**Multiple Indicator Cluster Survey (MICS)**

Terms of Reference

National MICS Consultant

18 months, based in Belize (open to national and international experts)

# Background

UNICEF is a UN organization mandated by the UN General Assembly to advocate for the protection of children’s rights, to help meet their basic needs and to expand their opportunities to reach their full potential. In Belize, UNICEF is working with its partners to support the Government in realizing children’s rights to survival, development, protection and participation.

UNICEF works in some of the world’s toughest places to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

The Multiple Indicator Cluster Surveys (MICS) is an international household survey programme developed and supported by UNICEF. MICS is designed to collect estimates of key indicators that are used to assess the situation of children and women. Over the past three decades, MICS has evolved to respond to changing data needs, expanding from 28 indicators in the first round to more than 250 indicators in the current seventh round, and has become a key source of data on child protection, early childhood education, and a major source of data on child health and nutrition. In addition to being a data collection tool to generate data for monitoring the progress towards national goals and global commitments for promoting the welfare of children, MICS provided valuable data for Millennium Development Goals (MDG) and currently providing data for Sustainable Development Goals (SDG) monitoring and reporting.

Since the inception of MICS in the 1990s, over 350 surveys have been carried out in 118 countries. As part of the global effort to further develop national capacities to generate and analyse high-quality and disaggregated data, UNICEF launched the seventh round of MICS in 2023, with results of the first surveys expected to be available by the end of 2023. This new round is in accordance with the list of Sustainable Development Goal indicators endorsed by the UN Statistical Commission in 2016, following the global adoption of the 17 SDGs and 169 targets of the 2030 Agenda for Sustainable Development. The final SDG indicator framework currently includes 231 global indicators, of which around one-third are household survey-based. Today, MICS, covering almost half of the SDG indicators that are household survey-based, is well positioned to play a central role in this Agenda alongside other key demographic, health and socio-economic surveys and to complement data from administrative sources and censuses. After undergoing rigorous methodological and validation work to broaden the scope of the tools and include numerous topics that reflect SDG indicators and emerging issues in the 2030 Agenda for Sustainable Development context, MICS7 questionnaires in the new round covers about one-third of household survey-based SDG indicators.

As governments develop national frameworks to monitor progress toward the SDGs, strategic planning and investments will be required to collect robust, more frequent, and timely data. This round of MICS presents a unique opportunity to support this process.

The UNICEF Belize Office has already supported MICS surveys in 2006, 2011 and 2015. To support establishing a baseline / As part of the Mid-Term Review / other key objective of the 2022-2026 Belize Programme cycle, UNICEF Belize Belize Office will support a MICS as part of the 7th round of the survey programme in 2023. To ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met and that the implementing partner, the Statistical Institute of Belize (SIB) receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Belize Belize Office will hire a full-time consultant to oversee the MICS process from preparatory work to release of results.

The 2023 Belize MICS will be implemented using CAPI (Computer-Assisted Personal Interviewing), in which the interviewer uses a tablet to record data. CAPI data collection reduces the time needed to collect and process survey data, facilitates real-time monitoring, improves the quality of the data and reduces survey costs.

# Purpose of the Job

Under the overall supervision of the Monitoring and Evaluation Specialist, the National MICS Consultant (NMC) will support and provide guidance to UNICEF Belize and the SIB for the preparation, implementation and completion of the MICS survey in the Belize. The NMC will advise and support the SIB, especially the Survey Coordinator and sampling and data processing experts, during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, reporting, dissemination and archiving, ensuring that MICS protocols and recommendations are being followed at all times. The NMC will communicate effectively between the UNICEF CO and SIB, responding promptly to MICS-related needs and issues as they arise.

