

CONSULTANCY NOTICE SPG 2013-02

Multiple Indicator Cluster Survey 5 (MICS5, 2013)

UNICEF MICS National Consultant

1. Summary

| | |
|---------------------|---|
| Title | National Consultant for Multiple Indicator Cluster Survey 5 |
| Purpose | To provide technical support to the coordination, management, monitoring and implementation of the MICS 5 survey in Viet Nam in order to ensure development and dissemination of high quality MICS 5 survey findings and report in adherence with MICS standards/protocols. |
| Fee - Level | UN Cost Norms – VNM 3 |
| Location | Ha Noi |
| Duration | 11 months, 7 months renewable after 1 month break in service |
| Reporting to | Chief of SPG, Head of PME unit |

2. Background

The Multiple Indicator Cluster Survey (MICS) is an international household survey programme developed by UNICEF. MICS is designed to collect statistically sound, internationally comparable estimates of key indicators used to assess the situation of children and women in the areas of health, education, child protection and HIV/AIDS. MICS can be used as a data collection tool to generate data for monitoring progress towards national goals and global commitments aimed at promoting the welfare of children, including the Millennium Development Goals (MDGs).

UNICEF globally launched the fifth round of MICS surveys (MICS 5) in 2012, with results expected to be available as from the end of 2013. MICS 5 will help countries to capture rapid changes in key indicators as the MDG target year 2015 approaches and aims to expand the evidence base for policies and programmes. Data generated with MICS (and other nationally representative household surveys) in 2013 and early 2014 will be critically important to fill in-country data gaps for final MDG reporting purposes, and for monitoring commitments made toward *A Promise Renewed*.

Viet Nam has completed four rounds of MICS survey implementation in 1995, 2000, 2006 and 2011, respectively. As such, MICS 5 will provide a rich data source for analyzing trends over time, as well as filling existing data gaps for MDG reporting. In addition, MICS 5 will also provide baseline data for the next national analysis of children and women situation in Viet Nam, the Socio-Economic Development Plans (SEDP) at national and sub national levels and the second half of the 2012-2016 Country Programme of Cooperation between UNICEF and Viet Nam, as well as providing crucial data to inform policy development and advocacy related to child rights in Viet Nam.

Building on a long history of cooperation with UNICEF in the area of data and evidence generation on children, the General Statistics Office (GSO) of Viet Nam is the implementing agency of MICS 5. In order to ensure that the MICS5 process runs smoothly and that the implementing partner receives the necessary assistance to

produce statistically sound and reliable data, UNICEF Viet Nam is seeking for a national consultant to oversee the MICS 5 implementation process.

3. Objectives

The objective of this consultancy is to support the UNICEF Viet Nam Country Office (CO) and the General Statistics Office in providing guidance and technical assistance for the preparation and implementation of MICS 5 survey in Viet Nam. The Consultant will advise the implementing partner during survey planning, questionnaire design, sampling, training, fieldwork, data processing, data analysis, ensuring that MICS protocols are being followed at all times. The Consultant will communicate effectively between the UNICEF CO and GSO, responding promptly to related needs and issues as they arise and ensuring timely completion and availability of MICS survey data for MDG reporting purposes. He/she will work in close collaboration with the national technical team, the stakeholders and the MICS Steering and Technical Committees.

4. Key Tasks and Deliverables

| Task | Deliverables | Time Frame (no of days) | Tentative Dates |
|--|--|-------------------------|--|
| <p>1. Provide overall technical support to UNICEF Vietnam and GSO at all stages of the planning and implementation of the MICS 5 survey, including:</p> <ul style="list-style-type: none"> a. development and pre-testing of tools and questionnaires, b. training of field staff c. field data collection d. data entry e. data processing and analysis f. report writing g. Dissemination | <ul style="list-style-type: none"> - Final products have undergone satisfactory technical review. - Pre-test and field work training implemented in a timely manner - Availability of quality questionnaire, manuals, data set, tables, and report. | 60 | <p>20 July 2013</p> <p>31 August 2013</p> <p>30 March 2014</p> <p>Quarter I/2015</p> |
| <p>2. Provide quality oversight and monitoring at each stage of survey implementation and ensure that the MICS protocols are being followed and the survey standards are being met by the implementing partner</p> | <ul style="list-style-type: none"> - Availability of monitoring plan and regular progress tracking report for quality assurance - Monitoring trips implemented | 30 | 30 September 2013 |
| <p>3. Provide quality assurance and take timely action to proactively solve any technical issues that arise in each step of MICS to avoid unnecessary delays</p> | <ul style="list-style-type: none"> - Timely trouble shooting support provided during data collection, entry and editing, processing, tabulation and analysis. - Review process of analysis stage documented - available of progress tracking notes | 30 | 30 October 2013 |
| <p>4. Communicate with UNICEF RO and/or HQ to report on the progress of MICS and to obtain technical guidance and provide feedback to GSO as necessary.</p> | <ul style="list-style-type: none"> - Written communication (e-mails, letters) are available | 15 | 20 November 2013 |
| <p>5. Ensure that technical support visits by external experts (i.e. sampling, data</p> | <ul style="list-style-type: none"> - Documentation available; - Available of International | 15 | 30 November |

