

## **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

Title		Type of Engagement	Duty Station:
<b>MICS7 Survey Consultant (International Consultancy)</b>		<input checked="" type="checkbox"/> Consultant	Freetown with occasional travel to districts
<p><b><u>Background</u></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 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 is currently providing data for Sustainable Development Goals (SDG) monitoring and reporting.</p> <p>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. Today, MICS, covering almost half of the SDG indicators that are household survey-based, 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 covers about one-third of household survey-based SDG indicators.</p> <p>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. This round of MICS presents a unique opportunity to support this process.</p> <p>The UNICEF Sierra Leone Country Office (SLCO) has previously supported MICS surveys in 1995, 2000, 2005, 2010 and 2017. In support of the Government of Sierra Leone SDG monitoring and to inform national development plans and programmes, UNICEF Sierra Leone Country Office will support a MICS as part of the 7th round of the survey programme in 2024. To ensure that the implementation of the MICS survey runs smoothly, specific deadlines are met and that the implementing partner, Statistics Sierra Leone (Stats SL) receives the technical assistance necessary to produce statistically sound and reliable data, the UNICEF Sierra Leone Country Office will hire an international consultant to oversee the MICS process from preparatory work to release of results.</p> <p>The 2024 Sierra Leone MICS 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</p>			

and process survey data, facilitates real-time monitoring, improves the quality of the data and reduces survey costs. CAPI was also used for the 2017 MICS.

**Purpose of Activity/Assignment** Under the overall supervision of the Chief of Evidence, Policy and Social Protection, the MICS Consultant will support and provide guidance to UNICEF Sierra Leone and Stats SL for the preparation, implementation and completion of the MICS survey in Sierra Leone. The MICS Consultant will advise and support Stats SL, 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 MICS Consultant will communicate effectively between the UNICEF CO and Stats SL, responding promptly to MICS-related needs and issues as they arise.

The MICS Consultant will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF to provide technical assistance to the MICS process, as applicable. 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 MICS Consultant will also work in close collaboration with the Regional MICS Coordinator at the UNICEF Western and Central Africa Regional Office (WCARO) and the MICS Team at UNICEF Headquarters (HQ), as well as experts and consultants assigned to support the Sierra Leone MICS (collectively labeled "The UNICEF MICS Team").

#### **Scope of Work:**

The consultancy covers the following areas of responsibility:

1. Provide technical and managerial support to the MICS,
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 Sierra Leone, the Survey Plan and Budget, including the 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 Stats SL, more specifically during training and field supervision visits,
6. Communicate regularly with UNICEF Sierra Leone and the UNICEF MICS Team, responding to all MICS-related issues in a timely manner,
7. Provide monthly updates on MICS activities to UNICEF Sierra Leone and Regional MICS Coordinator,
8. Coordinate the work of Stats SL 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 Stats SL,
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, field check tables, output and tabulation plan tables, syntaxes, datasets, cluster geocodes, boundary shapefiles, 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 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,
15. 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.

### Confidentiality of Data and MICS Documents

The MICS Consultant 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 MICS Consultant 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

**Child data role** ☒ YES ☐ NO

	<b>Start Date:</b> 15 October 2023	<b>End Date:</b> 14 October 2024	<b>Number of Days (working)</b> 175
<b>Work Assignment Overview</b>			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
In consultation and collaboration with UNICEF Sierra Leone and Stats SL, the MICS 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:			
<b>Survey Planning:</b>	<ul style="list-style-type: none"> <li>A Steering Committee composed of all relevant national and international stakeholders, including National Ethical Committee is established</li> <li>A Technical Committee comprised of all relevant technical experts is established,</li> <li>The Survey Plan and Budget, including timetable is finalised and shared with all stakeholders,</li> <li>A Memorandum of Understanding between UNICEF Sierra Leone and Stats SL is signed before funds are spent on survey activities,</li> <li>Survey supplies are procured and distributed in time for training and data collection,</li> </ul>	Months 1 - 3	30%

