

## TERMS OF REFERENCE FOR CONSULTANTS AND INDIVIDUAL CONTRACTORS

| Title  | Funding Code      | Type of engagement   | Duty Station:    |
|--|-------------------|--|------------------|
| National MICS Consultant   | Regular Resources | <input type="checkbox"/> Consultant<br><input type="checkbox"/> Individual Contractor Part-Time<br><input checked="" type="checkbox"/> Individual Contractor Full-Time | Baku, Azerbaijan |
| <p><b>Background</b></p> <p>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 25 years, MICS has evolved to respond to changing data needs, expanding from 28 indicators in the first round to more than 200 indicators in the current sixth round, and becoming 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 monitoring as a major source of data for the UN Secretary General's Final Millennium Development Goals Report.</p> <p>Since the inception of MICS in the 1990s, over 300 surveys have been carried out in more than 100 countries. As part of the global effort to further develop national capacities to generate and analyse high quality and disaggregated data, UNICEF launched the sixth round of MICS in October 2016, with results of first surveys were available by the end of 2017. This new round is in accordance with the list of Sustainable Development Goal (SDG) indicators endorsed by the UN Statistical Commission in 2015, 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 more than 33 per cent 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 2030 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, including: rapid water quality testing, social transfers, foundational learning skills (children age 7-14), child and adult functioning, migration status, use of clean fuels and technology, and victimisation.</p> <p>As governments develop national frameworks to monitor progress towards the SDGs and establish baselines, strategic planning and investments will be required to collect robust, more frequent, and timely data. The 6th of MICS presents a unique opportunity to support this process.</p> <p>The UNICEF Azerbaijan Country Office (UNICEF CO) already supported MICS surveys in 2000. To support monitoring and reporting on the prioritised Sustainable Development Goal target indicators UNICEF Azerbaijan Country Office will support a MICS as part of the 6th round of the survey programme in 2021-2022. To ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met and that the implementing partner, the State Statistical Committee (SSC) receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Azerbaijan Country Office will hire a full-time consultant, by involving the SSC to all stages of the hiring process, to oversee the MICS process from preparatory work to release of results.</p> <p>The 2021-2022 Azerbaijan MICS6 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.</p> |                   |  |                  |
| <p><b>Purpose of Activity/Assignment:</b></p> <p>Under the overall supervision of the Child Rights Monitoring Specialist, the National MICS Consultant (NMC) will support and provide guidance to UNICEF Azerbaijan and the SSC for the preparation, implementation and completion of the MICS survey in Azerbaijan. The NMC will advise the SSC, especially the Survey Coordinator and sampling and</p>   |                   |  |                  |

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 SSC, 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 Azerbaijan MICS (collectively labelled “The UNICEF MICS Team”).

**More specifically the main tasks related to the Job include:**

1. Provide technical and managerial support to the MICS survey;
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 national 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 SSC, 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 SSC 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 SSC;
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.

**Reporting Line**

The NMC will report directly to the Child Rights Monitoring Specialist in the UNICEF Country Office.

**Confidentiality of Data and MICS Documents**

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 these Terms of Reference.

**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 immediately 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):

As the consultant will be responsible to assure the quality of the collected data, s/he will need to run quick tests of the raw data simultaneously with the data collection fieldwork, which will be lasted around 3 months.

