**JAMAICA**

**Multiple Indicator Cluster Survey (MICS)**

Terms of Reference – National MICS Consultant

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| Title | National MICS consultant |
| Location of Assignment | Kingston, Jamaica |
| Language(s) required | English |
| Duration of Contract | 11.5 months |
| Consultant Reporting to | UNICEF M&E Specialist |
| Estimated Cost; fee + TRAVEL | The consultant should include in the offer monthly salary. Travel will be covered by UNICEF and paid to the Consultant as per UNICEF rules |
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11.5 to 18 months

**Background**

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 20 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. The MICS is a key source of data on child protection, early childhood education, and a major source for child health and nutrition indicators. MICS is therefore a data collection tool used to generate data for monitoring the progress towards national goals and global commitments for promoting the welfare of children and provides valuable data for MDG monitoring for the UN Secretary General’s Final Millennium Development Goals Report.

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. This new round is in accordance with the list of Sustainable Development Goal (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 230 global indicators, of which around 30 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 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, 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.

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. This round of MICS presents a unique opportunity to support this process.

The UNICEF Country Office supported MICS surveys in 1995, 2000, 2005-6 and 2011. To support the country in meeting its global and regional reporting requirements , including the SDGs, monitoring the situation of children for key development areas and establishing a baseline of the 2018-2021 Country Programme cycle, UNICEF Jamaica Country Office will support a MICS as part of the 6th round of the survey programme in 2021-22. To ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met and that the Planning Institute of Jamaica (PIOJ) and the Statistical Institute of Jamaica(STATIN) receive the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Jamaica Country Office will hire a full-time consultant to oversee the MICS process from preparatory work to release of results.

The 2021 Jamaica 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.

**Purpose of the Job**

Under the overall supervision of the Monitoring and Evaluation Specialist (UNICEF), the National MICS Consultant (NMC) will support and provide guidance to UNICEF Jamaica and the PIOJ for the preparation, implementation, and completion of the MICS survey in Jamaica. Field Work under the Jamaica MICS Survey will be outsourced with close oversight by STATIN and the MICS team’ The consultant will also oversee the hiring of a firm to conduct the fieldwork.

The NMC will advise the PIOJ, STATIN and the contracted survey firm, 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 Country Office and PIOJ, 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 Jamaica MICS (collectively labelled “The UNICEF MICS Team”).

**Main Tasks Related to the Job**

1. Provide technical and managerial oversight to the MICS6 survey project;
2. Present the MICS methodology, tools, and guidelines to partners/stakeholders (e.g. MDAs, 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 PIOJ , STATIN and the contracted survey firm, 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 PIOJ, STATIN 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, the PIOJ and STATIN;
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.

**Specific Activities**

In consultation and collaboration with the UNICEF CO, the PIOJ and STATIN, 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:

1. *Survey Planning:*

* A Steering Committee is established and composed of all relevant national and international stakeholders, including National Ethical Committee;
* At least one Technical Committee comprised of all relevant technical experts is established;
* The Survey Plan and Budget, including timetable is finalised and shared with all stakeholders;
* A Memorandum of Understanding between UNICEF Jamaica and the PIOJ is signed before funds are spent on survey activities;
* Survey supplies are procured and distributed in time for training and data collection;
* Sample design:
  + The UNICEF Sampling expert consultant is provided with necessary information and visits are well managed and coordinated within survey plans;
  + Sample design is finalised by the sampling expert of STATIN 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;
  + 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, 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 recruited survey team with the guidance of the UNICEF Data Processing expert consultant;
  + CAPI application template is reviewed by the UNICEF MICS Team before finalisation;
  + Secondary editing guidelines and Field Check Table syntax are customised by the data processing expert of the recruited survey team with the guidance of the UNICEF Data Processing expert consultant.

1. *Listing and Mapping, Training and Fieldwork, and Data Processing:*

* Listing and mapping is planned and performed 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 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 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;
* UNICEF Data Processing expert consultant is timely provided with 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), and software is properly installed and a working, data transfer system and data backup system is established;
* Monitor data processing and secondary data editing.

1. *Data Analysis and Report Writing:*

* Sampling Weights are included in the datasets and reviewed by the sampling expert of the STATIN with the guidance and review of the UNICEF Sampling expert consultant;
* 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 STATIN, 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 STATIN 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;
* 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 contracted firm in collaboration with UNICEF , PIOJ and STATIN.

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

**Deliverables**

1. Monthly Progress Report of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them;
2. Field trip reports;
3. Regional workshop trip reports;
4. Presentations and training materials used in trainings, workshops, and other meetings.
5. Survey Report

**Reporting Line**

The NMC will report directly to the Monitoring and Evaluation Specialistin 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.

**Qualifications and Competencies**

*Education:*

Post Graduate degree in, Demography, Sociology, Statistics, ~~Social Sciences~~, Epidemiology or any other related technical field is required.

*Skills and Experience:*

* 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; ;
* Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, );
* Proficient in the use of statistical software e.g. SPSS.
* Experience with CAPI data collection;
* Training experience and ability to organise and facilitate training and presentations;
* Experience in data analysis and survey report writing.

*Other competencies:*

* Excellent communication and interpersonal skills.
* Excellent oral and written communications in English*;*
* Familiarity and previous experience of working in Jamaica and/or in the region highly desirable.
* 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;
* Demonstrated leadership, managerial and supervisory ability; Ability and willingness to travel extensively in-country and to attend regional workshops.

**Office Arrangements and Travel Requirements**

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 UNICEF who will provide her/him space, adequate working conditions with Internet access and equipment as necessary

**Estimated Duration of Contract and Fees:**

The NMC should be recruited at the start of MICS planning and should remain on board until the Survey Findings Report, Statistical Snapshots and the survey archive are produced. Without significant and unforeseen delays, the MICS survey can be conducted in 18 months.

The duration of consultancy will cover a minimum of 11.5 months and a maximum of 18 months, depending on the time it will take to finalise the whole MICS process. Only candidates that can commit for this whole duration will be considered.

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. This contract does not allow payment of off-hours, medical insurances, taxes, sick leave.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete or not delivered or for failure to meet deadlines.

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

**HOW TO APPLY:**

Prospective consultants should apply through UNICEF jobs website. The application package should include the following:

* Detailed Curriculum Vitae
* A cover letter including the monthly salary required (travel will be covered by UNICEF and paid as per our policy) ;

Drafted by: Reviewed by:

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Donneth Edmondson (M&E Specialist) Vicente Teran (Representative OIC)

Date :  Date :