**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| **PART I** | | | |
| Title of Assignment | *Regional household survey consultant* | | |
|  | International | National | |
| Contract Type | Individual Consultant | Individual Contractor (Part-Time / Full Time) | |
| Indicate level of consultancy | Senior (P5+) | | |
| Hiring Section | Programme Planning and Monitoring (PPM) | | |
| Location | Remote/home based with mission in the field | | |
| Duration | *6 months* | | |
| Start/End date | **From:** 1-Apr-22 | | **To:** 30-Sep-22 |

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| **Part** *II (this information is for INTERNAL use only; shall not be shared with candidates)* | | |
| Supervisor | *Ranto Ramananjato, Statistics and Monitoring Specialist, PPM* | |
| Planned Budget/Estimated Cost of assignment |  | |
| Budget Code | Grant: Non-Grant (BMR) | |
| AWP Activity | *240R/A0/10/880/006* | |
| Proposed assignment is included in the approved ESARO Consultant Plan | *Yes* | *No* |
| Proposed methodology for sourcing of qualified candidates | Advertisement | Expression of Interest |
| **Child Safeguarding** | | |
| Is this assignment considered an “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective? | Yes | No |
| Is this a Direct contact role? | Yes # of hours per month? | No |
| Is this a child data role? | Yes # of hours per month | No |

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| **PART III: Signatures** | | | |
| **Function** | **Name and Designation** | **Signature** | **Date** |
| Prepared by | Ranto Ramananjato,  Statistics and Monitoring Specialist |  | 02/03/2022 |
| Reviewed | Hrayr Wannis,  OIC Chief of PPM |  | 04/03/2022 |
| Endorsed by | Jill Osborn  Regional Chief of HR  ESARO |  |  |
| Approved by | Lieke van de Wiel  Deputy Regional Director |  |  |

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS**

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| --- | --- | --- |
| **PART I** | | |
| Title of Assignment | Regional household survey consultant | |
| Section | Programme Planning and Monitoring (PPM) | |
| Location | Remote/home based with mission in the field | |
| Duration | 6 months | |
| Start/End date | **From:** 1-Apr-22 | **To:** 30-Sep-22 |

**Background and Justification**

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. 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 made available in 2017. 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.

MICS surveys are usually carried out by government organizations, with the support and technical assistance of UNICEF. When countries adhere to the MICS protocols and recommendations and make use of the tools provided, the survey process goes very smoothly. However, in many countries, the provision of survey tools alone has not been sufficient without the additional support of experienced personnel providing technical assistance to MICS implementing partners.

As part of the MICS6 programme, UNICEF will continue to strengthen its MICS technical support mechanism at the regional level so that country offices can receive the required level of technical assistance at critical stages of the survey and are in a better position to support the implementing partner.

Across Eastern and Southern Africa (ESA) Region, in addition to Eswatini, where data collection is ongoing, MICS surveys are planned in Comoros and Somalia for 2022. ESA Regional Office (ESARO) will, therefore, hire experienced household survey consultant to provide necessary technical assistance to country offices and their partners at critical survey stages in a timely manner.

**Scope of Work**

1. ***Goal and Objective*:**

Under the overall supervision of the UNICEF Regional MICS Coordinator, the MICS Regional Household Survey Consultant has the responsibility for supporting the preparation, implementation and completion of the MICS in selected countries in ESAR. By providing technical support to MICS surveys, this consultancy contributes to evidence generation on the situation of children and women in the region.

1. ***Activities and Tasks:***

Key activities include:

1. Provide technical support to Somalia MICS within 8 working days and a payment of 27%
   1. Support the survey Design Workshop
   2. Review indicator list and questionnaires
2. Provide technical support to Comoros MICS within 15 working days and a payment of 50%
   1. Support training of interviewers
   2. Monitor data quality during fieldwork
3. Additional budget for 10 days travel in Comoros to support to support the training of interviewers (23% of contract value).
4. ***Work relationships:***

The consultant will closely work with National Statistical Office. This includes in-country missions to support training of interviewers and review of key documents for each survey (list of indicators, questionnaires, field check tables).

**Payment Schedule and deliverables**

The total duration of the contract is 23 non-consecutive days over the period 1 April 2022 to 30 September 2022.

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| **Deliverables** | **Duration** | **Timeline/Deadline** | **Schedule of payment** |
| Report on support provided to MICS Somalia | 8 days | Sept. 2022 | 27% |
| Report on support provided to MICS Comoros | 15 days | June 2022 | 50% |
| Trip report for in-country mission | 10 days included in Comoros support | May 2022 | 23% |

All MICS standard tools from survey design to report writing are shared in MICS program website (www.mics.unicef.org). As per [Technical Collaboration Framework](https://mics.unicef.org/files?job=W1siZiIsIjIwMjEvMDMvMjgvMjAvMTIvMzQvNTk0L01JQ1NfTW9VX0FwcGVuZGl4X1RlY2huaWNhbF9Db2xsYWJvcmF0aW9uXzIwMjEwMzI3LmRvY3giXV0&sha=65a2850c19f3159b), the consultant will provide technical support to Country Offices in reviewing customized tools and implementing key activities such as training of interviewers and DIRC workshop.

The Regional Household Survey Consultant must respect the confidentiality of the MICS data as well as any country specific MICS documents that will be produced throughout the MICS process. The Regional Household Survey Consultant can use the documents and the datasets only for the tasks related to these terms of reference.

**Desired competencies, technical background, and experience**

**Education**

At least a Master’s Degree or equivalent in Social Sciences, Demography, Statistics, Epidemiology, or other related technical field with significant measurement or analysis component is required

**Skills and Experience**

* At least 10 years’ experience in the coordination and/or management of quantitative household surveys. (Prior MICS/DHS coordination experience mandatory);
* Expertise in statistical analyses (familiarity with data processing and data analysis software, SPSS mandatory);
* Experience in survey report writing;
* Fluency in English;
* Oral and written communications in French will be an asset;
* Excellent communication and interpersonal skills;
* Ability and willingness to travel to all countries across ESAR.

**Other competencies**

* Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners;
* Demonstrated leadership, managerial and supervisory ability.

**Administrative issues**

The consultant is expected to be home based with travel to Comoros for 10 days, depending on COVID-19 travel restrictions in 2022. Cost of travel will be included in the contract and consultant will arrange travel on his own. Travel will be in economy class. Choice of ticket to purchase will be made with supervisor’s approval. If the consultant is required to quarantine while traveling, UNICEF will pay for the quarantine if not organized by the host country. Travel cost will be reimbursed via consultant’s invoice.

**Conditions**

Regional Household Survey Consultant will work from home using own equipment and stationery. During country visits, UNICEF CO or the implementing partner will provide working space for the consultant.

As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary.

Individuals engaged under a consultancy 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.

**Risks**

COVID-19 pandemics may have an important impact on household surveys. The validity of the contract has been fixed at 6 months to ensure that activities can be implemented while some delays may occur due to COVID-19 restrictions. Regular meetings will be carried out to track progress towards objectives.

**How to Apply**

Qualified candidates are requested to submit a cover letter, CV, P11 form and their technical proposals to the online recruitment portal (Talent Management System) or email provided.

Interested candidates to indicate ability, availability, and daily rate expressed in US$ to undertake the terms of reference.

**Applications submitted without a rate including return ticket to Comoros and subsistence allowance for 10 days will not be considered.**