

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	National Data Processing Consultant (MICS)		
Funding source (WBS & Grant):	0260/A0/06/881/003/003, GP240166		
Type of engagement:	<input checked="" type="checkbox"/> Consultant		
	<input type="checkbox"/> Other:		
Duty station:	Yerevan, Armenia		
UNICEF supervisor (name and title):	Astghik Martirosyan, Child Rights Monitoring and Evaluation (CRM/E) Specialist		
Period:	Start date:	26.12.2025	End date: 01.07.2027
	Total duration of consultancy:	180 working days	

PURPOSE OF THE ASSIGNMENT

The Multiple Indicator Cluster Survey (MICS) is an international household survey program developed and supported by UNICEF. It is recognized as the global standard for household surveys, providing statistically sound and internationally comparable data on key indicators related to households, with a special focus on women and children.

MICS will be conducted in Armenia for the first time. The last large-scale household survey measuring mostly similar indicators, the Demographic and Health Survey (DHS), was implemented in Armenia in 2015. As a result, the data on many of these indicators are now outdated, creating a significant data gap for national monitoring and decision-making. MICS is included in the Statistical Program of the Statistical Committee of the Republic of Armenia (Armstat), highlighting the renewed importance placed on the MICS methodology and the data by the Government. MICS Armenia will be implemented under the technical leadership of Armstat, with UNICEF support, ensuring national ownership and alignment with international standards.

MICS is a sample survey that provides up-to-date information on the situation of children, women and men, and measures key indicators that allow countries to monitor progress towards the Sustainable Development Goals (SDGs) and other internationally agreed-upon goals, targets and indicators. In MICS Armenia the envisaged sample size is approximately 10,000 households, covering all regions of Armenia.

In MICS Armenia 2026, data collection will be conducted primarily using Computer-Assisted Personal Interviewing (CAPI). Data will be collected through CPro-based CAPI applications, which incorporate standardized questionnaires, validation rules, skip patterns, and consistency checks in line with MICS global standards. CPro will also be used for secondary editing, data validation, and generation of output files, which will then be transferred to SPSS for the creation of analysis datasets, application of sampling weights, computation of composite indicators, and production of tabulations.

Given the scale and complexity of MICS, robust and well-coordinated data processing is essential to ensure data quality, internal consistency, and compliance with MICS global standards. The purpose of this assignment is to

engage **two National Data Processing Consultants (MICS)** to work with Armstat and UNICEF throughout the planning, implementation, and reporting phases of the survey, including customization and management of CSPro-based data collection and processing systems, data quality control, and preparation of anonymized datasets for analysis and dissemination. Working closely with Armstat staff, survey methodologists, and UNICEF, the Consultant will ensure that all data processing procedures are implemented following MICS standards and result in reliable, internationally comparable evidence to inform policies and programmes for children and women.

SCOPE OF WORK

Working closely with ArmStat consultant, the National Data Processing (DP) Consultant will work under the close coordination and technical guidance of UNICEF, to ensure the end-to-end customization, implementation, and management of MICS data processing systems throughout the survey lifecycle, from preparation and testing through fieldwork support, data processing, and final dataset production.

Specific tasks included in the scope of work of the Consultants include the following:

A. Familiarization with MICS Programme, DP Role and Archiving

The Consultant will familiarize themselves with MICS programme and related materials, working closely with UNICEF MICS focal points and personnel. The Consultants will participate in the MICS Data Processing Workshop, when organized.

The Consultant will participate in country survey team meetings, Steering Committee and Technical Committee meetings as required to both familiarize themselves with survey, as well as to contribute to the work considering their role. The Consultant will participate and contribute to questionnaire customization discussions, ensuring considerations of CAPI and tabulation plan.

The Consultants will also familiarize themselves with and apply agreed procedures for survey data file anonymization in accordance with international standards, ensuring that no individual respondent, household, or cluster location can be identified in datasets prepared for analysis, reporting, archiving, or dissemination.

The Consultant will maintain an archive of all data processing–related deliverables prepared throughout the implementation of MICS, in line with agreed version-control and archiving practices.

B. MICS CAPI Customization, Data Transfer Systems

The Consultants will customize, configure, and test the MICS data processing package and CSPro-based CAPI applications, including dictionaries, forms, logic, question text files, system configuration files, secondary editing programmes, and export programmes. Customization and testing will be carried out iteratively at key stages of the survey cycle:

- Following questionnaire pre-test (which Consultants will participate in), based on the results of the activity and changes introduced, though process may start earlier.
- Following the CAPI test, based on the findings of the activity and lessons learned.
- Prior to main fieldwork, incorporating issues identified during training field exercises.

