

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title: National MICS Consultant</b>	WBS/Funding Reference/Activity/IR:  Activity 6.1.1.2: Support implementation of national surveys: a) MICS 2024 or b) Violence against Children (VAC) survey or c) WASH Monitoring System surveys. WBS: 5070/A0/06/600/601/004	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant	<b>Workplace of Consultant:</b>  Dhaka, Bangladesh
<b>Grant:</b> 5070/A0/06/600/601/004	<b>GL Account:</b> <i>Enter GL Account Code</i>	<b>Fund ID:</b> <i>SC/SM</i>	
<p><b>1. Background</b></p> <p>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 Bangladesh, UNICEF is working with its partners to support the Government in realizing children’s rights to survival, development, protection, and participation.</p> <p>The Multiple Indicator Cluster Surveys (MICS) is an international household survey program developed and supported by UNICEF, led and administered in Bangladesh by BBSMICS 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, led 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 serving as a data collection tool for monitoring progress towards national goals and global commitments to promote children's welfare, MICS has been instrumental in providing valuable data for tracking Millennium Development Goals (MDG) and is currently facilitating data collection for monitoring and reporting on Sustainable Development Goals (SDG) as well as national development plans.</p> <p>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 the results of the first surveys expected to be available by the end of 2023. This new round is per 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.</p> <p>As governments establish national frameworks for monitoring progress toward the Sustainable Development Goals (SDGs), it becomes imperative to engage in strategic planning and investments to ensure the collection of robust, more frequent, and timely data. The current round of the Multiple Indicator Cluster Survey (MICS) presents a unique opportunity to contribute to this vital process. The Government of Bangladesh is currently executing its Eighth Five-Year Plan (8 FYP) spanning from 2021 to 2025, which incorporates a set of indicators with targets and baselines aligned with the SDGs indicators. Simultaneously, Bangladesh has initiated preparatory work for the subsequent five-year plan (9th FYP, 2026 – 2030). At this juncture, the Bangladesh Government aims to conduct a</p>			

MICS in 2024-2025 to systematically monitor the nation's progress vis-à-vis both national and global priorities. This survey will play a crucial role in informing and shaping the forthcoming five-year plan.

The UNICEF Bangladesh Country Office has previously supported MICS surveys in 1993, 1995, 2006, 2012-13, and 2019. The upcoming MICS 2024-2025 will provide crucial data on children, adolescents, women, and their families, playing a pivotal role in influencing global policies, shaping planning initiatives, and informing programming for children. Noteworthy is the introduction of a new module in the upcoming MICS in Bangladesh, representing the inaugural collection of data on blood lead levels (BLL), heavy metals, micronutrients, and anemia.

The forthcoming MICS survey will be carried out by the Bangladesh Bureau of Statistics (BBS), adhering to a standardized code of conduct for official statistics collection and following UN guidelines. Oversight of the MICS survey will be under the purview of a MICS Steering Committee led by the Secretary of the Statistics and Informatics Division (SID) at the Ministry of Planning. Additionally, a technical committee, chaired by the Director-General (DG) of BBS, will include representatives from various ministries, development partners, and academia. The UNICEF global MICS team will provide essential technical support and oversight throughout the survey process, spanning from design to the dissemination of the final report.

To ensure the smooth implementation of the MICS survey, adherence to specific deadlines, and the provision of necessary technical assistance to the implementing partner, the Bangladesh Bureau of Statistics (BBS), the UNICEF Bangladesh Country Office will appoint a full-time National MICS Consultant (NMC). This consultant will oversee the entire MICS process, from preparatory work to the release of results.

## **2. Purpose of Activity/Assignment**

Under the overall guidance of the Chief, Social Policy, Analytics, Evaluation and Research (SPEAR) and technical supervision of the Statistics and Monitoring Specialist-SPEAR, the National MICS Consultant (NMC) will support and guide UNICEF Bangladesh and the Bangladesh Bureau of Statistics (BBS) in the preparation, implementation, and completion of the MICS survey in Bangladesh in 2024 and 2025.

The NMC will support the BBS during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, reporting, dissemination, and archiving, ensuring that MICS protocols and recommendations are always followed. The NMC will communicate effectively between the UNICEF CO and BBS, responding promptly to MICS-related needs and issues as they arise.

The consultant will work in close collaboration with the survey team, the stakeholders, and the Steering and Technical Committees and will represent UNICEF in meetings and workshops about the survey as needed.

### **2.1 Main Tasks Related to the Job/ Scope of the Work**

- a) Finalize, in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including the timetable, and share with the Regional MICS Coordinator,
- b) Oversee each stage of the survey process and ensure that the MICS protocols and standards are followed by the BBS, more specifically during training and field monitoring and supervision visits,
- c) Communicate regularly with the UNICEF CO and/or the UNICEF MICS Team, responding to all MICS-related issues on time,
- d) Coordinate the work of the BBS Team, UNICEF MICS Team, and other resource persons assigned by the UNICEF CO to support different survey stages of the MICS implementation,

- e) 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 relevant Ethical Committee on time for approval,
- f) Ensure that all survey-related documents and deliverables are properly archived throughout the survey process,
- g) Participate in all MICS Steering and Technical Committee meetings,
- h) 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,

## 2.2 Specific Activities

In consultation and collaboration with the UNICEF CO, International MICS Consultant, Blood Heavy Metal Level Measurement Consultant, and BBS, 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:

### 2.2.1 Survey Planning:

- A Steering Committee is established and composed of all relevant national and international stakeholders, including the National Ethical Committee,
- A Technical Committee comprised of all relevant technical experts is established,
- The Survey Plan and Budget, including the timetable is finalized and shared with all stakeholders,
- Survey supplies are procured and distributed in time for training and data collection.