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

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| <b>Budget Year:</b><br>2021   | <b>Requesting Section/Issuing Office:</b><br>Azerbaijan | <b>Reasons why consultancy cannot be done by staff:</b><br><i>The tasks associated with the consultancy requires full-time engagement due to large scope of the MICS.</i> |  |
| <b>Included in Annual/Rolling Workplan:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:  |   |   |  |
| <b>Consultant sourcing:</b><br><input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both<br><br><b>Consultant selection method:</b><br><input type="checkbox"/> Competitive Selection (Roster)<br><input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) |   | <b>Request for:</b><br><input checked="" type="checkbox"/> New SSA – Individual Contract<br><br><input type="checkbox"/> Extension/ Amendment                             |  |
| <b>If Extension, Justification for extension:</b>   |   |   |  |
| <b>Supervisor:</b><br>Tamerlan Rajabov, CRM Specialist  | <b>Start Date:</b><br>1 August 2021                     | <b>End Date:</b><br>31 Dec. 2022, with 0.5-month break after 11.5 months of the contract.   | <b>Number of Days (working)</b><br><i>355 working days</i> |
| <b>Work Assignment Overview</b><br>In consultation and collaboration with the UNICEF CO and SSC, the NMC will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and will contribute to the coordination of these activities:  |   |   |  |
| <b>Deliverables/ Outputs:</b>   | <b>Milestone:</b>                                       | <b>Timeline:</b>  |  |
| A Steering Committee is established and composed of all relevant national and international stakeholders, including National Ethical Committee;   | Survey Planning completed                               | 1 September 2021  |  |
| At least one Technical Committee comprised of all relevant technical experts is established;  |   | 1 October 2021  |  |
| The Survey Plan and Budget, including timetable is finalised and shared with all stakeholders;  |   | 1 August 2021   |  |
| A Memorandum of Understanding between UNICEF Country and SSC is signed before funds are spent on survey activities;   |   | 1 December 2021   |  |
| Survey supplies are procured and distributed in time for training and data collection;  |   | 1 February 2022   |  |
| The UNICEF Sampling expert consultant is provided with necessary information and visits are well managed and coordinated within survey plans;   | Sample design completed                                 |   |  |

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| Sample design is finalised by the sampling expert of SSC 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 and carried out on the field per MICS recommendations;   |  |                  |
| Geocoding (cluster centre points, multi-points or boundaries), either existing or collected during the mapping and household listing operation, is assessed by the survey team and communicated to the UNICEF MICS Team, together with the shapefile representing the sampling frame, at minimum including the boundaries of sample stratification. |  |                  |
| Sample design is reviewed by the UNICEF MICS Team before finalisation;  |  | 1 March 2022     |
| The final selection of households is reviewed; and  |  |                  |
| The weights are reviewed.   |  |                  |
| Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire;  | MICS questionnaires adjusted into local context    | 1 October 2021   |
| 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.  |  |                  |
| MICS Household Listing and Mapping, Supervisor, Measurer, and Interviewer Manuals are customised for the country specific context and translated.   | Manuals translated and adjusted into local context | 1 November 2021  |
| CAPI application template is customised by the data processing expert of the SSC with the guidance of the UNICEF Data Processing expert consultant;   | CAPI application template customized               | 1 December 2021  |
| CAPI application template is reviewed by the UNICEF MICS Team before finalisation;  |  | 1 January 2022   |
| Secondary editing guidelines and Field Check Table syntax are customised by the data processing expert of the SSC with the guidance of the UNICEF Data Processing expert consultant.  |  |                  |
| Listing and mapping is planned and performed per MICS guidelines  | Listing and Mapping is completed                   | 1 April          |
| Training schedules are adequately adapted to the county context while following MICS guidelines;  | Training of the fieldworkers                       | 1 May 2022       |
| Appropriate resource persons are identified to facilitate training (i.e. nutritionists for anthropometry training, survey experts for methodology, etc.);   |  |                  |
| Contribute to the fieldwork training;   |  |                  |
| Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines;   | Fieldwork completed                                | 1 September 2022 |
| Field Check Tables are produced on a weekly basis, immediately analysed by survey managers, and main findings reported to field supervisors for action. Field Check Tables are immediately shared with the Regional MICS Coordinator;   |  |                  |
| Participation of UNICEF CO staff is organised to assist in monitoring data collection;  |  |                  |

