

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

<b>Title: International MICS Consultant</b>	WBS/Funding Reference/Activity/IR:  Activity 6.1.1.2: Support implementation of national surveys: a) MICS 2024 or b) Violence against Children (VAC) survey or c) WASH Monitoring System surveys. WBS: 5070/A0/06/600/601/004	<b>Type of engagement</b>  <input checked="" type="checkbox"/> Consultant	<b>Workplace of Consultant:</b>  Hybrid (home-based and office-based)  Dhaka, Bangladesh
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<b>Grant:</b> 5070/A0/06/600/601/004	<b>GL Account:</b> <i>Enter GL Account Code</i>	<b>Fund ID:</b> SC/SM
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### 1. 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 Bangladesh, UNICEF is working with its partners to support the Government in realizing children’s rights to survival, development, protection, and participation.

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 the results of the first surveys expected to be available by the end of 2023. This new round is per 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.

As governments establish national frameworks for monitoring progress toward the Sustainable Development Goals (SDGs), it becomes imperative to engage in strategic planning and investments to ensure the collection of robust, more frequent, and timely data. The current round of the Multiple Indicator Cluster Survey (MICS) presents a unique opportunity to contribute to this vital process. The Government of Bangladesh is currently

executing its Eighth Five-Year Plan (8 FYP) spanning from 2021 to 2025, which incorporates a set of indicators with targets and baselines aligned with the SDGs indicators. Simultaneously, Bangladesh has initiated preparatory work for the subsequent five-year plan (9th FYP, 2026 – 2030). At this juncture, the Bangladesh Government aims to conduct a MICS in 2024-2025 to systematically monitor the nation's progress vis-à-vis both national and global priorities. This survey will play a crucial role in informing and shaping the forthcoming five-year plan.

The UNICEF Bangladesh Country Office has previously supported MICS surveys in 1993, 1995, 2006, 2012-13, and 2019. The upcoming 2024-2025 MICS will provide crucial data on children, adolescents, and their families, playing a pivotal role in influencing global policies, shaping planning initiatives, and informing programming for children. Noteworthy is the introduction of a new module in the upcoming MICS in Bangladesh, representing the inaugural collection of data on blood lead levels (BLL), heavy metals, micronutrients, and anemia.

The forthcoming MICS survey will be carried out by the Bangladesh Bureau of Statistics (BBS), adhering to a standardized code of conduct for official statistics collection and following UN guidelines. Oversight of the MICS survey will be under the purview of a MICS Steering Committee led by the Secretary of the Statistics and Informatics Division (SID) at the Ministry of Planning. Additionally, a Technical Committee, chaired by the Director-General (DG) of BBS, will include representatives from various ministries, development partners, and academia. The UNICEF global MICS team will provide essential technical support and oversight throughout the survey process, spanning from design to the dissemination of the final report.

To ensure the smooth implementation of the MICS survey, adherence to specific deadlines, and the provision of necessary technical assistance to the implementing partner, the UNICEF Bangladesh Country Office will appoint an International MICS Consultant (IMC) to complement the team in implementing the MICS.

## **2. Purpose of Activity/Assignment**

Under the overall guidance of the Chief, Social Policy, Evaluation, Analytics, and Research (SPEAR) and technical supervision of the Statistics and Monitoring Specialist-SPEAR, the International MICS Consultant (IMC) will support and guide the National MICS consultant (NMC), UNICEF Bangladesh and the Bangladesh Bureau of Statistics (BBS) at critical stages of the MICS survey in Bangladesh in 2024 and 2025.

The IMC will work in close collaboration with the survey team, the stakeholders, and the Steering and Technical Committees and will work closely with NMC to represent UNICEF in meetings and workshops about the survey as needed. The IMC will also work in

### **2.1 Main Tasks Related to the Job/ Scope of the Work**

- a) Provide technical and coordination support for the MICS survey, incorporating global and international perspectives.
- b) Supervise every phase of the survey, ensuring adherence to MICS protocols and standards by the BBS, particularly during training and field monitoring and supervision visits.
- c) Maintain regular communication with the UNICEF CO and/or the UNICEF MICS Team, promptly addressing all MICS-related matters.
- d) Ensure that external technical reviews by experts (i.e., Regional Sampling Consultant, Regional Data Processing Consultant, and Regional Household Survey Consultant) are carried out at key survey stages and coordinate the feedback and response between the RO/HQ and BBS.
- e) 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.).

- f) 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.

## 2.2 Specific Activities

In consultation and collaboration with the UNICEF CO, NMC, Blood Heavy Metal Level Measurement Consultant, and BBS, the IMC will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and will contribute to the coordination of these activities:

### 2.2.1 Survey planning:

- Ensure that other MICS initiatives (MICS Plus, MICS GIS, MICS Link) are discussed with national partners and properly addressed during the survey planning stage.
- The final selection of households is reviewed, and
- The customised sample weight calculation sheets are reviewed.
- Survey plan finalized.
- Survey tools are reviewed and updated accordingly,
- Questionnaires are pre-tested, and a pre-test report is produced,
- Questionnaires are reviewed by the UNICEF MICS Team before finalization.
- MICS Household Listing and Mapping (GPS Data Collection, if applicable), Supervisor, Measurer, and Interviewer Manuals are customized for the country-specific context and translated.
- 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 BBS with the guidance of the UNICEF Data Processing and Household Survey experts/consultants.

### 2.2.2 Training, Fieldwork, and Data Processing:

- Training schedules are adequately adapted to the county context following MICS and COVID guidelines and protocols,
- 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,
- UNICEF CO staff is trained and organized to assist in monitoring data collection,
- UNICEF Household Survey and Data Processing experts/consultants are timely provided with the necessary information,
- Field Check Tables are produced weekly, and immediately analyzed by survey managers, and the main findings are reported to field supervisors for action. Field Check Tables are immediately shared with UNICEF RO.

### 2.2.3 *Data Analysis and Report Writing,*

- Sampling Weights are included in the datasets and reviewed by the sampling expert of the BBS 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 BBS, 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 BBS 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,
- 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 BBS.

### **3. Reporting Line**

Under the overall guidance of the Chief, Social Policy, Evaluation, Analytics, and Research (SPEAR) the IMC will work closely with NMC and report directly to the Statistics and Monitoring Specialist – SPEAR in the UNICEF Bangladesh Country Office. S/he will also work closely with the MICS Focal Person at BBS.

### **4. Office arrangements and travel required**

For a period not exceeding 50% of the contract duration, the IMC is expected to travel in the country for critical survey stages including main training, the start of fieldwork as well as report writing stage. While in the country, UNICEF will provide her/him space, and adequate working conditions with Internet access.

The consultant is responsible for arranging his/her travel, including bearing the costs of visas and travel insurance. Accommodation, meals, and incidental costs must not exceed the UN daily subsistence allowance rates.

### **5. Estimated duration of contract and fees**

The duration of this consultancy is initially for *a total of 120 days spread over 15 months (Mar 2024 – Jun 2025)*, with the possibility of an extension depending on the time it will take to finalise the whole MICS process.

The consultant is to indicate an all-inclusive (lump sum) fee for the services to be provided, including all associated administrative and international travel costs, if applicable (including, but not limited to costs for

obtaining visas and travel insurance). 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, sick leave, or taxes. 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.

Budget Year	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
2024-2025	SPEAR	<p>Given the specialized nature and expansive scope of the Multiple Indicator Cluster Survey (MICS) in Bangladesh, it is crucial to enlist the expertise of a dedicated consultant, to ensure the seamless execution and successful completion of the MICS survey in 2024-2025. The responsibilities encompass a diverse range of tasks, including survey planning, questionnaire design, sampling, training, fieldwork, data processing, analysis, reporting, and archiving.</p> <p>The IMC will bring international experience in survey management, overseeing various tasks in adherence to MICS guidelines, and coordinating activities with UNICEF and BBS. This demands a level of expertise that may not be readily available within a standard organizational structure. Therefore, engaging a dedicated MICS Consultant is imperative to ensure the successful implementation of the MICS survey and the generation of high-quality, disaggregated data aligned with international standards and commitments. The complexity and duration of these tasks necessitate part-time engagement, making them challenging for regular employees to handle effectively over a period exceeding one year.</p>

**Included in Annual/Rolling Workplan:**  Yes, please justify: Activity 6.1.1.2: Support implementation of national surveys: a) MICS 2024 or b) Violence against Children (VAC) survey or c) WASH Monitoring System surveys.

**Consultant sourcing:**

National  International

**Consultant selection method:**

- Competitive Selection (Roster)
- Competitive Selection (Advertisement/Desk Review<sup>1</sup>/Interview)
- Single Sourcing (exceptional, only in emergencies, approval by Head of Office required)

Name (in case of single sourcing/extension)	Justification or Refer to NFR (in case of single sourcing/extension)		
Supervisor:	Start Date:	End Date:	Number of Days (working)
	March 2024	June 2025	120 days

<sup>1</sup> A Desk Review should only be considered as a selection method when there is a justifiable urgency.