### 2.2.2 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 BBS 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 center 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,
- The final selection of households is reviewed, and
- The customised sample weight calculation sheets are reviewed.

### 2.2.3 MICS questionnaire customisation:

- Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire,
- Selected topics and modules planned for inclusion address country data gaps and address SGD data needs,
- Questionnaires undergo translation and back translation process,
- Questionnaires are pre-tested, and a pre-test report is produced,

- Questionnaires are reviewed by the UNICEF MICS Team before finalisation.

#### 2.2.4 Manuals:

- MICS Household Listing and Mapping (GPS Data Collection, if applicable), Supervisor, Measurer, and Interviewer Manuals are customised for the country-specific context and translated.

#### 2.2.5 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,
- Monitor sample selection with the BBS after the listing and mapping exercise is completed,
- Monitor pre-test, CAPI test, and main data collection,
- Monitor data processing and secondary data editing.

#### 2.2.6 Adherence to Ethical Standards and Ensuring Confidentiality of Data and MICS Documents:

- Ensure obtaining ethical clearance for the MICS questionnaire, manual, and survey protocol in their entirety.
- The NMC is obligated to maintain complete confidentiality concerning MICS data and any specific MICS documents generated during the MICS process. The NMC is permitted to utilize the documents and datasets solely for tasks directly related to these Terms of Reference.

### 2.3 Reporting Line

Under the overall guidance of the Chief, Social Policy, Analytics, Evaluation and Research (SPEAR) the NMC will report directly to the Statistics and Monitoring Specialist – SPEAR in the UNICEF Bangladesh Country Office. S/he will also work closely with the MICS Focal Person at BBS.

### 2.4 Office arrangements and travel required

During the contract period, the NMC is expected to travel within the country and to MICS Regional Workshops in other countries. Such travel costs will be covered by the UNICEF Bangladesh Country Office. The NMC will be based at the Bangladesh Bureau of Statistics (BBS) and BBS will provide her/him space, and adequate working conditions with Internet access.

### 2.5 Estimated duration of contract and fees

The duration of this consultancy is initially *for fifteen (15) months starting from March 2024*, with the possibility of an extension depending on the time BBS will take to finalise the whole MICS process. The consultant will receive a lump sum monthly fee in Taka for the services to be provided. Local travel and accommodation costs related to survey planning, implementation, and dissemination activities and any potential international travel to attend MICS regional workshops will be covered by the UNICEF Bangladesh Country Office and are not 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.

Budget Year	Requesting Section/Issuing Office	Reasons why consultancy cannot be done by staff
2024-2025	SPEAR	<p>Given the specialized nature and expansive scope of the Multiple Indicator Cluster Surveys (MICS) in Bangladesh, it is crucial to enlist the expertise of a dedicated consultant, namely the National MICS Consultant (NMC), to ensure the seamless execution and successful completion of the MICS survey in 2024-2025. The responsibilities encompass a diverse range of tasks, including survey planning, questionnaire design, sampling, training, fieldwork, data processing, analysis, reporting, and archiving. The NMC will play a pivotal role in facilitating communication between UNICEF Bangladesh and the Bangladesh Bureau of Statistics (BBS), ensuring swift responses to MICS-related needs and issues.</p> <p>The NMC's duties extend to collaborating with national partners, overseeing various tasks in adherence to MICS guidelines, and coordinating activities with UNICEF and BBS. This demands a level of expertise that may not be readily available within a standard organizational structure. Therefore, engaging a dedicated National MICS Consultant is imperative to ensure the successful implementation of the MICS survey and the generation of high-quality, disaggregated data aligned with international standards and commitments. The complexity and duration of these tasks necessitate full-time engagement, making them challenging for regular employees to handle effectively over a period exceeding one year.</p>

**Included in Annual/Rolling Workplan:**  Yes  No, please justify: Activity 6.1.1.2: Support implementation of national surveys: a) MICS 2024 or b) Violence against Children (VAC) survey or c) WASH Monitoring System surveys.  
WBS: 5070/A0/06/600/601/004

**Consultant sourcing:**

National  International

**Consultant selection method:**

Competitive Selection (Roster)

Competitive Selection (Advertisement/Desk Review<sup>1</sup>/Interview)

<sup>1</sup> A Desk Review should only be considered as a selection method when there is a justifiable urgency.