| Task | Deliverables | Time Frame (no of days) | Tentative Dates |
|---|---|-------------------------|--|
| processing consultants) and external expert reviews are carried out in a timely manner at key survey stages and coordinate the feedback and response between the UNICEF Country Office, HQ and the implementing partner | consultant's mission report/note - Timely coordination and implementation of country visits by external (sampling, data processing) experts | | 2013 |
| 6. Provided technical support for drafting and finalizing MICS products | - Available of data set for submission - Available of summarized/consolidated comment/input | 20 | 01 April 2014 30 June 2014 |
| 7. Follow up with UNICEF and GSO for organization of national validation and dissemination of MICS 5 report | - Availability of MICS 5 dissemination plan - Availability of agenda and presentations for MICS 5 launch - Successful MICS launch | 20 | 30 November 2014 Quarter I/2015 |
| 8. Ensure that all survey-related documents and deliverables (questionnaires, manuals, expert reports, final report and datasets) as well as lessons learned from MICS survey implementation are properly documented and archived throughout the survey process | - Available of MICS 5 document package (questionnaires, manuals, expert reports, final report and datasets) - Available of lesson learnt document - Availability of MICS 5 data archive | 10 | 30 March 2015 |
| | | 200 days | |

5. Specific Activities

In consultation and collaboration with UNICEF Vietnam and GSO, the national MICS Consultant will be responsible for providing technical support and oversight to the production of the following activities to ensure that they are undertaken following the MICS 5 guidelines. The consultant will contribute to the coordination of these activities:

1. Survey Planning:

- Participate as resource person in every technical meeting for MICS implementation between UNICEF, GSO and other stakeholders
- MICS questionnaires:
 - UNICEF programme staff are involved in reviewing the customization of relevant sections of the MICS questionnaire;
 - Questionnaires undergo translation and back translation process;
 - Pre-test training has been implemented
 - Questionnaires have been pre-tested and pre-test report is produced;
 - Questionnaires have undergone technical review by the UNICEF RO and/or HQ before finalization.

- Data Entry Templates:
 - Data entry template is customized by the data processing expert of the implementing partner with the guidance of UNICEF Regional Data Processing Consultant;
 - Data entry template has undergone the review process by the UNICEF RO and/or HQ before finalization.
- Sampling:
 - UNICEF Sampling Consultant is provided with necessary information and, if a visit is required, his/her visit is well managed and coordinated;
- Manuals:
 - MICS supervisor and interviewer manuals have been customized for the country specific context and translated.

2. Listing, Training, Field Work, Data Entry:

- Listing is planned and performed according to MICS guidelines;
- Training schedules are adequately adapted to meet the county context;
- Appropriate resource persons are identified to facilitate training (i.e. nutritionists for anthropometry training, survey expert for methodology);
- Contribute to the fieldwork personnel training;
- Fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines;
- Further monitor the fieldwork based on data from field check tables;
- Participation from the UNICEF CO staff has been organized to assist in monitoring data collection;
- UNICEF Data Processing Consultant is provided with the necessary information and, if a visit is required, his/her visit is well managed and coordinated;
- Data entry room, hardware, and software are properly arranged and a working data entry and backup system is established;
- Monitor and report on data entry and processing.

3. Data Analysis and Report Writing:

- Provided necessary information and facilitation for GSO team; Coordinate and participate to the report writing so that final report is written according to MICS standards;
- Weights are included in the datasets and datasets are reviewed by UNICEF RO and/or HQ before the final report writing commences;
- Final datasets undergo the technical review process by the RO and HQ;
- Preliminary tabulations are reviewed by CO, RO, and HQ;
- Final report undergoes the technical review process by the RO and/or HQ;
- Coordinate the production and distribution of the final report;
- Organize and facilitate presentation of final report through a national seminar;
- Organize wide dissemination of the final report and main results;
- MICSV survey archive (questionnaires, manuals, sampling frame, field reports, database, tables, final reports, dissemination materials, etc.) has been produced.

