

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS
NATIONAL CONSULTANCY

1. **Background:** *(Please summarize UNICEFs current objectives in that particular office/division, as well as the specific role of the positions section in contributing to their achievement)*

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. 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 SDG monitoring as a major source of data for the UN Secretary General's Sustainable Development Goals Report. *(For more information, please visit [the MICS website](#)).*

The UNICEF Mongolia Country Office has already supported MICS surveys named as Child and Development Survey in 1996, 2000, 2005, 2010 and named as Social Indicator Cluster Survey (SISS) in 2013 and 2018. In addition, provincial and district Child and Development Surveys based on the MICS platform were conducted in 2012 and 2016. To support the update and establishment of key indicators and baselines for the Country Programme 2023-2027, monitoring purposes of CRC and other national programmes related to children and adolescents, the UNICEF Mongolia Country Office will support a MICS (SISS) as part of the 7th round of the survey programme in 2023-2024. To ensure the timely and effective implementation of the MICS survey and the necessary technical support to the National Statistics Office (NSO), the UNICEF Mongolia Country Office seeks for a full-time consultant to oversee the MICS process.

The 2023-2024 Mongolia SISS (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 quality of the data and reduce the survey costs.

In addition to MICS, the MICS plus – a nationally representative high frequency nearly a real-time survey has become critical in the world of emergencies and fragile socioeconomic and political state. The MICS Plus methodology combines the power of representative, statistically robust household surveys, with the ability of reporting on a real-time basis over an extended period by setting up the MICS Plus Digital Data Collection System that is based on CATI (Computer Assisted Telephone Interviewing). Essentially, the mode of data collection is based on direct phone calls to respondents, as opposed to traditional face-to-face interviewing. There is a high demand for the NSO to manage both the surveys which would allow to capture comprehensively (MICS) and timely (MICS Plus) the changes and outcomes in livelihoods, access to essential services, behaviours of households, duty bearers, children and adolescents.

2. Purpose of Assignment:

Under the overall supervision of the Planning, Monitoring and Evaluation (PME) Specialist, the National MICS/MICS Plus Consultant (NMC) will support and provide guidance to UNICEF Country and the NSO for the preparation, implementation and completion of the MICS/MICS Plus survey in the Country. The NMC will advise and support the NSO, especially the Survey Coordinator and sampling and data processing experts, during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, reporting, dissemination and archiving, ensuring that MICS protocols and recommendations are being followed at all times. The NMC will communicate effectively between the UNICEF CO and NSO, 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 NMC will work in close collaboration with the survey team, the stakeholders, and Steering and Technical Committees and attend all the meetings and workshops in relation to the survey as needed. The NMC will also work in close collaboration with the Regional MICS Coordinator at the UNICEF Regional Office (RO) and the MICS Team at UNICEF Headquarters (HQ), as well as experts and consultants assigned to support the Country MICS (collectively labeled "The UNICEF MICS Team").

3. Scope of Work:

- 1) Provide technical and managerial support to the MICS/MICS Plus;
- 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, the MICS/MICS Plus survey tools and documentations and share with UNICEF Regional Office (RO);
- 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 national Ethical Committee on time for approval;
- 5) Coordinate for each stage of the survey process and ensure that the MICS protocols and standards are followed by the NSO, especially during training and field supervision visits;
- 6) Communicate regularly with UNICEF CO, RO and/or Headquarters (HQ) responding to all MICS/MICS Plus 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 NSO specialists and the UNICEF MICS Team, and other resource persons assigned by the UNICEF CO and/or the UNICEF MICS Team to support different survey stages,
- 9) Ensure that external technical reviews by experts (i.e., Sampling, Data Processing, and Household Survey experts and consultants) are carried out at key survey stages and coordinate the feedback and response between the CO, the UNICEF MICS Team and the NSO,
- 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 (and Final Report), dissemination materials etc.);

- 11) Participate in all MICS Steering and Technical Committee meetings;
- 12) Organise, as required, and facilitate the national Data Interpretation and Report Compilation Workshop,
- 13) 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,
- 14) 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.

**Reporting line: The NMC will report directly to the Planning, Monitoring and Evaluation Officer in the UNICEF Mongolia Country Office.*

4. Programme Area and Specific Project Involved:

1. Survey Planning:

- The Survey Plan and Budget, including timetable is finalised and shared with all stakeholders,
- Survey supplies are procured and distributed in time for training and data collection,
- Ensure that other MICS initiatives (MICS Plus, MICS GIS, MICS Link) are discussed with national partners and properly addressed during survey planning stage,
- Sample design:
 - The UNICEF Sampling expert/consultant is provided with the necessary information, and visits are well managed and coordinated within survey plans,
 - Sample design is prepared by the sampling expert of NSO with the guidance and review of the UNICEF Sampling expert / consultant,
 - Listing and Mapping materials and operations are reviewed by the UNICEF Sampling expert/consultant,
 - Cluster geocodes (cluster centre points, multi-points, or boundaries), either existing or collected during the mapping and household listing operation, are assessed by the survey team and communicated to the UNICEF MICS Team, together with the boundary shapefiles representing the sampling frame, including the boundaries of one level lower than the sample stratification,
 - Sample design is reviewed by the UNICEF MICS Team before finalisation,
 - The final selection of households is reviewed, and
 - The weights are reviewed.
- MICS questionnaires:

- Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire,
 - Selected Modules address 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 finalisation.
 - 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.
 - CAPI application template:
 - CAPI application template is customised by the data processing expert of the NSO with the guidance of the UNICEF Data Processing expert/consultant,
 - Customised CAPI application is reviewed by the UNICEF MICS Team before finalisation,
 - Secondary editing guidelines and Field Check Table tabulation plan and syntax are customised by the data processing expert of the NSO 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 is planned and carried out per MICS guidelines,
 - Training schedules are adequately adapted to the county context while following MICS guidelines,
 - Appropriate resource persons are identified to facilitate training (i.e., nutritionists for anthropometry training, survey experts for methodology, etc.),
 - Contribute to the pre-test, CAPI test, and fieldwork training,
 - Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines,
 - Field Check Tables are produced on a weekly basis, immediately analysed by survey coordinator/managers, and the main findings are reported to field supervisors for action. Field Check Tables are immediately shared with the Regional MICS Coordinator,
 - UNICEF CO relevant 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 NSO 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. *Data Analysis and Report Writing:*

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

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

5. **Contract duration (start and end date):**

The NMC is sought for a total of 18 Months:

Start date: 25 May, 2023 End date: Oct 25, 2024

6. Type of engagement:

☒ Deliverable based (home based)

Deliverable based consultant: Consultants are responsible for their own time management. The time invested for each deliverable is at discretion of the consultant, in consultation with the supervisor. Consultants are not entitled to Paid Time Off.

7. Deliverables, Timeframe and Payment Schedule:

- Monthly Progress Report of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them,
- Field trip reports, regional workshop trip reports,
- Presentations and training materials used in trainings, workshops, and other meetings.

The monthly deliverables as percentage of the task groups is set as follows:

Deliverables	Timeline	Payment Schedule
20 per cent of survey planning tasks and 5 per cent of listing and planning tasks, and potentially attendance in the workshop	Month 1	According to UNICEF's payment schedule
40 per cent of survey planning tasks, 7 per cent of listing and mapping tasks	Month 2	Ditto
60 per cent of survey planning, 10 per cent of listing and mapping tasks	Month 3	Ditto
80 per cent of survey planning tasks, 15 per cent of listing and mapping tasks	Month 4	Ditto
100 per cent of survey and planning tasks, 20 per cent of listing and mapping tasks	Month 5	Ditto
30 per cent of listing and mapping tasks	Month 6	Ditto
50 per cent of listing and mapping tasks	Month 7	Ditto
60 per cent of listing and mapping tasks	Month 8	Ditto
80 percent of listing and mapping tasks	Month 9	Ditto
100 per cent of listing and mapping tasks	Month 10	Ditto
15 per cent of analyses and reporting tasks	Month 11	Ditto
30 per cent of analyses and reporting tasks	Month 12	Ditto
50 per cent of analyses and reporting tasks	Month 13	Ditto
60 per cent of analyses and reporting tasks	Month 14	Ditto
70 per cent of analyses and reporting tasks	Month 15	Ditto
80 per cent of analyses and reporting tasks	Month 16	Ditto
90 per cent of analyses and reporting tasks	Month 17	Ditto
100 per cent of analyses and reporting tasks and at least 2 MICS Plus rounds	Month 18	Ditto

8. Project Management:

Direct supervisor: Planning, Monitoring and Evaluation Specialist

Frequency of performance review: Monthly

9. Qualifications and requirements:

- a. Minimum qualifications required:
 - Master's degree in Social Sciences, Demography, Statistics, Epidemiology or any other related technical field is required;
- b. Relevant working experience
 - At least three to five years of experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS) coordination experience highly desirable);
- c. Knowledge/expertise/ skills required
 - Extensive experience with collecting data using CATI or similar approach;
 - Working knowledge of data capture, mobile technology, survey methodology;
 - Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS);
 - Expertise in coordination, logistics and planning;
 - Training experience and ability to organize and facilitate training and presentations;
 - Experience in data analysis and survey report writing;
 - Excellent oral and written communications in Mongolian and in English;
 - Excellent communication and interpersonal skills;
 - Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organization;
 - Demonstrated leadership, managerial and supervisory ability.