The NMC will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF to provide technical assistance to the MICS process. The consultant will work in close collaboration with the survey team, the stakeholders, and Steering and Technical Committees and will represent UNICEF in meetings and workshops in relation to the survey as needed. The NMC will also work in close collaboration with the Regional MICS Coordinator at the UNICEF Regional Office (RO) and the MICS Team at UNICEF Headquarters (HQ), as well as experts and consultants assigned to support the Belize MICS (collectively labeled “The UNICEF MICS Team”).

# Main Tasks Related to the Job

1. Provide technical and managerial support to the MICS,
2. Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g., ministries, UN Agencies, etc.),
3. Finalise, in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including the timetable, and share with the Regional MICS Coordinator,
4. Ensure that the Ethical Protocol and other ethical recommendations are addressed in the survey implementation process and that all MICS-related documents are shared with the international Ethical Committee on time for approval,
5. Oversee each stage of the survey process and ensure that the MICS protocols and standards are followed by the SIB, more specifically during training and field supervision visits,
6. Communicate regularly with the UNICEF CO and/or the UNICEF MICS Team, responding to all MICS-related issues in a timely manner,
7. Provide monthly updates on MICS activities to the UNICEF CO and Regional MICS Coordinator,
8. Coordinate the work of SIB specialists and the UNICEF MICS Team, and other resource persons assigned by the UNICEF CO and/or the UNICEF MICS Team to support different survey stages,
9. Ensure that external technical reviews by experts (i.e., Sampling, Data Processing, and Household Survey experts and consultants) are carried out at key survey stages and coordinate the feedback and response between the CO, the UNICEF MICS Team and the SIB,
10. Ensure that all survey-related documents and deliverables are properly archived throughout the survey process (for example: Memorandum of Understanding, Survey Plan and Budget, questionnaires, manuals, sample design, training/pre-test reports, expert reports, CAPI application, field check tables, output and tabulation plan tables, syntaxes, datasets, cluster geocodes, boundary shapefiles, Survey Findings Report, Statistical Snapshots, dissemination materials, etc.),
11. Participate in all MICS Steering and Technical Committee meetings,
12. Participate in, and contribute to MICS Regional Workshops,
13. Organise, as required, and facilitate the national Data Interpretation and Report Compilation Workshop,
14. Ensure that lessons learned, problems, and good practices are documented throughout the MICS process and rapidly shared with the MICS community (other MICS implementing countries and the UNICEF MICS Team) through all means available,
15. Support planning and customisation of other MICS initiatives (MICS Plus, MICS GIS, MICS Link) in collaboration with the relevant experts of these initiatives from the Global MICS Team.

# Specific Activities

In consultation and collaboration with the UNICEF CO and SIB, the NMC will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and will contribute to the coordination of these activities:

1. *Survey Planning:*

* A Steering Committee is established and composed of all relevant national and international stakeholders, including National Ethical Committee,
* A Technical Committee comprised of all relevant technical experts is established,
* The Survey Plan and Budget, including timetable is finalised and shared with all stakeholders,
* Survey supplies are procured and distributed in time for training and data collection,
* Ensure that other MICS initiatives (MICS Plus, MICS GIS, MICS Link) are discussed with national partners and properly addressed during survey planning stage,
* Sample design:
  + The UNICEF Sampling expert/consultant is provided with the necessary information, and visits are well managed and coordinated within survey plans,
  + Sample design is prepared by the sampling expert of SIB with the guidance and review of the UNICEF Sampling expert / consultant,
  + Listing and Mapping materials and operations are reviewed by the UNICEF Sampling expert/consultant,
  + Cluster geocodes (cluster centre points, multi-points, or boundaries), either existing or collected during the mapping and household listing operation, are assessed by the survey team and communicated to the UNICEF MICS Team, together with the boundary shapefiles representing the sampling frame, including the boundaries of one level lower than the sample stratification,
  + Sample design is reviewed by the UNICEF MICS Team before finalisation,
  + The final selection of households is reviewed, and
  + The weights are reviewed.
* MICS questionnaires:
  + Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire,
  + Selected Modules address Belize data gaps and address SGD data needs,
  + Questionnaires undergo translation and back translation process,
  + Questionnaires and manuals undergo an ethical review,
  + Questionnaires are pre-tested, and a pre-test report is produced,
  + Questionnaires are reviewed by the UNICEF MICS Team before finalisation.
* Manuals:
  + MICS Household Listing and Mapping (GPS Data Collection, if applicable), Supervisor, Measurer, and Interviewer Manuals are customised for the Belize-specific context and translated.
* CAPI application template:
  + CAPI application template is customised by the data processing expert of the SIB with the guidance of the UNICEF Data Processing expert/consultant,
  + Customised CAPI application is reviewed by the UNICEF MICS Team before finalisation,
  + Secondary editing guidelines and Field Check Table tabulation plan and syntax are customised by the data processing expert of the SIB with the guidance of the UNICEF Data Processing and Household Survey experts / consultants.