<b>Mahboob E Alam</b> , Statistics and Monitoring Specialist- SPEAR Section, UNICEF Bangladesh Country Office			
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Tasks/Milestone:	Deliverables/Outputs:	Timeline
Survey Plan	Finalized MICS 7 (2024-2025) Survey Plan	By 30 June 2024
Sampling	Finalized sampling design	By 30 June 2024
Questionnaire	Finalized MICS Questionnaire both in Bangla and English	By 30 August 2024
Survey Manuals	Finalized MICS Survey Manuals both in Bangla and English	By 30 August 2024
Listing and Mapping	Listing and Mapping, Training and Fieldwork, and Data Processing completed	By 31 October 2024
Data collection Field check tables are analysed bi-weekly	MICS data collection completed	31 December 2024
Support to data analysis, report preparation, and data archive	Effective support provided to respective technical experts like- data analysis and report writing consultants	By 30 May 2025
Field visits and overseas trips (as and when required)	Field trip reports, Regional workshop trip reports, Presentations and training materials used in training, workshops, and other meetings.	As and when required

Estimated Consultancy fee			
Travel International (if applicable)	Two international travels in the Asian Region	TBD	Actual, as per UN rate and policy
Travel Local (please include travel plan)	Travel Local (please include travel plan)	TBD	Actual, as per UN rate and policy
<b>Terms of payment</b>		<input type="checkbox"/> Payment is based on an approved Timesheet and Invoice every month. <input checked="" type="checkbox"/> Payment is based on the approved invoice and final evaluation upon completion of all deliverables at the end of the assignment. <input type="checkbox"/> Fee advance, percentage (up to 10 % of total fee)	

Minimum Qualifications required	Knowledge/Expertise/Skills required.
<p><input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>An advanced university degree in, Statistics, Demography, Social Sciences, Epidemiology, or any other related technical field is required.</p>	<p><i>Skills and Experience:</i></p> <ul style="list-style-type: none"> <li>▪ Proven minimum of 5 years experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS)) preferred,</li> <li>▪ Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS) are required.</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 communication in English required,</li> <li>▪ Familiarity and previous experience working in Bangladesh and/or in the region are 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,</li> <li>▪ Ability and willingness to travel extensively in-country and to attend regional workshops.</li> </ul>
<p><b>Administrative details:</b>            Visa assistance required: <input type="checkbox"/>            Transportation arranged by the office: <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p><b>Period of in-country visits to Bangladesh during critical periods of the survey</b></p> <p>If office-based, seating arrangement is identified: <input checked="" type="checkbox"/>            IT and Communication equipment required: <input type="checkbox"/>            Internet access required: <input checked="" type="checkbox"/></p>

Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (COVID-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met before taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations, or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions, or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterward in your assignment.

**Checklist for VA and hiring managers.**

**1. Technical Offer:**

Based on the careful study of the TOR and deliverables, provide (1) information on the way you intend to achieve the outputs of the assignment and complete the deliverables. (2) Please elaborate on the timeline and milestones. (3) Also indicate references to the similar assignments that you performed and their contacts, and (4) attach your CV.

**2. Financial Offer:**

There should be an all-inclusive (lump-sum) fee for all deliverables and complete output of the assignment as described in the TOR. It should include among others consultancy fees, associated administrative costs, and all living and travel costs (please see the travel plan in the TOR if applicable). UNICEF will not cover any additional costs. A payment schedule that is linked to milestones and completed deliverables should be included.

**The offers will be evaluated as follows:**

Criteria	Weight	Points/amount
<b><i>Qualifications</i></b>	<b><i>20%</i></b>	
Education qualification	10%	
Years of relevant experience	5%	
References to similar assignments	5%	
<b><i>Technical Offer</i></b>	<b><i>50%</i></b>	
Adequate understanding and knowledge of household survey	20%	
Adequate understanding of coordination mechanisms across government agencies at the national and sub-national levels	15%	
Previous experience in conducting MICS / DHS surveys	15%	
<b><i>Financial Offer</i></b>	<b><i>30%</i></b>	
Payment schedule linked to milestones	15%	
All-inclusive fee	15%	
<b><i>TOTAL</i></b>	<b><i>100%</i></b>	



**Child Safeguarding Certificatio(to be completed by the Supervisor of the post**