior, attitudes to domestic violence, young people's sexual behavior, discrimination, a feeling of safety in communities, and overall life satisfaction. Not only is MICS data used to inform UNICEF programming and state partners' policy development, but also for monitoring the progress towards national goals and global commitments to promote the welfare of children, including the Sustainable Development Goals (SDGs). Since 2005, Belstat with UNICEF has conducted three rounds of MICS, with the third being MICS6 (2019). MICS6 produced over 120 indicators, including 20 SDG indicators (www.unicef.org/mics).

Given the rich data collected within MICS6, UNICEF in Belarus together with the World Bank conducted a secondary analysis of MICS6 data to better understand nuances of the situations and needs of children and women in Belarus in certain areas. The findings will be used to advise the Government and partners on policy and programme interventions in the social sector. Different econometric and statistical approaches were applied, including comparing averages across major socio-economic groups, OLS regression or probit/logit modelling for major indicators to identify predictors, gender gap decomposition methods. Moreover, the cluster analysis was used to identify socio-economic groups that share common outcomes across different indicators and requiring a separate policy response. The analysis also focused on identifying children and families at risk vulnerable to the COVID-19.

Under this assignment, the contractor will prepare a detailed manual for statistical data analysis using Belarus Multiple Indicator Cluster Survey (MICS6) (hereinafter – Manual). The Manual should offer an overview of the steps in the data lifecycle: data collection, data preparation, data analysis, and data visualization. While describing data analyses approaches employed within the secondary analysis of MICS6 data, it is expected the contractor will include a description of used Stata/SPSS commands in a user-friendly manner. The data visualization stage provides an important link between the data expert and the reader. Understanding data visualization is key to ensuring that an analysis is successfully understood and that the right message is conveyed. A manual should offer an essential overview of several main strategies used to visualize the analytical results of data.

2. PURPOSE/ OBJECTIVE:

UNICEF, together with partners, continuously supports conducting of MICS and seeks to enhance the use of data generated by the sixth round of the survey. The aim of developing the Manual is to provide knowledge on using tools visualizing inequities and vulnerabilities, detail the calculation process of specific indicators, conducting descriptive and regression analysis, hypothesis testing, and linking its results to policy discussions. The manual and accompanying guidance package with presentations and video tutorials will focus on ECD and social protection areas (a report with findings of the conducted analysis will be provided by UNICEF) and give answers for the following policy

questions with a user-friendly step-by-step guidance package, including a manual, presentations, video-tutorials and annexes documenting Stata/SPSS commands:

- What are the equity gaps and factors behind the variations in different aspects of early childhood development?
- How progressive are social transfers overall and by different types of households with children? Do they target well multiple deprivations and vulnerabilities?

The Manual and guidance package will be a helpful tool for developing the statistical capacity of the national government, academia, and students. UNICEF will be advocating with the biggest universities in the country on including the manual in the curricula for public administration students, sociologists, statisticians and economists. The ambition is to make MICS dataset the most demanded data used to enhance evidence-informed programming in the country. The manual will be aligned with the similar efforts and guidance prepared by [MICS-EAGLE initiative](#).

3. KEY TASKS:

The expected scope of work is as following:

- 1) preparing a draft plan with the structure of the manual and presentations;
- 2) preparing draft presentations;
- 3) conducting workshops for students and UNICEF volunteers, collecting their feedback and validating presentations;
- 4) preparing manual with step-by-step guidance documenting Stata/SPSS commands in a user-friendly manner and providing detailed explanations;
- 5) drafting scripts for short tutorial videos covering and providing links to the best available tutorial resources.

4. DELIVERABLES TIMELINE:

| № | Deliverables | Timeframe for deliverable (deadline) | Consultancy Days |
|---|--|--------------------------------------|------------------|
| 1 | The detailed workplan is prepared specifying the structure of the Manual and presentations | 30 June, 2021 | 5 |
| 2 | Draft versions of the Manual and presentations are prepared | 27 August, 2021 | 20 |
| 3 | Two workshops for students, university departments and UNICEF volunteers are conducted and a feedback is collected | 10 September, 2021 | 5 |
| 4 | Draft of scripts with accompanying analyses for short tutorial videos for students are prepared. ¹ | 15 October, 2021 | 10 |
| 5 | Presentations are validated and manual is prepared | 22 October, 2021 | 15 |
| 6 | The Manual and guidance package is delivered to the key target audiences, revisions are done | 30 October, 2021 | 5 |

¹ Costs for video production should not be included into financial proposal.

5. SUPERVISION, WORK RELATIONS & OVERSIGHT

The contractor will be supervised and report directly to the UNICEF M&E Specialist with active involvement of the UNICEF Data Analysis Consultant and required Programme Specialists. Debriefings will be arranged upon a need to support the progress of the consultancy.

The Consultant must respect the complete confidentiality of the data as well as any specific documents that will be produced. The M&E Specialist and Data Analysis Consultant will be closely monitoring the fieldwork and attending trainings. The Consultant can use the documents and the datasets only for the tasks related to these Terms of Reference.

6. TRAVEL

If UNICEF determines that the Contractor needs to travel in order to perform his or her assignment, that travel shall be specified in the contract and the Contractor's travel costs shall be set out in the contract: In cases where travel costs have not been set out in the individual contract, the consultant and individual contractors are expected to submit, within ten days of completion of a specific travel, a voucher for reimbursement of travel expenses to the Operations section. Reimbursements shall only be processed if travel was duly authorized in the individual contract or by an authorized manager of the contracting section, in writing and prior to the travel. Consultants and individual contractors are responsible for assuming costs for obtaining visas and travel insurance.

7. PAYMENT CONDITIONS:

Payment will be made based on invoice upon submission of deliverables. It is expected that two payments could be made – in the middle and end of the contract period.

8. UNSATISFACTORY PERFORMANCE:

Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. All materials developed will remain the copyright of UNICEF and that UNICEF will be free to adapt and modify them in the future. This ToR is an integral part of the contract (SSA) signed with the consultant.

9. QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/ EXPERIENCE REQUIRED

The vendor should have proven capacity and experience on the following:

- At least 5 completed projects in public policy research with household microdata analysis;
- Advanced university degree and/or academic background in economics or management;
- Extensive experience in conducting econometric research using MICS and other household surveys data;
- Record of work with the government on public policies in social sector;
- Availability of publications or academic works on the topics relevant to the study;
- High analytical and conceptual skills and ability to work in a team;
- Fluency in Russian and English (written and spoken);
- Record of work with UN is an asset.

All consultants are required to know the principles and requirements of the UNICEF Procedure for Ethical Standards in Research, Evaluations and Data Collection and Analysis (UPES), confirmed by submission of a completion certificate for an online course called “Introduction to Ethics in Evidence Generation” (<https://agora.unicef.org/course/info.php?id=2173>). All consultants are required to be familiar with and use the *UNICEF Style Book* while producing publications, reports, briefing documents, fact sheets, media materials and web content.

10. PROCESS FOR APPLICATION

Proposal from candidates should include:

- 1) Technical proposal:
 - a. A short methodological proposal on how the indicated assignment will be undertaken, including extended outline of the manual and topics of presentations and videos;
 - b. CV.
- 2) Financial proposal for the services to be provided.

The technical proposal and the price offer must be separate. The technical proposal shall not contain any price information.

Financial proposal should contain the currency of offer and clear indication whether VAT is included into the price, and the VAT rate.

Selection of the consultancy will be on competitive basis.