1. *Listing and Mapping, Training and Fieldwork, and Data Processing:*

* Listing and mapping is planned and carried out per MICS guidelines,
* Training schedules are adequately adapted to the county context while following MICS guidelines,
* Appropriate resource persons are identified to facilitate training (i.e., nutritionists for anthropometry training, survey experts for methodology, etc.),
* Contribute to the pre-test, CAPI test, and fieldwork training,
* Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines,
* Field Check Tables are produced on a weekly basis, immediately analysed by survey coordinator/managers, and the main findings are reported to field supervisors for action. Field Check Tables are immediately shared with the Regional MICS Coordinator,
* UNICEF CO staff is trained and organised to assist in monitoring data collection,
* UNICEF Household Survey and Data Processing experts/consultants are timely provided with the necessary information, and Belize visits are well managed and coordinated,
* Hardware is made available for the CAPI application (data collection and central office menu components), the software is properly installed and a working, data transfer system and data backup system are established,
* Monitor sample selection with the SIB after the listing and mapping exercise is completed,
* Monitor pre-test, CAPI test, and main data collection,
* Monitor data processing and secondary data editing.

1. *Data Analysis and Report Writing:*

* Sampling Weights are included in the datasets and reviewed by the sampling expert of the SIB with the guidance and review of the UNICEF Sampling expert/consultant,
* MICS tabulation plan and standard syntax are customised, reviewed by the UNICEF MICS Team, and used in generating SPSS datasets and tables,
* Datasets/Tables, including the wealth index are substantively reviewed by technical experts (e.g., sampling and household survey experts) and subject matter experts at the SIB, as well as by the UNICEF MICS Team before the report writing commences,
* Facilitate communication on the process of anonymisation of geocodes between the UNICEF MICS Team and the SIB as per the Memorandum of Understanding,
* Coordinate and contribute substantively to the elaboration of the Survey Findings Report and Statistical Snapshots, using the MICS template and according to MICS standards to ensure a timely release,
* Ensure that the Survey Findings Reports and Statistical Snapshots undergo the technical review process by the UNICEF MICS Team,
* Coordinate the printing and distribution of the Survey Findings Report and Statistical Snapshots,
* Organise and facilitate the presentation of the Survey Findings Report and Statistical Snapshots through a national seminar,
* Provide technical expertise and advice for the wide dissemination of the Survey Findings Report, Statistical Snapshots, and main results,
* Ensure that the MICS survey archive with all final survey documents and materials (Memorandum of Understanding, Belize Survey Plan, questionnaires, manuals, sample design, field reports, CAPI application, syntaxes, database, cluster geocodes, boundary shapefiles, tables, Survey Findings Report, and Statistical Snapshots, dissemination materials, etc.) is being produced by the SIB.