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| UNICEF Data Processing expert consultant is timely provided with necessary information and country visits are well managed and coordinated;   |  | Data processing completed        | 1 September 2022 |
| Hardware is made available for the CAPI application (data collection and central office menu components), and software is properly installed and a working, data transfer system and data backup system is established;   |  |                                  |                  |
| Monitor data processing and secondary data editing.   |  |                                  |                  |
| Sampling Weights are included in the datasets and reviewed by the sampling expert of the SSC with the guidance and review of the UNICEF Sampling expert consultant;   |  | Data analysis is completed       | 1 October 2022   |
| MICS tabulation plan and standard syntax are customised and used in generating SPSS dataset and tables.   |  |                                  |                  |
| Dataset/Tables including the wealth index are substantively reviewed by technical experts (e.g., sampling and household survey experts) and subject matter experts at the SSC, as well as by the UNICEF MICS Team before the report writing commences;  |  |                                  |                  |
| Facilitate communication on process of anonymisation of geocodes between the UNICEF MICS Team and the SSC as per 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;   |  | Report writing is completed      | 31 December 2022 |
| Ensure that the Survey Findings Reports and Statistical Snapshots undergoes 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 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 (MoU, CSP, questionnaires, manuals, sample design, field reports, CAPI application, syntaxes, database, geocoding, tables, Survey Findings Report and Statistical Snapshots, dissemination materials, etc.) is being produced by the SSC. |  |                                  |                  |
| Travel International (if applicable)  | Attending 3 international MICS workshops   | 1 August 2021 - 31 December 2022 |                  |
| Travel Local (please include travel plan)   | Monitoring listing and fieldwork in the regions  | 1 April 2022 -1 September 2022   |                  |
| DSA (if applicable)   |  |                                  |                  |
| <b>Payment Condition</b>  | <p>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</p> <p>The consultant is to indicate their monthly fee for the services to be provided. The fees payable to a consultant shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee.</p> |                                  |                  |

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|   | <p>UNICEF reserves the right to withhold all or a portion of payment or terminate the contract if performance is unsatisfactory, if work/output is incomplete or not delivered or for failure to meet deadlines.</p>  |
| <p><b>Total estimated consultancy costs<sup>1</sup></b></p>   |   |
| <p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines:<br/>University degree in Demography, Statistics, Social Sciences, Epidemiology or any other related technical field is required.</p> | <p><b>Knowledge/Expertise/Skills required:</b></p> <p><b>Qualifications and Competencies</b></p> <p><i>Skills and Experience:</i></p> <ul style="list-style-type: none"> <li>▪ Proven minimum of 5 year experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS) requested; ;</li> <li>▪ Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS);</li> <li>▪ Experience with CAPI data collection;</li> <li>▪ Training experience and ability to organise and facilitate training and presentations;</li> <li>▪ Experience in data analysis and survey report writing.</li> </ul> <p><i>Other competencies:</i></p> <ul style="list-style-type: none"> <li>▪ Excellent communication and interpersonal skills.</li> <li>▪ Excellent oral and written communications in English and Azerbaijani required;</li> <li>▪ Familiarity and previous experience of working in Azerbaijan and/or in the region highly desirable.</li> <li>▪ Demonstrated ability to work in a multicultural environment and to establish harmonious and effective relationships both within and outside the organisation, more specifically with National Statistical Offices;</li> <li>▪ Demonstrated leadership, managerial and supervisory ability; Ability and willingness to travel extensively in-country and to attend regional workshops.</li> <li>▪ UNICEF is committed to diversity and inclusion within its workforce and encourages applications from qualified female and male candidates from all national, religious and ethnic backgrounds, including people with disabilities.</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><b>Office Arrangements and Travel Requirements</b></p>  | <p><input type="checkbox"/> Home Based   <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified:   <input checked="" type="checkbox"/></p> <p>IT and Communication equipment required:   <input checked="" type="checkbox"/></p> <p>Internet access required:   <input checked="" type="checkbox"/></p>   |

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| <p>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. The travel costs will be covered by the UNICEF Country Office. The NMC will be based at the SSC who will provide her/him space, adequate working conditions with Internet access and equipment as necessary.</p> <p><b>Note:</b> According to UNICEF’s procedures each consultant should have mandatory service break of 2 weeks after 11.5 months of contract. This means the NMC’s contracts will be split into 11.5 months and 5.5 months respectively.</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> |
| <p><b>Mandatory Training</b><br/>All consultants regardless of contract duration must complete the applicable mandatory training. The link to these online training will be provided during the selection process for the successful candidates.</p>   |  |
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Deadline: 18 July 2021, 18:00.

Interested individuals can apply and submit their applications through the link:

<https://jobs.unicef.org/en-us/job/541788/national-multiple-indicator-cluster-surveys-mics-consultant>

Please note that we will not be able to consider your application if it is not linked to the UNICEF e-recruitment system.

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.