

## TERMS OF REFERENCE

### Multiple Indicator Cluster Survey 4 (MICS4)

#### UNICEF MICS Project Manager - Barbados

##### Background

UNICEF assists countries in collecting and analyzing data in order to fill data gaps for monitoring the situation of children and women through its international household survey initiative the Multiple Indicator Cluster Surveys (MICS). MICS enables countries to produce statistically sound and internationally comparable estimates of a range of indicators in the areas of health, education, child protection, water and sanitation and HIV and AIDS. MICS findings are typically one of the most important sources of data within a country used as a basis for policy decisions and programme interventions, and for influencing public opinion on the situation of children and women.

MICS surveys are usually carried out by government organizations, with the support and technical assistance of UNICEF. The whole MICS process can last 12 months or more with UNICEF working closely with the implementing partner to ensure that MICS guidelines<sup>1</sup> and international standards are being met at all stages. Currently Barbados is preparing to participate in the fourth round of MICS. In order to ensure that the MICS runs smoothly and that the implementing partner receives the assistance necessary to produce statistically sound and reliable data, the UNICEF Eastern Caribbean Office will hire a full time Project Manager to support the MICS process in Barbados.

##### Purpose of the Job

Under the overall supervision of Mr. Trevor David (Asst. Director, Barbados Statistical Service) with the support of the UNICEF, Planning, Monitoring and Evaluation Specialist, and the UNICEF MICS Consultant (UMC), the UNICEF MICS Project Manager (MPM) has the responsibility of supporting and coordinating the preparation, implementation and completion of the MICS in Barbados. The MPM will facilitate the organization and documentation of meetings, and the implementation of the MICS workplan while ensuring that MICS protocols are being followed at all times. The MPM will facilitate effectively and timely communicate between the Barbados Statistics Service and the UNICEF Eastern Caribbean Office, UNWOMEN and UNFPA, responding promptly to MICS related needs and issues as they arise, including.

The MPM will be responsible for coordinating and supporting the work of other resource persons hired by UNICEF to provide technical assistance to the MICS process. He/she will work in close collaboration with the MICS Steering Committee, the *MICS Technical Committee* and will represent Barbados Statistical Service (BSS) in meetings and workshops in relation to the survey.

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<sup>1</sup> All guidelines are provided in the MICS4 manual and at [www.childinfo.org](http://www.childinfo.org).

## Main Tasks Related to the Job

1. Provide the managerial and coordination support to MICS in Barbados;
2. Familiarize him/herself with the MICS methodology, tools, guidelines and presentations and be able to explain them to partners/stakeholders (Ministries, UN agencies, media, civil society organizations and academia);
3. Assist the UNICEF MICS Consultant in overseeing each stage of the survey process, and that the survey standards are being met by the implementing partner;
4. Communicate regularly with the UMC, UNICEF Eastern Caribbean Office (ECO), Barbados Statistical Service, UNWOMEN and UNFPA;
5. Provide monthly MICS progress reports to the BSS and UMC/UNICEF ECO;
6. Ensure that external technical reviews by experts (i.e., Regional Sampling Consultant, Regional Data Processing Consultant, and Regional Household Survey Consultant) receive adequate support and are carried out at key survey stages. Coordinate the feedback and response between the UNICEF, the BSS, UNWOMEN and UNFPA and other stakeholders;
7. Ensure that all minutes/notes of meetings and issues agreed on, are properly archived throughout the survey process;
8. Participate in all MICS steering and technical committee meetings;
9. Coordinate participation of BSS participants and may be required to participate in MICS4-related Workshops;
10. Ensure that lesson learned, problems and good practices are documented throughout the MICS process and rapidly shared with the MICS community (other MICS implementing countries e.g. Trinidad Tobago, RO and HQ) through all means available (MICS blog, MICS forum, etc.).