<input type="checkbox"/> Single Sourcing (exceptional, only in emergencies, approval by Head of Office required)			
<b>Name (in case of single sourcing/extension)</b>		<b>Justification or Refer to NFR (in case of single sourcing/extension)</b>	
<b>Supervisor:</b>  Mahboob E Alam, Statistics and Monitoring Specialist- SPEAR Section, UNICEF Bangladesh Country Office	<b>Start Date:</b>  March 2024	<b>End Date:</b>  June 2025	<b>Number of Days (working)</b>  15 months

Tasks/Milestone:	Deliverables/Outputs:	Timeline
Day-to-day MICS management and carrying out routine activities	Monthly progress report of activities with timesheet highlighting problems met and solutions put in place to mitigate them,	Every month
Survey Plan	Finalised MICS (2024-2025) Survey Plan	By 30 June 2024
Sampling	Finalized sampling design	By 30 June 2024
Questionnaire	Finalised MICS Questionnaires both in Bangla and English	By 30 August 2024
Survey Manuals	Finalised MICS Survey Manuals both in Bangla and English	By 30 August 2024
Listing and Mapping	Listing and Mapping completed	By 31 October 2024
Data collection	MICS data collection completed	31 December 2024
Support to data analysis, report preparation, and data archive	Effective support provided to respective technical experts like- data analysis and report writing consultants	By 30 May 2025
Field visits and overseas trips (as and when required)	Field trip reports, Regional workshop trip reports, Presentations and training materials used in training, workshops, and other meetings.	As and when required

Estimated Consultancy fee			
Monthly lump sum salary at the level of NOB/NOC			
Travel International (if applicable)	Two international travels in the Asian Region	TBD	Actual, as per UN rate and policy

Travel Local (please include travel plan)	Travel Local (please include travel plan)	TBD	Actual, as per UN rate and policy
DSA (if applicable)	DSA (if applicable)	TBD	Actual, as per UN rate and policy
<b>Total estimated consultancy costs<sup>2</sup></b>			
<b>Terms of payment</b>		<input checked="" type="checkbox"/> Payment is based on an approved Timesheet and Invoice every month. <input type="checkbox"/> Payment is based on the approved invoice and final evaluation upon completion of all deliverables at the end of the assignment. <input type="checkbox"/> Fee advance, percentage (up to 10 % of total fee)	

Minimum Qualifications required	Knowledge/Expertise/Skills required.
<input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  An advanced university degree in, Statistics, Demography, Social Sciences, Epidemiology, or any other related technical field is required.	<p><i>Skills and Experience:</i></p> <ul style="list-style-type: none"> <li>▪ Proven minimum of 5 years’ experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS)) preferred,</li> <li>▪ Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS),</li> <li>▪ Experience with CAPI data collection,</li> <li>▪ Training experience and ability to organise and facilitate training and presentations,</li> <li>▪ Experience in data analysis and survey report writing.</li> </ul> <p><i>Other competencies:</i></p> <ul style="list-style-type: none"> <li>▪ Excellent communication and interpersonal skills,</li> <li>▪ Excellent oral and written communication in English and Bangla required,</li> <li>▪ Familiarity and previous experience working in Bangladesh and/or in the region are highly desirable,</li> <li>▪ 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,</li> </ul>

<sup>2</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

	<ul style="list-style-type: none"> <li>▪ Demonstrated leadership, managerial, and supervisory ability,</li> <li>▪ Ability and willingness to travel extensively in-country and to attend regional workshops.</li> <li>▪ Ability and willingness to travel extensively in-country and to attend regional workshops.</li> </ul>
<p><b>Administrative details:</b>          Visa assistance required: <input type="checkbox"/>          Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p><b>The consultant will be stationed at the Bangladesh Bureau of Statistics (BBS) and will adhere to the BBS working timeline.</b></p> <p>If office-based, seating arrangement is identified: <input checked="" type="checkbox"/>          IT and Communication equipment required: <input checked="" type="checkbox"/>          Internet access required: <input checked="" type="checkbox"/></p>

Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met before taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions, or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterward in your assignment.



Checklist for VA and hiring managers.

**1. Technical Offer:**

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed and their contacts, and (4) attach your CV.

**2. Financial Offer:**

There should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fees, associated administrative costs, and all living and travel costs (please see the travel plan in the TOR if applicable). UNICEF will not cover any additional costs. A payment schedule that is linked to milestones and completed deliverables should be included.

The offers will be evaluated as follows:

Criteria	Weight	Points/amount
<b><i>Qualifications</i></b>	<b><i>20%</i></b>	
Education qualification	10%	
Years of relevant experience	5%	
References to similar assignments	5%	
<b><i>Technical Offer</i></b>	<b><i>50%</i></b>	
Adequate understanding and knowledge of household survey	20%	
Adequate understanding of coordination mechanisms across government agencies at the national and sub-national levels	15%	
Previous experience in conducting MICS / DHS surveys	15%	
<b><i>Financial Offer</i></b>	<b><i>30%</i></b>	
Payment schedule linked to milestones	15%	
All-inclusive fee	15%	
<b><i>TOTAL</i></b>	<b><i>100%</i></b>	

**Child Safeguarding Certification**  
(to be completed by the Supervisor of the post)