6. Timeline

The contract is expected to cover a total of 11 months with 7 months renewable after one month break, starting July 2013 and finishing on 31 December 2014. During that period, the MICS5 consultant will work a total of working 200 days, with the actual workload varying depending on the demands that arise at different survey stages. The workload during the months of July (pre-test training, pre-test and questionnaire

adaptation/finalization), August (training of MICS5 fieldwork staff) and October-December 2013 (data collection) will be more demanding and require near to full-time commitment by the consultant, whereas the subsequent months will be lighter, and require only part time commitment by the consultant. The tentative timeline of the concerned activities is as below (see survey plan for further details):

| TASKS | YEAR 2013 | | | | | | YEAR 2014 | | | | | | | | | | | | |
|---|----------------------|---|---|----|----|----|-----------|---|---|---|---|---|---|---|---|----|----|----|--|
| | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
| Adaptation of Survey Tools | x | | | | | | | | | | | | | | | | | | |
| Editing and translation of survey tools | x | | | | | | | | | | | | | | | | | | |
| Household Listing, Mapping | | x | | | | | | | | | | | | | | | | | |
| Quality assurance plan developed | | x | | | | | | | | | | | | | | | | | |
| Pre-testing | | x | | | | | | | | | | | | | | | | | |
| Finalisation of Tools | | x | | | | | | | | | | | | | | | | | |
| Training of interviewers & supervisors | | | x | | | | | | | | | | | | | | | | |
| Training of data entry staff | | | x | | | | | | | | | | | | | | | | |
| Field Data Collection | | | | x | x | X | | | | | | | | | | | | | |
| Data entry, cleaning, editing | | | | | | | x | x | | | | | | | | | | | |
| Data processing and analysis (data set available) | | | | | | | | | x | x | x | | | | | | | | |
| Writing of final report | | | | | | | | | | | | x | x | x | | | | | |
| Editing, printing of report | | | | | | | | | | | | | | | x | x | x | | |
| Disseminatio workshkop | | | | | | | | | | | | | | | | | | | |
| Survey archiving and data sharing. | in quarter I of 2015 | | | | | | | | | | | | | | | | | | |

7. Reporting Line

Under overall supervision of the Chief of SPG programme, the MICS Consultant will work with MICS 5 core team members of SPG headed by M&E Specialist of UNICEF Viet Nam Country Office. Technical guidance will be provided by GSO as well as UNICEF RO and HQ MICS Focal Points.

8. Confidentiality of Data and MICS Documents

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

9. Qualifications and Competencies

Education

Master degree in Social Sciences, Demography, Statistics, Epidemiology or any other related technical field.

Skills and Experience

- More than five years of experience in the coordination and/or management of quantitative household surveys (prior MICS or Demographic and Health Survey (DHS) coordination experience highly desirable);
- Strong computer skills and strong expertise in statistical analyses (familiarity with data processing and data analysis software, particularly SPSS);
- Training experience and ability to organize and facilitate training and presentations;
- Having strong network with GSO, MPI, MoLISA, MoET, MoH and other social stakeholders
- Experience in survey report writing;
- Excellent oral and written communications in English; knowledge of the local language an asset.
- Excellent communication and interpersonal skills.
- Familiarity and previous experience of working in Viet Nam highly desirable.
- Ability and willingness to travel extensively in-country and, if necessary, internationally.

Other competencies

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships both within and outside the organization;
- Demonstrated leadership, managerial and supervisory ability.

9. Conditions of Work

The assignment will be carried out in Ha Noi, Vietnam. UNICEF Viet Nam Country Office and GSO will arrange the office space for consultant's work as required.

During the contract period, the Consultant is expected to travel within the country and, if necessary, to MICS 5 Regional Workshops. The travel costs will be covered by UNICEF Viet Nam Office.

(*) Funding source is available until 31 December 2013. The renewal contract for 2014 will subject to satisfaction of consultant's performance and timely submission of deliverables.

Policy both parties should be aware of:

- Under the consultancy agreements, a month is defined as 22 working days, and fees are prorated accordingly. Consultants are not paid for weekends or public holidays.
- Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNICEF and the consultant or Contractor.
- For international consultants outside the duty station, signed contracts must be sent by fax or email. Signed contract copy or written agreement must be received by the office before Travel Authorization is issued.

- No consultant may travel without a signed travel authorization prior to the commencement of the journey to the duty station.
- Unless authorized, UNICEF will buy the tickets of the consultant. In some cases, the consultant may be authorized to buy their travel tickets and shall be reimbursed at the “most economical and direct route” but this must be agreed beforehand.
- Consultants will not have supervisory responsibilities or authority on UNICEF budget.
- Consultant will be required to sign the Health Statement for consultants/Individual contractor prior to taking up the assignment, and to document that they have appropriate health insurance, including Medical Evacuation.
- The Form 'Designation, change or revocation of beneficiary' must be completed by the consultant.

Interested candidates are kindly requested to submit the following information:

- Letter of interest
- Proposed consultancy fees
- P-11 form ([UN Personal History Form](#))

Please indicate the title of the assignment on the top left corner of envelop and address to UNICEF at:

**Human Resources Unit
UNICEF Viet Nam
81A Tran Quoc Toan street, Ha Noi, Viet Nam**

Or via email: vietnamhr@unicef.org

Submission Deadline: 25 June 2013 at 17:00 PM

Only short-listed candidates will be called for test/interview. Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.

UNICEF IS COMMITTED TO GENDER EQUALITY AND EMPLOYMENT OF PERSONS WITH DISABILITIES IN ITS MANDATE AND ITS STAFF.

UNICEF IS A SMOKE-FREE ENVIRONMENT.