## Specific Activities

In consultation and collaboration with the UNICEF ECO, UNWOMEN, UNFPA and the implementing partner, the MPM will be responsible for ensuring the following activities have been undertaken in accordance with the MICS4 guidelines and contribute to their coordination:

### 1. Survey Planning:

- A survey plan/document, survey timetable and budget have been finalized;
- The Memorandum of Understanding between UNICEF and Barbados Statistical Services has been understood by both parties and signed;
- A steering committee has been established and the relevant line ministries, UNWOMEN, UNFPA and UN agencies, media, academia and civil society organizations are invited to participate regularly;
- Technical committees has been formed and the relevant technical experts are invited to participate regularly;
- Survey supplies have been procured and distributed in time for training and data collection;
- MICS questionnaires:
  - BSS, UNICEF, UNWOMEN and UNFPA and other technical committee members are involved in reviewing the customization of relevant sections of the MICS questionnaire;
  - Questionnaires have been pre-tested and pre-test report produced;
  - Questionnaires have undergone technical review by the UNICEF RO and/or HQ before finalization.

- Sample selection:
  - The selection of Enumeration Districts (EDs) from the sampling frame is conducted by BBS in accordance with MICS procedures and the final selection undergoes expert review;
- 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.
- 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. The selection of households is performed by BSS in the central office in advance;
- Training schedules are adequately adapted to meet the Barbados 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 BSS, UNICEF, UNWOMEN and UNFPA staff have been organized to assist in monitoring data collection;
- UNICEF Data Processing Consultant's 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 data entry and processing.

## **3. Data Analysis and Report Writing:**

- UNICEF Regional Data Processing Consultant is provided with necessary information and, if a visit is required, his/her visit is well managed and coordinated;
- UNICEF Regional Sampling Consultant is provided with necessary information and, if a visit is required, his/her visit is well managed and coordinated;
- 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;
- Preliminary tabulations are reviewed by UNICEF ECO, RO, and HQ;
- Coordinate and participate to the report writing so that final report is written according to MICS standards;
- 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 or other agreed means;
- Organize wide dissemination of the final report and main results;
- MICS4 survey archive (questionnaires, manuals, sampling frame, field reports, database, tables, final reports, dissemination materials, etc.) has been produced.

## **Deliverables**

1. Monthly progress reports at the end of each of the following key survey stages: Fieldwork staff training, Data collection, Data entry and editing, Data processing and tabulation, Report writing, Dissemination.
2. Summary of Steering/Technical committee meetings/decisions, presentations and reports of other activities/meetings.

## **Estimated Duration of the Contract:**

The contract will be for a minimum of 6 months (February to July 2012)

The MPM is being recruited at the start of MICS and will remain until the final report has been produced and disseminated. With no significant unforeseen delays in the process most MICS activities scheduled for 2012 can be conducted over a 6 month period, but should there be need, an extension to the contract, could be requested.

## **Qualifications and Competencies**

### **Education**

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

### **Skills and Experience**

- At least three to five years' 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;
- Experience in survey report writing;
- Excellent oral and written communications in English; Excellent communication and interpersonal skills.
- Familiarity and previous experience of working in Barbados or the Caribbean highly desirable.
- Ability and willingness to travel extensively within Barbados and as required, 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.

## **Office Arrangements and Travel Requirements**

Barbados Statistical Service will arrange the office space, office equipment including a personal computer with relevant software installed.

During the contract period, the MICS Project Manager will be required to travel within Barbados and, if necessary, to MICS4 workshops outside Barbados. The travel costs will be covered by UNICEF Eastern Caribbean Office.

### **Conditions of Service**

Prior to commencing the contract, the following conditions must be met:

An Individual Consultant will be required to submit a statement of good health, accompanied by a recent Medical Certificate which indicates that the Consultant is fit for work and travel. In addition, the Consultant is required to certify in the Health Statement that he/she is covered by medical/health insurance. The statement includes confirmation that he/she has been informed of any inoculation required for the country or countries to which travel is authorized. He/she takes full responsibility for the accuracy of the statement.

### **Recourse**

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to UNICEF and counterpart feedback.

### **Property Rights**

UNICEF shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with UNICEF.

Application should be submitted no later than **Friday 17 February 2012:**

Representative  
UNICEF  
UN House  
Marine Gardens  
Christ Church  
BARBADOS

Or email to [Bridgetown@unicef.org](mailto:Bridgetown@unicef.org)

**ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED**