

Vacancy Announcement

Title: Long-Term Agreement (LTA) for Engagement of Individual Consultants for MICS Plus Surveys

Duty Station: Remote-based consultancy contracts

Duration of LTA: Two years with the possibility of extension for one more year (max. 3 years)

About UNICEF

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. The world's largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments. UNICEF has over 12,000 staff in more than 145 countries.

BACKGROUND/RATIONALE

Multiple Indicator Cluster Surveys (MICS) enable countries to produce statistically sound and internationally comparable estimates of a range of indicators on the situation of children and women in areas such as health, education, early childhood development, child protection, water and sanitation, and nutrition. For many countries, MICS surveys are among the most important data sources used for situation analyses, policy decisions, programme interventions, and informing the public about the situation of children and women.

In recent years, including during the pandemic, the MICS programme has continued innovating new methods and protocols for data collection. A recent initiative of the MICS programme is MICS Plus. MICS Plus is based on the probability selection of a sub-sample of households interviewed during a MICS survey – or any other household sample frame furnished with telephone numbers - and initiating regular calls to these households for a maximum period of one year to continue data collection. The method progressively builds up longitudinal data on the situation of children and the well-being of households; results are reported on a near real-time basis. MICS Plus can be used for various purposes, such as (a) collecting longitudinal data on MICS topics, (b) for opinion polling, (c) generating data on children not available in MICS for both methodological and practical reasons, (d) for programme monitoring and evaluation, (e) for crisis monitoring.

MICS Plus was piloted in two districts of Belize in 2019-2020. As the pilot test progressed, the COVID pandemic created an unforeseen opportunity to mainstream MICS Plus in the MICS programme sooner than anticipated. In 2020-2021, two national MICS Plus surveys were initiated and finalised, with six waves of calls in Georgia and nine waves in Mongolia. Since then, more countries joined the MICS Plus initiative and more countries are coming forward to join the MICS programme to conduct MICS Plus. Implementation of MICS Plus in Samoa, Jamaica, and Nigeria is ongoing; Fiji and Afghanistan are in the design stage, and five more countries are in the planning stage.

Experience has shown that conducting data collection regularly during a year is labour-intensive and requires dedicated human resources to provide technical support to each wave of calls, including preparation, implementation, and completion. With more countries joining, more human resources are needed to provide the technical assistance necessary to support the production of statistically sound and

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reliable data and ensure that MICS Plus surveys are conducted with best practices and acceptable quality standards. To meet this requirement, UNICEF would like to engage the services of experts in different areas of survey implementation to support the MICS Plus team in providing high-quality and continuous technical support to countries joining the programme.

PURPOSE OF ASSIGNMENT

In order to provide technical support to the National Statistical Offices (NSOs), UNICEF HQ needs to hire consultants (preferably with previous MICS or MICS Plus experience and/or similarly designed surveys conducted over the phone). The consultants will support MICS Plus activities in selected countries, from preparatory work to releasing results, in consultation with HQ and RO staff members designated to coordinate and provide technical support to MICS Plus implementation.

OBJECTIVE(S)

The overall objective of this Terms of Reference is to set up a Long-Term Agreement to facilitate and expedite the process with which the UNICEF MICS Plus team will hire consultants as required to support the preparation, implementation, and completion of MICS Plus in implementing countries.

MAJOR TASKS TO BE ACCOMPLISHED

The consultants will have the responsibility for supporting the preparation, implementation, and completion of MICS Plus in implementing countries under the guidance of the MICS Plus team in the Data Collection Unit. The work will be carried out for assigned activities during survey planning, questionnaire design, sampling, training, data collection, data processing, data analysis, dissemination, and support sampling and data processing experts when needed, ensuring that MICS Plus protocols and recommendations are always followed, and participate in developing/improving methodology and tools used for MICS Plus surveys. Tasks include, but are not limited to:

1. Support the MICS Plus Coordinator in providing technical assistance and oversight for MICS Plus in implementing countries. This will include providing support for the preparation, review, and finalisation of the products/activities in each stage of the survey implementation: Survey design, Data collection, Analysis, and Dissemination.
2. Work on the sample design, including sample weight calculation, matching substitution, propensity score calculation, evaluation of sample implementation and other sampling-related tasks.
3. Support data processing work, including work on developing data management systems, editing and analysis programmes, and other data processing-related tasks.
4. Work on methodological development/improvement and survey tools development.

Responsibilities of the Consultants:

- I. Consultants will use their own equipment: laptops, microphones, software and other accessories that may be required for these tasks.
- II. Consultants will not share the content/material, or any part thereof, with any third party without the written permission of UNICEF. All components will be the property of UNICEF, and the consultant will not share the same with anyone else.
- III. Consultants will not put their name, logo/emblem on the content / any final product.

Responsibilities of UNICEF:

- i. UNICEF will provide all details pertaining to the activity and the requirements.
- ii. UNICEF will orient the consultant on UNICEF's MICS Plus best practices and acceptable quality standards.

Consultants may be required to work on Saturdays and Sundays based on the requirements of the assignment.

DELIVERABLES

S. No.	Category	Deliverables
1.	Survey design and implementation	<p>Survey design</p> <ul style="list-style-type: none"> • Preparation and reviews with feedback and suggestions for each wave of the data collection on: <ul style="list-style-type: none"> – Survey plan (including budget and training plans for the pilot and main data collection) – Indicator list (aka. Analysis plan) – Questionnaire design – Manual for Interviewers <p>Data collection</p> <ul style="list-style-type: none"> • Preparation and a review with feedback and suggestions for each wave of the data collection on: <ul style="list-style-type: none"> – Training of fieldwork personnel – Pilot data collection and monitoring – Data quality monitoring plan (e.g., Power Bi dashboard) development/review • Participate in and facilitate trainings • Review with feedback and suggestions for each wave of the data collection on: <ul style="list-style-type: none"> – Main data collection – review and suggestions for data quality improvement on a daily basis during the data collection <p>Analysis and dissemination</p> <ul style="list-style-type: none"> • Review with feedback and suggestions for each wave of the data collection on: <ul style="list-style-type: none"> – Survey results according to the analysis plan – Dissemination materials (tabulations, snapshots, dashboard, news items, and/or similar dissemination materials)
2.	Sampling	<ul style="list-style-type: none"> • Sample design • Sample selection • Weights calculation • Conditional substitution • Propensity score calculation • Evaluation of sample implementation • Participate in and facilitate trainings
3.	Data processing	<ul style="list-style-type: none"> • Support the maintenance and updating of data management systems for ongoing surveys • Support the development of analysis programmes, including the preparation of microdata for publishing • Support the development of data management systems and analysis programmes • Contribute to the improvement and development of innovative approaches in survey implementation • Support the implementing agencies, when needed, in terms of data processing activities related to MICS Plus surveys • Participate in and facilitate trainings

4.	Methodological work and survey tools development/improvement	<p>Methodological work and survey tools development/improvement in:</p> <p>Survey design</p> <ul style="list-style-type: none"> • Development of new and customization of existing topics/questionnaires to be used in MICS Plus, • Analysis of the performance of different child-related indicators in face-to-face vs surveys conducted over the phone, • Development of data quality-related indicators, • Other survey design-related methodological work <p>Sampling</p> <ul style="list-style-type: none"> • Analysis of different approaches used for the calculation of sample weights in household surveys conducted over the phone, • Analysis of possible biases in phone surveys, and • Other sampling design and implementation-related work <p>Data Processing</p> <ul style="list-style-type: none"> • Quality assurance tools, • Data management system tools, • A variety of data analysis tools, and • Other data processing-related work
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ESTIMATED DURATION OF LTA

The Long-Term Agreement will be for a duration of two years, with an option for renewal for a subsequent 1 year on the same rates, terms and conditions, subject to satisfactory performance, evaluation and continuing need for the service. The services of the consultant(s) selected under the LTA would be under controlled use and managed by the Data Collection Unit in Data and Analytics/DAPM/HQ.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

Category 1: Survey design and implementation

- Bachelor’s degree in Social Sciences, Demography, Statistics, or other related technical fields with significant measurement or analysis component
- At least five (5) years of experience in working with quantitative household surveys
- Experience in statistical analyses (familiarity with data processing and data analysis software)
- Excellent knowledge of MS Office is necessary
- Prior MICS/DHS experience is highly desirable
- Experience with household surveys conducted over the phone is highly desirable
- Experience in survey report writing and reviewing
- Experience in working with developing countries
- Fluency in English is a requirement. Knowledge of other official United Nations languages, in particular Arabic, French, Russian or Spanish, is an advantage
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners
- Excellent communication and interpersonal skills

Category 2: Sampling

- At least 10 years of experience in designing samples for household surveys
- Must be familiar with the sampling methodology of MICS and/or DHS
- Knowledge of MICS Plus sampling practices is an asset

- Knowledge and experience in different weighting procedures (propensity scores adjustment calculation desirable)
- Demonstrated training experience
- Experience working in developing countries
- Fluency in English is required. Knowledge of another UN language (e.g., French, Spanish, Russian) is desirable.
- Experience working in developing countries
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners
- Excellent communication and interpersonal skills

Category 3: Data processing

- Bachelor's or Master's degree in Statistics, Programming, Mathematics, Social Sciences, Demography, or another related technical field with significant data processing component is required
- At least five (5) years of experience in working with quantitative household surveys
- Expertise in statistical analyses and software solutions: expertise in HH survey DP software used by the programme is desirable (CSPRO is highly desirable)
- Prior MICS/DHS or other large scale household surveys involving multiple countries experience a must
- Prior MICS Plus/household surveys conducted over the phone experience is required
- Experience working in developing countries
- Fluency in English is required. Knowledge of another UN language (e.g., French, Spanish, Russian) is desirable.
- Excellent communication and interpersonal skills

Category 4: Methodological work and survey tools development

- Master's degree in Social Sciences, Demography, Statistics, or other related technical fields with significant measurement or analysis component.
- At least ten (10) years of experience in working with quantitative household surveys.
- Expertise in statistical, demographic, econometric, social data analyses (familiarity with data processing and data analysis software, SPSS desirable)
- Prior MICS/DHS experience is a must; phone surveys experience is desired
- Experience in analysis of survey methodology and data quality, including with phone surveys
- Excellent writing skills required
- Fluency in English is a requirement. Knowledge of other official United Nations languages, in particular Arabic, French, Russian or Spanish, is an advantage.
- Excellent knowledge of MS Office is necessary
- Excellent communication and interpersonal skills
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners.

Note: Candidates are free to apply to any category of expertise based on their qualifications and experience. They can also apply for multiple categories. UNICEF will award LTA to top ranked 2-5 candidates under each category. A candidate may be awarded LTA for one or more than one category.

TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)

The selection of consultants for the LTA will be based on technical evaluation and financial offers in the ratio of **80:20**. The criteria for technical evaluation will be as follows:

Criteria	Marks	
	Min	Max
1. Minimum qualification of the candidate	4	10
Education	2	5
General experience	2	5
2. Prior experience with household surveys	6	15
3. Expertise in statistical analysis, report writing/ report reviewing	10	20
a. Statistical analysis	5	10
b. Report/paper writing and reviewing	5	10
4. Cover Letter – Explaining the motivation for applying and explaining how the qualifications and skill set of the candidate are suitable for this position.	5	10
Sub-Total: Candidates will be shortlisted for the written test based on the review of sub-criteria 1, 2, 3 and 4 as listed above. Candidates who score overall 25 marks and above and achieve the minimum score in each of the above four sub-criteria will be shortlisted for a technical assessment.	25	55
5. An interview with shortlisted candidates	16	25
TOTAL TECHNICAL SCORE The minimum overall qualifying score is 41. Only those candidates who meet or exceed this overall qualifying mark and score the minimum in each of the above sub-criteria, including the interview, will be considered technically responsive, and their financial proposals will be opened.	41	80
Financial Score The selection of the consultant(s) will be on the basis of technical evaluation & financial offers in the ratio of 80:20	10	20
TOTAL	51	100

FINANCIAL PROPOSAL

Financial Proposals should be submitted as a separate document from the materials required for the technical evaluation and should follow the template provided below. Include the name of the consultant, signature, address, contact no., email address, and date.

For each service under all categories applied, candidates should submit their fees: for **Category 1 there should be a 3 fees for Survey design, 5 fees for Data collection, and 2 fees for Analysis and dissemination; for Category 2 there should be 7 fees (1 for each service); for Category 3 there should be 6 fees (1 for each service), and for Category 4 there should be 4 fees for Survey design, 3 fees for Sampling, and 4 fees for Data processing.**