- Based on feedback from Global MICS Data Processing (DP) experts, with changes tracked and documented using the official DP review file.

The Consultant will also customize validation rules and error messages embedded in the CAPI application.

The Consultant will set up and configure the survey data transfer server either by doing configuration using the project.ifss file provided by the MICS Headquarters Data Processing team, if the IFSS server is used, or in consultation with the HQ team, if alternative is required. The Consultant will test and validate end-to-end data transfer procedures for data from interviewer devices to supervisor devices, and from supervisor devices to the Central Office computer, and for update package distribution: from the IFSS server/Central Office computer to supervisor devices and via Bluetooth on interviewer devices.

C. Listing and Mapping–Related Data Processing Support

The Consultants will provide technical support related to data processing and quality assurance for Listing and Mapping (L&M) activities, in close coordination with ArmStat technical teams, survey methodologists, and the MICS GIS consultant(s).

This will include participation in Listing and Mapping validation, testing, and training activities, including training field exercises and pilots, with technical inputs provided on data processing requirements, data quality checks, and integration with overall survey data processing workflows.

The Consultants will customize, test, and maintain the application for listing and mapping data entry, ensuring consistency with MICS standards and compatibility with downstream data processing and analysis requirements. They will support data editing, validation, and quality checks of listing and mapping data, and prepare required data processing and analysis outputs and files to support sampling, fieldwork implementation, and subsequent survey stages.

Listing and mapping–related data processing support will be documented and archived in line with agreed procedures. As needed, this task may also involve additional technical support related to data processing, analysis, and preparation of outputs linked to listing and mapping activities to ensure their effective integration into the overall MICS survey implementation.

D. Data Processing Frameworks, QA Tools, and Preparatory Updates

The Consultants will customize and finalize key data processing frameworks and quality assurance tools in close collaboration with survey methodologists. This will include customization of the SPSS syntaxes for Fieldcheck (FCT) tables, based on the FCT tabulation plan, and CAPI-related sections of the Instructions for Supervisors, based on the approved questionnaires, CAPI workflows.

The Consultants will provide inputs for the Data Editing Guidelines from data processing perspectives.

The Consultants will prepare and update the Sample files (cluster and household) and staff file for each fieldwork activity and generate and maintain the corresponding data files (clusters.dat, households.dat, team.dat), ensuring accurate deployment of the sample and fieldwork teams across survey phases.

E. Equipment Readiness and Field IT Support (Coordination and Oversight)

The Consultants will coordinate, oversee and support set-up and checking of equipment and devices used for data collection activities, including the CAPI test, training field practice, pilot, and main fieldwork. In line with MICS recommendations and guidance provided during the Data Processing Workshop, the Consultants will support and oversee device configuration for interviewers, supervisors, and Central Office use.

The Consultants will oversee, verify and support troubleshooting of device connectivity and functionality, including GPRS receivers and Bluetooth capabilities, and will work closely with ArmStat technical staff and field teams to oversee the process of ensuring that technical issues related to equipment and device readiness are identified and addressed in a timely manner.

F. Trainings, Pilots, and Preparatory Work for Main Fieldwork

The Consultant will participate in all MICS fieldwork-related trainings and preparatory activities, either during the whole period or part of it. This includes participation in:

- Listing and Mapping Testing, including field exercises and testing of listing and mapping procedures.
- Listing and Mapping Training and Field test, including participation in classroom sessions and field exercise.
- Questionnaire Pre-test Training and Field Pre-test, including participation in classroom sessions and field implementation of the pre-test to be familiar with questionnaires.
- CAPI Test Training and CAPI Testing, including field-based testing of the CAPI application and data transmission workflows.
- Main Fieldwork Training, including participation in classroom sessions and field practice prior to the start of main data collection.

The Consultants will organize and conduct CAPI trainings, including for the CAPI test and main training, and will participate in and provide hands-on technical support during questionnaire pre-test training, CAPI training field exercises, pilots, and main fieldwork training and pilot.

Prior to each CAPI-related data collection activity, the Consultants will oversee and support technical readiness of CAPI applications by ensuring installation of the latest approved versions and clearing previously collected test or pilot data, in coordination with ArmStat technical staff. Following each data collection activity prior to main fieldwork, the Consultants will ensure proper documenting and archiving of the CAPI application and data collected, in line with agreed data management and version-control procedures.

G. Data Processing Oversight, Monitoring, and Quality Assurance During Main Fieldwork

During main fieldwork, the Consultants will provide continuous technical oversight and support to ensure proper functioning of data processing systems and the quality of incoming data. This will include administration of the Central Office application, monitoring of data synchronization and system performance, and coordination with ArmStat technical staff to address issues as they arise.

The Consultants will conduct cluster checks for all clusters to monitor data completeness, consistency, and adherence to survey protocols. In close collaboration with survey methodologists, the Consultants will oversee and support secondary editing activities for all clusters, contributing to timely identification and resolution of data quality issues during fieldwork.

The Consultants will provide ongoing support to fieldwork teams with any technical issues in the field together with IT team and survey methodologists.

H. Preparation and Finalization of Analysis Datasets, Weighting, and Tabulations

Following completion of data collection and initial quality assurance activities, the Consultants will prepare and finalize datasets for analysis. This will include exporting finalized data from CSPro, importing them into SPSS, and creating standardized analysis datasets.

The Consultants will recode background variables (e.g. education, language), apply final sampling weights, and compute and append the wealth index in close collaboration with survey methodologists, using standard SPSS syntax files. The Consultants will revise CSPro data structures and SPSS syntaxes as required based on feedback from Global MICS Data Processing reviews, with all changes tracked using the DP review file.

The Consultants will customize and run SPSS tabulation syntaxes based on approved tabulation plans in several iterations following guidance and based on feedback from MICS DP team. The Consultants will produce weighted and unweighted tables, revising outputs as required to ensure accuracy and compliance with agreed standards.

The Consultants will also contribute to the Data Interpretation and Report Compilation Workshop and final report and statistical snapshots preparation, providing technical inputs related to data processing, weighting, anonymization, and tabulation outputs to support accurate interpretation and reporting of survey results.

CHILD SAFEGUARDING	
Is this project/assignment considered as " Elevated Risk Role " from a child safeguarding perspective?	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If YES, check all that apply:
Direct contact role:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If YES, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel ¹ :	
Child data role:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):	
Throughout the duration of the contract, the Consultant will work with MICS survey microdata generated through household interviews, including data related to children, women, and households. The Consultant will have access to identifiable survey data strictly for the purposes of data processing, quality control, and preparation of anonymized analysis datasets and outputs under this assignment. As part of the data processing responsibilities, the Consultant will support and implement data anonymization procedures in accordance with agreed MICS protocols and instructions provided by ArmStat and UNICEF. Access to identifiable data will be limited to controlled systems and timeframes defined by ArmStat and UNICEF.	

The Consultant will be familiarized at the outset of the assignment with applicable national legislation and UNICEF’s policies and regulations on data protection and child safeguarding, including the UNICEF Policy on Personal Data Protection. The Consultant will be required to comply fully with these standards throughout the duration of the contract, ensuring confidentiality, secure handling of data, and that all anonymization and data processing activities are conducted solely for purposes related to the assignment.

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget year:	2025-2026
Requesting section:	Child Rights Monitoring and Evaluation (CRM/E)
Reasons why consultancy cannot be done by staff:	The tasks under this consultancy require specialized expertise in data management and processing, including advanced technical knowledge of CSPro, SPSS, and CAPI-based data collection systems, as well as sustained on-site technical engagement at ArmStat during implementation. These requirements cannot be met by existing staff or UNICEF in-house capacity, necessitating the engagement of an external consultant.
Included in Annual/ Rolling Workplan:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If NO, please justify)
Consultant sourcing:	<input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both
Request for:	<input checked="" type="checkbox"/> New contract <input type="checkbox"/> Extension/ Amendment
Consultant selection method:	<input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)

WORK ASSIGNMENT OVERVIEW

Tasks	Deliverable/output	Timeline/deadline	Number of days
A. Familiarization with MICS Programme, DP Role and Archiving	<ol style="list-style-type: none"> 1. Participation in MICS Data Processing Workshop(s). 2. Participation in relevant survey coordination meetings. 3. Technical inputs to questionnaire customization, reflecting CAPI, data processing, and tabulation considerations. 4. Complete, well-organized documenting and archiving of all data processing-related deliverables maintained throughout survey implementation. 5. Anonymized survey data files produced as per the guidance / training on anonymization. 	Jan-26 – Jun-27 (throughout MICS, as per progress reports) /	15 days
B. MICS Data Processing Package and CAPI Customization,	<ol style="list-style-type: none"> 6. Customized MICS data processing package (CAPI application: dictionaries, forms, logic, question text files, GlobalVars.apc, menu.mgf, interviewer.xml, supervisor.xml, central.xml, secondary editing 	Feb-Aug-26	25 days