	<ul style="list-style-type: none"> <li>• Ensure that other MICS initiatives (MICS Plus, MICS GIS, MICS Link) are discussed with national partners and properly addressed during survey planning stage,</li> <li>• Sample design: <ul style="list-style-type: none"> <li>○ The UNICEF Sampling expert/consultant is provided with the necessary information, and visits are well managed and coordinated within survey plans,</li> <li>○ Sample design is prepared by the sampling expert of Stats SL with the guidance and review of the UNICEF Sampling expert / consultant,</li> <li>○ Listing and Mapping materials and operations are reviewed by the UNICEF Sampling expert/consultant,</li> <li>○ 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,</li> <li>○ Sample design is reviewed by the UNICEF MICS Team before finalization,</li> </ul> </li> <li>• The final selection of households is reviewed, and the weights are reviewed.</li> <li>• MICS questionnaires: <ul style="list-style-type: none"> <li>○ Appropriate UNICEF programme staff and the Technical Committee are involved in reviewing the customisation of relevant sections of the MICS questionnaire,</li> <li>○ Selected modules address country data gaps and address SGD data needs,</li> <li>○ Questionnaires undergo translation and back translation process,</li> <li>○ Questionnaires and manuals undergo an ethical review,</li> <li>○ Questionnaires are pre-tested, and a pre-test report is produced,</li> <li>○ Questionnaires are reviewed by the UNICEF MICS Team before finalisation.</li> </ul> </li> <li>• Manuals: <ul style="list-style-type: none"> <li>○ MICS Household Listing and Mapping (GPS Data Collection, if applicable), Supervisor, Measurer, and Interviewer Manuals are customised for the country-specific context and translated.</li> </ul> </li> <li>• CAPI application template: <ul style="list-style-type: none"> <li>○ CAPI application template is customised by the data processing expert of Stats SL with the guidance of the UNICEF Data Processing expert/consultant,</li> </ul> </li> </ul>		
--	---	--	--

	<ul style="list-style-type: none"> <li>○ Customised CAPI application is reviewed by the UNICEF MICS Team before finalisation,</li> <li>● Secondary editing guidelines and Field Check Table tabulation plan and syntax are customised by the data processing expert of Stats SL with the guidance of the UNICEF Data Processing and Household Survey experts / consultants.</li> </ul>		
<i>Listing and Mapping, Training and Fieldwork, and Data Processing:</i>	<ul style="list-style-type: none"> <li>● Listing and mapping is planned and carried out per MICS guidelines,</li> <li>● Training schedules are adequately adapted to the county context while following MICS guidelines,</li> <li>● Appropriate resource persons are identified to facilitate training (i.e., nutritionists for anthropometry training, survey experts for methodology, etc.),</li> <li>● Contribute to the pre-test, CAPI test, and fieldwork training,</li> <li>● Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines,</li> <li>● 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,</li> <li>● UNICEF CO staff is trained and organised to assist in monitoring data collection,</li> <li>● UNICEF Household Survey and Data Processing experts/consultants are timely provided with the necessary information, and country visits are well managed and coordinated,</li> <li>● 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,</li> <li>● Monitor sample selection with Stats SL after the listing and mapping exercise is completed,</li> <li>● Monitor pre-test, CAPI test, and main data collection,</li> <li>● Monitor data processing and secondary data editing.</li> </ul>	Months 3-8	35%
<i>Data Analysis and Report Writing:</i>	<ul style="list-style-type: none"> <li>● Sampling Weights are included in the datasets and reviewed by the sampling expert of Stats SL with the guidance and review of the UNICEF Sampling expert/consultant,</li> <li>● MICS tabulation plan and standard syntax are customised, reviewed by the UNICEF MICS Team, and used in generating SPSS datasets and tables,</li> <li>● Datasets/Tables, including the wealth index are substantively reviewed by technical experts (e.g., sampling and household survey experts) and subject matter experts at Stats SL, as well as by the UNICEF MICS Team before the report writing commences,</li> <li>● Facilitate communication on the process of anonymisation of geocodes between the UNICEF MICS Team and Stats SL as per the Memorandum of Understanding,</li> </ul>	Months 3 - 11	35%

	<ul style="list-style-type: none"> <li>• 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,</li> <li>• Ensure that the Survey Findings Reports and Statistical Snapshots undergo the technical review process by the UNICEF MICS Team,</li> <li>• Coordinate the printing and distribution of the Survey Findings Report and Statistical Snapshots,</li> <li>• Organise and facilitate the presentation of the Survey Findings Report and Statistical Snapshots through a national seminar,</li> <li>• Provide technical expertise and advice for the wide dissemination of the Survey Findings Report, Statistical Snapshots, and main results,</li> <li>• 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 Stats SL.</li> </ul>		
Attend all MICS Regional and/or National Workshops	Workshop reports	Through out the assignment	
<i>Progress reporting</i>	<ul style="list-style-type: none"> <li>• Monthly Progress Report of activities, describing activities undertaken during the month and highlighting problems met and solutions put in place to mitigate them,</li> <li>• Field trip reports,</li> <li>• Regional workshop trip reports,</li> <li>• Presentations and training materials used in trainings, workshops, and other meetings.</li> </ul>	Through out the assignment	

<p><b>Minimum Qualifications required:</b></p> <p><input type="checkbox"/> Bachelors   <input checked="" type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines:</p> <p>Demography, Statistics, Social Sciences, Public Health, Epidemiology, or any other related technical field is required.</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <p><i>Skills and Experience:</i></p> <ul style="list-style-type: none"> <li>▪ Proven minimum of five 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),</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 of working in Sierra Leone 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>
---	---

<sup>1</sup> 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

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. 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 prior to 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 afterwards in your assignment.