Financial Proposal Services*:	
Consultants must send a financial proposal (for all services under categories applied) in the below format in a separate Word document with the consultant's name, address, contact no., email address, date and signature.	
Category/Service	Rate (USD)
Category 1. Survey design and implementation	
Survey design – Survey plan	Hourly rate
Survey design – Indicator list / Analysis Plan	Hourly rate
Survey design – Questionnaire and Manual for Interviewers	Hourly rate
Data collection	
Data collection – Training for data collection personnel preparation	Hourly rate
Data collection – Pilot data collection and monitoring	Hourly rate
Data collection – Data quality monitoring plan (e.g., Power Bi dashboard) development/review	Hourly rate
Data collection – Training participation/facilitation	Hourly rate
Data collection – Main data collection – review and suggestions for data quality improvement on a daily basis during the data collection	Hourly rate
Analysis and dissemination	
Analysis and dissemination – Survey results according to analysis plan	Hourly rate
Analysis and dissemination – Dissemination materials (tabulations, snapshots, dashboard, news items, and/or similar dissemination materials)	Hourly rate
Category 2. Sampling	
Sample design	Hourly rate
Sample selection	Hourly rate
Weights calculation	Hourly rate
Conditional substitution	Hourly rate
Propensity scores calculation	Hourly rate
Evaluation of sample implementation	Hourly rate
Training participation/facilitation	Hourly rate
Category 3. Data processing	
Maintenance and updating of data management systems for ongoing countries	Hourly rate
Development of editing and analysis programmes, including the anonymisation of microdata	Hourly rate
Development of data management systems, editing, and analysis programmes	Hourly rate
Improvement and development of innovative approaches in survey implementation	Hourly rate
Support the implementing agencies in terms of data processing activities related to MICS Plus surveys	Hourly rate
Training participation/facilitation	Hourly rate
Category 4. Methodological work and survey tools development/improvement	
Survey design	
Survey design – Development of new and customization of existing topics/questionnaires	Hourly rate
Survey design – Analysis of the performance of different child-related indicators in face-to-face vs surveys conducted over the phone	Hourly rate
Survey design – Development of data quality-related indicators	Hourly rate
Survey design – Other survey-design-related methodological work	Hourly rate

Sampling	
Sampling – Analysis of different approaches used for the calculation of sample weights in household surveys conducted over the phone	Hourly rate
Sampling – Analysis of possible biases in phone surveys	Hourly rate
Sampling – Other sampling design and implementation-related work	Hourly rate
Data processing	
Data processing – Quality assurance tools	Hourly rate
Data processing – Data management system tools	Hourly rate
Data processing – A variety of data analysis tools	Hourly rate
Data processing – Other data processing-related work	Hourly rate

* Consultants may be required to travel outside of their home location for specific events (e.g., if UNICEF, government or partners require in-person training or meetings), in which case the payment of travel costs, including tickets, lodging, etc., will be agreed upon, between the supervisor and the consultant before travel and will be reimbursed on actuals. All rates should be expressed at an all-inclusive hourly rate, excluding travel costs.

CONTRACTS CREATED AGAINST THE LTA

LTA to be signed will have a fixed fee rate for the duration of the contract. However, UNICEF does not warrant that any quantity of services will be purchased during the term of the LTA, as this will depend on forthcoming needs.

Whenever services are required, details of the assignment/deliverables, including quantities and deadlines, will be presented to the top-ranking LTA holder. Should this consultant not be available for this assignment, UNICEF will contact the second-ranked consultant (if applicable).

Upon receipt of confirmation of availability and interest in the assignment, a contract will be issued with the prices/fees as agreed in the LTA. The consultant must sign the contract prior to the commencement of work.

Payment will be made after the completion of deliverables and submission of invoices for the actual work completed, subject to satisfactory performance and timely delivery.

HOW TO APPLY:

The application to be submitted through the online portal should contain four separate attachments:

- I. A Cover letter explaining the motivation for applying and explaining how the qualifications and skillset of the candidate **(to be uploaded online under “Cover Letter” tab)**
- II. Curriculum Vitae (CV) **(to be uploaded online under the “Resume” tab)**
- III. A financial proposal (for the categories applied) per the [Financial Proposal template](#). Please do not forget to specify your name in the file while saving **(to be uploaded online under the “Financial Proposal” tab). (to be uploaded online under the “Financial Proposal” tab).**
- IV. Certificates of mandatory courses (Ethics and Integrity at UNICEF (2020 version); Prevention of Sexual Harassment and Abuse of Authority (2021 version), BSAFE, & Sexual Exploitation Abuse (PSEA) (2021 version) consolidated in one single pdf. Mandatory courses are available through the UNICEF Agora portal.

Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.

Without all the above 4 documents, your application will be considered incomplete and invalid and will not be considered further.

- Any attempt to unduly influence UNICEF's selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results. View our competency framework at: [Here](#)

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.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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 (where 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.