<p>Data Transfer Systems</p>	<p>programme, export programme) updated during different phases.</p> <ol style="list-style-type: none"> 7. Customized validation rules and error messages embedded in CAPI application. 8. Survey data transfer server configured and operational. 9. End-to-end data transfer procedures tested and validated. 		
<p>C. Listing and Mapping–Related Data Processing Support</p>	<ol style="list-style-type: none"> 10. Participation in Listing and Mapping validation, testing, and training activities (including training field exercises and pilots), with documented technical inputs provided on data processing, quality assurance, and integration with overall survey workflows. 11. Listing and mapping data entry application customized, tested, and maintained, ensuring consistency with MICS standards and downstream data processing requirements. 12. Listing and mapping–related data processing support provided, including technical support during fieldwork, oversight of secondary data editing, and implementation of data validation and quality assurance procedures. 13. Post–Listing and Mapping data processing and analysis completed, with required output files prepared to support sampling finalization and main fieldwork implementation. 14. Listing and mapping–related data processing deliverables documented and archived in line with agreed data management, version-control, and archiving procedures. 	<p>Feb-May-26</p>	<p>20 days</p>
<p>D. Data Processing Frameworks, QA Tools, and Preparatory Updates</p>	<ol style="list-style-type: none"> 15. Inputs for the Data Editing Guidelines from DP perspective. 16. SPSS Fieldcheck (FCT) syntaxes customized and tested based on approved FCT tabulation plan. 17. CAPI-related sections of Instructions for Supervisors customized and finalized. 18. Sample files (cluster and household) and staff file, as well as corresponding .dat files prepared and updated for all fieldwork activities. 	<p>Mar-Aug-26</p>	<p>8 days</p>
<p>E. Equipment Readiness and Field IT Support (Coordination and Oversight)</p>	<ol style="list-style-type: none"> 19. Technical readiness of tablets and devices verified for interviewer, supervisor, and Central Office use. 20. GPRS and Bluetooth functionality verified and technical issues documented and resolved in coordination with ArmStat technical teams. 	<p>Feb-Aug-26</p>	<p>6 days</p>

	21. Confirmation of equipment and device readiness prior to CAPI test, training, pilot, and main fieldwork.		
F. CAPI Test, Trainings, Pilots, and Preparatory Work for Main Fieldwork	22. CAPI training materials prepared and adapted. 23. CAPI test, trainings, and pilot exercises technically supported, facilitated. 24. Technical support provided during questionnaire pre-test training and CAPI training field exercises. 25. CAPI applications installed, cleared, and updated prior to each pre-fieldwork activity and before main fieldwork. 26. CAPI applications and data documented and archived following each pre-fieldwork data collection activity and before main fieldwork.	Feb-Aug-26	26 days
G. Data Processing Oversight, Monitoring, and Quality Assurance During Main Fieldwork	27. Central Office application administered during main fieldwork. 28. Cluster checks conducted for all clusters, with issues logged and followed up. 29. Secondary editing activities overseen and supported in collaboration with survey methodologists. 30. Ongoing data quality monitoring during main fieldwork implemented and documented. 31. Fieldwork teams are supported during fieldwork (technical, data transfer etc).	Sep-Dec-26	40 days
H. Preparation and Finalization of Datasets, Weighting, and Tabulations	32. Final CSPro and SPSS analysis datasets prepared. 33. Background variables recoded; final sampling weights applied. 34. Wealth index computed and appended. 35. Customization of SPSS tabulation syntaxes in several iterations following guidance and based on review of MICS DP team. 36. Agreed data anonymization procedures implemented for analysis datasets. 37. Weighted and unweighted tabulations produced and validated following global DP review. 38. Technical contributions provided to Data Interpretation and Report Compilation Workshop, final report, and statistical snapshots preparation.	Jan-Jun-27	40 days
TOTAL NUMBER OF DAYS			180 days
Estimated consultancy fee:			
Travel International (if applicable)			
Travel local (please include travel plan) <i>Including transportation and DSAs</i>			20 days

DSA (if applicable)	
TOTAL estimated consultancy costsⁱ	

MINIMUM QUALIFICATIONS REQUIRED

Bachelors Masters PhD Other

Enter disciplines:

- **Advanced university degree (Master’s level or equivalent)** in Statistics, Demography, Economics, Sociology, Data Science, Computer Science, Information Systems, Public Health, or another relevant quantitative or data-focused discipline.

Knowledge/Expertise/Skills required:

SKILLS AND EXPERIENCE

- Minimum of five (5) years of relevant professional experience in survey data processing and management of data systems, preferably for large-scale household or social surveys.
- Demonstrated experience in end-to-end survey data processing, including data validation, quality control, preparation of analysis datasets, and production of tabulations.
- Proven experience in development, customization, or management of CAPI-based data collection applications for surveys; experience with CSPro or similar survey data collection platforms is an advantage.
- Strong proficiency in SPSS or comparable statistical software, including preparation of analysis datasets, application of sampling weights, and generation of derived variables and indicators.
- Experience working with national statistical offices, government agencies, or international organizations in survey implementation or data processing is an advantage.
- Experience supporting survey trainings, pilots, or fieldwork operations related to data collection and processing is an asset.
- Experience with data anonymization and preparation of survey datasets in line with data protection standards is an asset.

OTHER COMPETENCIES

- Strong analytical and problem-solving skills, with attention to detail and data quality.
- Ability to work collaboratively in a team environment, including close coordination with a second consultant, national counterparts, and international technical experts.
- Strong communication and training skills, including the ability to explain technical concepts to non-technical audiences.
- Ability to work under time constraints and manage multiple tasks across different phases of survey implementation.
- Fluency in Armenian and English is required; knowledge of Russian is an asset.

Competitive Selection Criteria (for clarification see [Guidance](#))

Technical evaluation (criteria, points): (e.g., maximum 75 Points)

A) Technical Evaluation (maximum 75 Points)

1. Education and Training Background – 20 Points

- **Minimum (15 points):** Master’s degree in Statistics, Demography, Economics, Sociology, Data Science, Computer Science, Public Health, Information Systems, or a closely related quantitative field.
- **Additional (5 points):** Relevant specialized training or certification in survey data processing, CAPI application development, data management systems, statistical analysis, or related tools (e.g. CSPro, Survey Solutions, ODK, SPSS, Stata).

2. Relevant Professional Experience, Data Processing, Database Management – 25 Points

- **Minimum (15 points):** At least five (5) years of professional experience in survey data processing, database development, or management of data systems, preferably for large-scale household or social surveys.
- **Additional (10 points):** Demonstrated experience supporting national statistical offices, government agencies, or international organizations and/or working on large-scale household surveys (e.g. MICS, DHS, LSMS, census or similar), including coordination with technical teams, support to trainings or pilots, and capacity-building of national counterparts.

3. Technical Expertise in CAPI-Based Data Processing and Statistical Analysis – 30 Points

- **Minimum (18 points):** Proven experience in development, customization, or management of CAPI-based data collection and data processing applications, including implementation of validation rules, consistency checks, and data quality controls, and preparation of analysis datasets using statistical software (SPSS or equivalent).
- **Additional (12 points):** Experience in advanced survey data processing and analysis, including application of sampling weights, generation of composite indicators (e.g. wealth index), production of weighted and unweighted tabulations, and preparation of anonymized survey datasets in line with international data protection standards and MICS or comparable survey methodologies.

Financial evaluation (criteria, points): (e.g., maximum 25 Points)

Financial Evaluation (maximum 25 points)

The financial proposal will be evaluated based on the **lowest-priced technically compliant offer**.

ADMINISTRATIVE DETAILS

<input type="checkbox"/> VISA assistance required.	If office based, seating arrangement identified: <input type="checkbox"/>
<input type="checkbox"/> Home-based <input type="checkbox"/> Office based	IT and Communication equipment required: <input type="checkbox"/>
	Internet access required: <input checked="" type="checkbox"/>

The Consultant is expected to work from the Armstat office on full-time basis during fieldwork exercises, and part-time basis otherwise.

Text to be added to all TORs:

Individuals engaged under a consultancy *will not be considered “staff members”* under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Individual Consultants. Individual Consultants are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. 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 prior to 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 afterwards in your assignment.

ⁱ 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

Please indicate your ability, availability, and proposals (in AMD for national consultants/ in USD for international consultants) to undertake the terms of reference above (including admin and travel costs if applicable).