1. *Attend all MICS Regional and/or National Workshops*

# Deliverables

1. Logframe and timelines, listing activities, deliverables and timeframe over the duration of the MICS 7 .

Concrete deliverables as follows:

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| Delivreables | Timelines |
| Log-Frame | Week 1 |
| Questionnair design | Week 2-3 |
| Survey plan | Week 4 |
| Training | Month2 |
| Field Implementation | Month 3-6 |
| Data processing | Month 7-8 |
| Data Analysis and Report Writing | Month 9-11 |
| MICS further analysis and Dissemination | Month 12-15 |
| MICS survey archiving | Month 15 |

1. Monthly Progress Report of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them. Monthly reports are to be submitted within 10 days after the end of the month. Presentation of the Monthly report to UNICEF 5 days after report is
2. Field trip reports. Field trip reports are to be submitted with 10 days after Field trips
3. Regional workshop trip reports. Regional workshop trip reports are to be submitted within 15 days after completion of Trip
4. Presentations and training materials used in trainings, workshops, and other meetings. All presentations and training materials are to be submitted 5 days before each event.

# Reporting Line

The NMC will report directly to the Monitoring and Evaluation Specialistin the UNICEF Belize Office.

# Confidentiality of Data and MICS Documents

The NMC must respect the complete confidentiality of the MICS data as well as any specific MICS documents that will be produced throughout the MICS process. The NMC can use the documents and the datasets only for the tasks related to these Terms of Reference.

# Qualifications and Competencies

*Education:*

University degree in, Demography, Statistics, Social Sciences, Epidemiology, or any other related technical field is required.

*Skills and Experience:*

* Proven minimum of 5 year experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS)) preferred,
* Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS),
* Experience with CAPI data collection,
* Training experience and ability to organise and facilitate training and presentations,
* Experience in data analysis and survey report writing.

*Other competencies:*

* Excellent communication and interpersonal skills,
* Excellent oral and written communication in English (s) required,
* Familiarity and previous experience of working in Belize and/or in the region are highly desirable,
* Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation, more specifically with National Statistical Offices,
* Demonstrated leadership, managerial and supervisory ability,
* Ability and willingness to travel extensively in-Belize and to attend regional workshops.

# Office Arrangements and Travel Requirements

During the contract period, the NMC is expected to travel within the Belize and to MICS Regional Workshops (locations to be confirmed later) in other countries and UNICEF Regional Office. The consultant will be responsible to cover all logistical arrange for and should not surpass UNICEF DSA rates. UNICEF will reimburse all travel cost upon submission of receipts. Any emergent / unforeseen duty travel and related expenses will be covered by UNICEF.

The NMC will be based at the SIB who will provide her/him space, adequate working conditions with Internet access, and equipment as necessary.

# Estimated Duration of Contract and Fees:

The NMC should be recruited at the start of MICS planning and should remain on board until the Survey Findings Report, Statistical Snapshots, and the survey archive are produced. Without significant and unforeseen delays, the MICS survey activities can be completed within 12-18 months.

The duration of this consultancy is for 18 months starting from June , 2023, with the possibility of extension depending on the time it will take to finalise the whole MICS process.

The consultant is to indicate all-inclusive (lump sum) fee for the services to be provided, including all associated administrative and international travel costs, if applicable (including, but not limited to costs for obtaining visas and travel insurance) For international consultants, travel costs to Belize and back will be reimbursed based on the most direct and economy fare.

Local travel and accommodation costs related to survey planning, implementation, and dissemination activities and any international travel to attend MICS regional workshops will be covered by the UNICEF Belize Office and should not be included in the lump sum fee.

The fees payable to a consultant shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. This contract does not allow payment of off-hours, sick leave, or taxes.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete or not delivered, or for failure to meet deadlines.

Payments will be made upon completion of deliverable.

# Application:

The applicants must submit to the UNICEF BELIZE office for review:

* Cover letter
* Updated CVs. Individual profile – previous work experience (samples of similar research/studies carried out and published), etc.
* Financial proposal: estimated monthly rate in USD. Reference the section on :Estimated Duration of Contract and Fees”