

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<b>Title:</b> National MICS Consultant	<b>Type of engagement:</b> <input checked="" type="checkbox"/> Consultant <sup>i</sup> <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	<b>Duty Station:</b> Yerevan, Armenia
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**Purpose of Activity/Assignment:**

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 socio-demographic situation with focus on 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 more than 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 first surveys being available by the end of 2023. This new round is in accordance with the list of SDG 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 new Agenda alongside other key demographic, health and socio-economic surveys and to complement data from administrative sources and censuses. The MICS questionnaires have undergone rigorous methodological and validation work to broaden the scope of the tools and include new topics that reflect SDG indicators and emerging issues in the 2030 Agenda for Sustainable Development context.

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

This will be the first MICS survey in Armenia, becoming not only an important data collection initiative for the country to establish data on key socio-demographic indicators, but also will contribute to the final reporting and evaluation of the 2021-2025 UNICEF Armenia Country Programme cycle. UNICEF Armenia country office will support a MICS as part of the 7th round of the survey programme in 2024. To ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met and that the Statistical Committee of the Republic of Armenia (ArmStat) receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Armenia country office will hire a full-time consultant to oversee the MICS process from preparatory work to release of results.

The 2024 Armenia MICS7 will be implemented using CAPI (Computer-Assisted Personal Interviewing) in which the interviewer uses a tablet to record data. CAPI data collection can reduce the time needed to collect and process survey data, facilitate real time monitoring, improve the quality of the data and reduce survey costs.

### ***Scope of Work:***

Under the overall supervision of the Child Rights Monitoring and Evaluation (CRM/E) Specialist, the National MICS Consultant (NMC) will support and provide guidance to UNICEF Armenia and the ArmStat for the preparation, implementation and completion of the MICS survey in Armenia. The NMC will provide professional guidance and support to the ArmStat, especially the Survey Coordinator and sampling and data processing experts, during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, 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 ArmStat, 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 expert consultants assigned to support the Armenia MICS (collectively labelled “The UNICEF MICS Team”).

These activities directly relate to the 2021-2025 Country Programme Output 1.3 on enhancing national capacities and data systems for equity-focused data on children.

### **Main Tasks Related to the Job**

1. Provide technical and managerial support to the MICS survey in Armenia,
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 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 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 ArmStat, 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 ArmStat 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 expert consultants) are carried out at key survey stages and coordinate the feedback and response between the CO, the UNICEF MICS Team and the ArmStat,
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, output and tabulation plan tables, syntaxes, datasets, 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 in 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.

MICS data might contain personal-identifiable information of children and their caregivers, with certain level of access provided to the NMC during the data collection and data processing stages (around 4-6 months) of MICS. 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 this Terms of Reference.

<b>Budget Year:</b> 2023-24	<b>Requesting Section/Issuing Office:</b> M&E/CRM, Armenia CO	<b>Reasons why consultancy cannot be done by staff:</b> <i>The consultancy requires very specific expertise and time commitment to support planning and implementation of a large-scale nationwide survey in collaboration with ArmStat, coordination of efforts of multiple stakeholders and implementing partners of MICS survey in Armenia, as well as working with a large scale of evidence and data on on-going and full-time basis.</i>		
<b>Supervisor: Astghik Martirosyan</b> The consultants will work under guidance of the CRM/E Specialist in Armenia Country Office and in close consultation with the UNICEF Armenia Country Management Team.		<b>Start Date:</b> 12 June 2023	<b>End Date:</b> 12 Dec 2024	<b>Number of Days (working):</b> The duration of consultancy should cover period of 18 months. Only candidates that can commit for this whole duration will be considered.

### Work Assignment Overview

Tasks/Milestone:	Deliverables	Timeline
<b>1. Survey Planning:</b> <ul style="list-style-type: none"> <li>A Steering Committee is established and composed of all relevant national and international stakeholders, including National Ethical Committee,</li> <li>A Technical Committee comprised of all relevant technical experts is established,</li> <li>The Survey Plan and Budget, including timetable is finalised and shared with all stakeholders,</li> <li>A Memorandum of Understanding between UNICEF Armenia and ArmStat is signed before funds are spent on survey activities,</li> <li>Survey supplies are procured and distributed in time for training and data collection,</li> </ul>	<b>Monthly Progress Report</b> of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them, including attachments (Field trip reports, Regional workshop trip reports, Presentations and training materials	Monthly:  by 15 <sup>th</sup> of every Month

<ul style="list-style-type: none"> <li>• Ensure that other MICS initiatives (MICS Plus, MICS GIS, MICS Link) are discussed with national partners and properly addressed during survey planning stage,</li> <li>• Sample design: <ul style="list-style-type: none"> <li>○ The UNICEF Sampling expert/consultant is provided with the necessary information, and visits are well managed and coordinated within survey plans,</li> <li>○ Sample design is prepared by the sampling expert of ArmStat with the guidance and review of the UNICEF Sampling expert / consultant,</li> <li>○ Listing and Mapping materials and operations are reviewed by the UNICEF Sampling expert/consultant,</li> <li>○ 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,</li> <li>○ Sample design is reviewed by the UNICEF MICS Team before finalisation,</li> <li>○ The final selection of households is reviewed, and</li> <li>○ The weights are reviewed.</li> </ul> </li> <li>• MICS questionnaires: <ul style="list-style-type: none"> <li>○ Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire,</li> <li>○ Selected Modules address country data gaps and address SGD data needs,</li> <li>○ Questionnaires undergo translation and back translation process,</li> <li>○ Questionnaires and manuals undergo an ethical review,</li> <li>○ Questionnaires are pre-tested, and a pre-test report is produced,</li> <li>○ Questionnaires are reviewed by the UNICEF MICS Team before finalisation.</li> </ul> </li> <li>• Manuals: <ul style="list-style-type: none"> <li>○ MICS Household Listing and Mapping (GPS Data Collection, if applicable), Supervisor, Measurer, and Interviewer Manuals are customised for the country-specific context and translated.</li> </ul> </li> <li>• CAPI application template: <ul style="list-style-type: none"> <li>○ CAPI application template is customised by the data processing expert of the ArmStat with the guidance of the UNICEF Data Processing expert/consultant,</li> <li>○ Customised CAPI application is reviewed by the UNICEF MICS Team before finalisation,</li> <li>○ Secondary editing guidelines and Field Check Table tabulation plan and syntax are customised by the data processing expert of the</li> </ul> </li> </ul>	<p>used in trainings, workshops, and other meetings).</p>	
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<p>ArmStat with the guidance of the UNICEF Data Processing and Household Survey experts / consultants.</p> <p><i>2. Listing and Mapping, Training and Fieldwork, and Data Processing:</i></p> <ul style="list-style-type: none"> <li>▪ Listing and mapping is planned and carried out per MICS guidelines,</li> <li>▪ Training schedules are adequately adapted to the county context while following MICS guidelines,</li> <li>▪ Appropriate resource persons are identified to facilitate training (i.e., nutritionists for anthropometry training, survey experts for methodology, etc.),</li> <li>▪ Contribute to the pre-test, CAPI test, and fieldwork training,</li> <li>▪ Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines,</li> <li>▪ 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,</li> <li>▪ UNICEF CO staff is trained and organised to assist in monitoring data collection,</li> <li>▪ UNICEF Household Survey and Data Processing experts/consultants are timely provided with the necessary information, and country visits are well managed and coordinated,</li> <li>▪ 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,</li> <li>▪ Monitor sample selection with the ArmStat after the listing and mapping exercise is completed,</li> <li>▪ Monitor pre-test, CAPI test, and main data collection,</li> <li>▪ Monitor data processing and secondary data editing.</li> </ul> <p><i>3. Data Analysis and Report Writing:</i></p> <ul style="list-style-type: none"> <li>• Sampling Weights are included in the datasets and reviewed by the sampling expert of the ArmStat with the guidance and review of the UNICEF Sampling expert/consultant,</li> <li>• MICS tabulation plan and standard syntax are customised, reviewed by the UNICEF MICS Team, and used in generating SPSS datasets and tables,</li> <li>• 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 ArmStat, as well as by the UNICEF MICS Team before the report writing commences,</li> </ul>		
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<ul style="list-style-type: none"> <li>Facilitate communication on the process of anonymisation of geocodes between the UNICEF MICS Team and the ArmStat as per the Memorandum of Understanding,</li> <li>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,</li> <li>Ensure that the Survey Findings Reports and Statistical Snapshots undergo the technical review process by the UNICEF MICS Team,</li> <li>Coordinate the printing and distribution of the Survey Findings Report and Statistical Snapshots,</li> <li>Organise and facilitate the presentation of the Survey Findings Report and Statistical Snapshots through a national seminar,</li> <li>Provide technical expertise and advice for the wide dissemination of the Survey Findings Report, Statistical Snapshots, and main results,</li> <li>Ensure that the MICS survey archive with all final survey documents and materials (Memorandum of Understanding, Country 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 ArmStat.</li> </ul> <p><i>4. Attend all MICS Regional and/or National Workshops</i></p>		
<b>Estimated Consultancy fee</b>		
Travel International (if applicable)	Paid by office as required	
Travel Local (please include travel plan)	Paid by office as required	
DSA (if applicable)	Paid by office as required	
During the contract period, the NMC is expected to travel within the country and to MICS Regional Workshops in other countries and UNICEF Regional Office, as required. The travel costs, including travel expenses and DSA will be covered by the UNICEF Country Office.		
<b>Minimum Qualifications required:</b> <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other  University degree in Statistics, Demography, Social Sciences, Epidemiology or any other related technical field is required.	<b>Knowledge/Expertise/Skills required:</b>  <i>Skills and Experience:</i> <ul style="list-style-type: none"> <li>Proven minimum of 5 year experience in the coordination and/or management of quantitative household surveys, studies, project/program assessments and evaluations;</li> <li>Minimum 7 year experience in designing and managing research, studies, evaluations and household surveys, quantitative survey instrument design, database management and data analysis;</li> <li>Experience in design, coordination and management of large-scale household surveys, i.e. Demographic and Health Survey (DHS) or similar is an asset;</li> </ul>	



	<ul style="list-style-type: none"> <li>▪ Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS, STATA and others);</li> <li>▪ Experience with CAPI data collection;</li> <li>▪ Training experience and ability to organise and facilitate trainings 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 verbal and written communications in Armenian and English is required;</li> <li>▪ Familiarity and previous experience of working in Armenia and/or in the region is 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 the Statistical Committee of Armenia and other Government partners;</li> <li>▪ Demonstrated leadership, managerial and supervisory ability;</li> <li>▪ Ability and willingness to travel extensively in-country and to attend regional workshops.</li> </ul>
<p><b>Administrative details:</b></p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: <u>UNICEF Armenia and ArmStat based, shared, subject to availability of Workstation. Consultant will work from till then.</u></p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input checked="" type="checkbox"/></p> <p>Internet access required: <input checked="" type="checkbox"/></p>
<p><b>Terms of the application:</b></p> <p>The deadline for the submission of applications is <b>5 June 2023</b>. Applications should include:</p> <ul style="list-style-type: none"> <li>• Cover letter;</li> <li>• CV;</li> <li>• Financial Proposal.</li> </ul> <p>All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link.</p> <p>Incomplete applications will not be considered.</p> <p>Individuals engaged under a consultancy or individual contract 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 Consultants and Individual Contractors. Consultants and individual contractors 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.</p>	

