

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
MICS consultant	RR	<input type="checkbox"/> Individual Consultant (National) <input checked="" type="checkbox"/> Individual consultant (International)	Abuja

Context and 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 Nigeria, 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 fulfil 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. MICS 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 cover half of the 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. The seventh round of MICS presents a unique opportunity to support this process.

The Nigerian Government has implemented 6 rounds of MICS surveys with support from UNICEF. MICS 7, expected to be released in 2026, will provide reliable data to determine progress of the Government's Renewed Hope Agenda and

Health SWAP, as well as establishing a baseline of the 2027 – 2031 Country Programme cycle. The MICS programme in Nigeria is centered around Government ownership and leadership and includes dedicated efforts to strengthen the national and subnational capacity of Government to conduct high quality MICS surveys.

UNICEF Country Office will support a MICS as part of the 7th round of the survey programme in 2024-26. The MICS 7 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.

The Government led MICS programme in Nigeria with technical support from UNICEF has also adopted a number of innovations to expand the use of MICS, this includes MICS plus, MICS GIS and testing of MICS SAE application. MICS plus is a telephone-based survey conducted every 6 months in between the MICS survey cycles to track time-sensitive indicators from a smaller sub-sample of MICS households. MICS SAE is a new methodology that allows for calculation of sub national level estimates from National and state level representative surveys and UNICEF is working with the University of Washington to get LGA level estimates for Nigeria based on the MICS 2021 and MICS 2026 survey data, potentially meeting a huge demand for disaggregated data at LGA level. UNICEF is providing technical support to Government to adopt and use these methodologies at national and subnational level, including socialization and advocacy, capacity development, and providing technical expertise.

To ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met and that the implementing partner, the NBS receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Nigeria Country Office will hire a full-time consultant to oversee the MICS process from preparatory work to release of results.

Purpose of Activity/Assignment:

Under the overall supervision of the Monitoring Specialist and the Planning, Monitoring and Data Manager, the MICS Consultant will support and provide guidance to UNICEF Nigeria and the NBS for the preparation, implementation and completion of the MICS survey in Nigeria. The consultant will advise and support the NBS, 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 consultant will communicate effectively between UNICEF CO and NBS, responding promptly to MICS-related needs and issues as they arise.

The consultant will be responsible for coordinating and supporting the work of other resource people who provide technical assistance to the MICS programme. The consultant will work in close collaboration with the survey team, the stakeholders, and Steering and Technical Committees. The consultant will also work in 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 Nigeria MICS.

Scope of Work:

MAIN TASKS RELATED TO THE JOB

1. Provide technical support to the MICS program in Nigeria,
2. Project management, including maintaining an up-to-date implementation roadmap and schedule of MICS Programme related activities, and following up to ensure timely delivery of results.

Support implementation of MICS 7 household survey in Nigeria:

3. Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g., ministries, UN Agencies, etc.),
4. Finalize, in collaboration with national partners and UNICEF CO, the Survey Plan and Budget, including the timetable, and share with the Regional MICS Coordinator,
5. 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,
6. Quality assures each stage of the survey process and ensure that the MICS protocols and standards are followed by the NBS, more specifically during training and field supervision visits,
7. Communicate regularly with the UNICEF CO, responding to all MICS-related issues in a timely manner,
8. Provide bi-monthly updates on MICS activities to the UNICEF CO and Regional MICS Coordinator,
9. Coordinate the work of NBS 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,
10. 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 NSO,
11. 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.),
12. Participate in all MICS Steering and Technical Committee meetings,
13. Support capacity development trainings at subnational level related to MICS data analysis and use,
14. Support NBS to organize, as required, and facilitate the national Data Interpretation and Report Compilation Workshop,
15. 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,
16. Support planning and customization of other MICS initiatives (MICS Plus, MICS GIS, MICS Link) in collaboration with the relevant experts of these initiatives from the Global MICS Team.

Support implementation of MICS plus in Nigeria:

17. Provide technical support to the MICS plus survey design, data analysis and dissemination;

Support testing and rollout of MICS SAEs in Nigeria:

18. Provide technical support to the MICS SAEs pilot testing and rollout in Nigeria;

SPECIFIC ACTIVITIES

In consultation and collaboration with the UNICEF CO and NBS, the CONSULTANT 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 (Until July 2025):

- The Survey Plan and Budget, including timetable is finalized and shared with all stakeholders,
- The MICS communication and advocacy plan is finalized, including plans for resource mobilization.
- Coordinate and support the implementation of the Memorandum of Understanding between UNICEF Country and NBS and monitor if funds are spent on survey activities,
- Survey supplies are procured and distributed in time for training and data collection,
- Ensure that other MICS initiatives (MICS Plus, MICS SAE, MICS GIS, MICS Link) are discussed with national partners and properly addressed during the survey planning stage. Expedite the familiarization and further utilization of MICS Plus in Nigeria,
- Coordinate and support UNICEF Nigeria team in introducing and conducting related capacity building activities, while promoting SAE to avail LGA-level estimates on key selected indicators across the country.
- Support NBS in timely communication and meetings with the Technical Working Group and the Steering Committee
- Keep internal UNICEF NCO Task Force on MICS updated on MICS progress, promoting office-wide support for MICS 7.
- 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 NBS 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 finalization.
 - 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 customization of relevant sections of the MICS questionnaire,
 - Selected Modules address country 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 finalization.
 - Manuals:
 - MICS Household Listing and Mapping (GPS Data Collection, if applicable), Supervisor, Measurer, and Interviewer Manuals are customized for the country-specific context and translated.
 - CAPI application template:
 - CAPI application template is customized by the data processing expert of the NBS with the guidance of the UNICEF Data Processing expert/consultant,
 - Customized CAPI application is reviewed by the UNICEF MICS Team before finalization,
 - Secondary editing guidelines and Field Check Table tabulation plan and syntax are customized by the data processing expert of the NBS with the guidance of the UNICEF Data Processing and Household Survey experts / consultants.
2. *Listing and Mapping, Training and Fieldwork, and Data Processing:*
- Listing and mapping are 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 country 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 NBS after the listing and mapping exercise is completed,
 - Monitor pre-test, CAPI test, and main data collection,
 - Monitor data processing and secondary data editing.
3. *MICS Plus (October 2024 – December 2025)*
- Support in the identification of relevant topics for the upcoming MICS Plus in Nigeria
 - Familiarize and support better communication of MICS Plus results
 - Engage and facilitate the capacity building related activities in MICS Plus

4. *MICS Small Area Estimation (SAE) (October – July 2025)*

- Review and develop communication package with SAE modelling results for MICS (2021), DHS (2018), and DHS (2024)
- Support capacity building workshop with University of Washington to NBS and key sectors like FMOH, NPHCDA
- Support testing and socialization with NBS for the development of the SAE Shiny App for Nigeria
- Support in collaboration with the University of Washington 4-6 Remote training sessions (2 hours) to build national capacity if the core team and of the modeling for Nigeria and establish a core team, to enable them to cascade the capacity building workshops for state level
- Support roll out with capacity building to GAVI MoU State NBS and NPHCDA/MOH and (incorporating key components of Data analytics and visualization on data) (Jan-March) (TBD if second mission is needed)

5. *Data Analysis and Report Writing (Jan – March 2026):*

- Sampling Weights are included in the datasets and reviewed by the sampling expert of the NBS with the guidance and review of the UNICEF Sampling expert/consultant,
- MICS tabulation plan and standard syntax are customized, 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 NBS, as well as by the UNICEF MICS Team before the report writing commences,
- Facilitate communication on the process of anonymization of geocodes between the UNICEF MICS Team and the NBS as per the Memorandum of Understanding,
- Coordinate and contribute substantively to the elaboration of the Survey Findings Report and Statistical Snapshots.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES **NO** If YES, check all that apply:

Direct contact role YES **NO**

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel:

Child data role **YES** **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):

The data is collected like any other household surveys and individual data are recorded anonymously. The candidate is expected to have a foundational understanding of data protection and privacy.

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

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline/ Date	Percentage %
Survey Planning	The Survey Plan, Procurement Plan and Budget are finalized and agreed with NBS. Contribution to MICS plus report for waves 1 to 3 completed	31 Dec 2024	20%
Questionnaire testing	Final questionnaire contextualized and translated, and pre-tested in PAPI Trainings at subnational level for MICS data analysis and MICS SAE completed	30 April 2025	20%
Final survey planning	Final manual, CAPI template and sampling frame, MICS protocol and standards are finalized and agreed with NBS. Pilot test of survey is completed.	July 2025	10%
Fieldwork training and Listing and Mapping	Master training plan developed and cascaded. Contribution to MICS plus report completed.	30 Oct 2025	20%
Data Collection and data processing	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.	Feb 2026	20%
Data Analysis and Report Writing	Sampling Weights are included in the datasets and reviewed by the sampling expert of the NBS with the guidance and review of the UNICEF Sampling expert/consultant MICS tabulation plan and standard syntax are customized, reviewed by the UNICEF MICS	31 April 2026	10%

		Team, and used in generating SPSS datasets and tables Contributions to the MICS report.			
Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:			
2024	PMR	Expertise not available within the office			
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify:					
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both			Request for: <input checked="" type="checkbox"/> New – Individual Consultant Contract <input type="checkbox"/>		
Consultant selection method: <input type="checkbox"/> <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)					
If Extension, Justification for extension:					

Estimated Consultancy fee			
Travel International (if applicable)	Return ticket from residence to Abuja		
Travel Local, including DSA (please include travel plan)	5 field visits in country		
DSA (if applicable)			
Total estimated consultancy costs¹			
<p>Minimum Qualifications required: Bachelors Masters PhD Other</p> <p>Enter Disciplines Advanced degree in Demography, Statistics, Social Sciences, Epidemiology, or any other related technical field is required.</p>	<p>Knowledge/Expertise/Skills required:</p> <ul style="list-style-type: none"> ▪ 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 organize and facilitate training and presentations, ▪ Experience in data analysis and survey report writing. <p><i>Other competencies:</i></p> <ul style="list-style-type: none"> ▪ Excellent communication and interpersonal skills, ▪ Excellent oral and written communication in English is required, ▪ Familiarity and previous experience of working in Nigeria and/or similar context is highly desirable, ▪ Demonstrated understanding of data privacy and protection, ▪ Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organization, more specifically with National Statistical Offices, ▪ Demonstrated leadership, managerial and supervisory ability, ▪ Ability and willingness to travel extensively in-country and to attend regional workshops. 		
<p>Administrative details: Visa assistance required: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> Transportation arranged by the office: no <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: X If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input type="checkbox"/></p>		

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

Text to be added to all TORs:

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.