**overview**

|  |  |
| --- | --- |
| Title | **Sampling Consultancy for Multiple Indicator Cluster Surveys (MICS)** |
| Location of Assignment | Remote-Based |
| Language(s) required | English |
| Travel | Yes |
| Duration of Contract | 60 Working Days (15 November 2015through31 March 2016) |

**Background & Rationale**

Statistically sound and internationally comparable data are essential for developing evidence-based policies and programmes, as well as for monitoring countries’ progress toward national goals and global commitments. Since 1995, UNICEF has supported the implementation of the Multiple Indicator Cluster Surveys (MICS), assisting countries in generating high quality data on the situation of children and women. Over the last two decades, 277 MICS surveys have been conducted in 108 countries.

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. For many countries, MICS surveys are among the most important sources of data used for situation analyses, policy decisions and programme interventions, and for influencing the public opinion on the situation of children and women.

UNICEF is currently supporting the fifth round of MICS surveys which is expected to be completed at the end of 2015. MICS is generating information for over 20 MDG indicators and, along with other nationally representative household surveys, has been critically important for final MDG reporting. The surveys conducted during the fifth round of the programme also contribute to the establishment of the baselines for the post-2015 agenda or 2030 Sustainable Development Goals.

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 standard 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 experts providing technical assistance. As part of the MICS5 programme, UNICEF has continued to strengthen the technical support, so that implementing partners can receive the required level of technical assistance at critical survey stages, on a timely basis.

The number of countries conducting MICS5 surveys in has already exceeded 50. To support the ongoing surveys during the rest of the year 2015, UNICEF HQ will hire an experienced sampling consultant to advise countries on sampling related issues, provide feedback on data analysis (calculation of sample weights), and report writing (review of sampling related components of final reports).

**Purpose**

1. As indicated by independent MICS Evaluations and the vast experience gained during the implementation of MICS since 2009, special attention needs to be paid to issues related to survey sampling, as this is a highly technical field on which countries require a significant amount of support. It is essential that sampling guidance to countries is given in a standard manner and of the highest quality, and that countries receive the guidance and assistance that they need in order to develop and implement appropriate sampling strategies for their surveys. Specifically, country level support is needed in the following sampling-related areas of work:

* Reviews of sample designs
* Calculation of sample weights
* Calculation of sampling errors
* Review of sampling related chapter of the survey final reports

1. Sampling support needs to be provided from a distance to the countries at the critical stages of survey implementation.

To these ends, UNICEF HQ needs to work with a sampling expert who can provide such support, whenever needed. Due to the highly technical nature of the work involved, it is essential that an experienced international expert who will be able to follow specific recommendations of the MICS programme is mobilized.

In order to meet these objectives, UNICEF requires the support of external sampling expertise.

**Expected results: (measurable results)**

Reports on reviews of sampling plans, sample weight calculations and sampling chapters in MICS country reports

Review, revise, and send feedback about the sampling plans developed by the statistical agencies designing MICS surveys as they become available during the contract period and a summary report should be submitted at the end of the contract period describing the details of the work (31 March 2016).

Review, advise or, if necessary, calculate the sample weights for MICS surveys/countries after the data collection is completed before they proceed with the data analyses as they become available during the contract period and a summary report should be submitted at the end of the contract period describing the details of the work (31 March 2016).

Review the relevant chapters of the MICS survey/country reports as they become available during the contract period and a summary report should be submitted at the end of the contract period describing the details of the work (31 March 2016).

**Duty Station**

Remote-based.

**Timeframe**

**Start date:** 15 November 2015 **End date:** 31 March 2016

|  |  |  |
| --- | --- | --- |
| Deliverables | Duration  (Estimated # of Days) | Deadline |
| Review report with feedback and suggestions for sampling plans developed by the statistical agencies designing MICS surveys (as they become available) | 4 | 31 December 2015 |
| Review report for sample weights calculated for surveys/countries after the data collection is completed before they proceed with the data analyses (as they become available) | 8 | 31 December 2015 |
| Review report of the relevant chapters of the MICS survey/country reports (as they become available) | 10 | 31 December 2015 |
| Review report with feedback and suggestions for sampling plans developed by the statistical agencies designing MICS surveys (as they become available) | 8 | 31 March 2016 |
| Review report for sample weights calculated for surveys/countries after the data collection is completed before they proceed with the data analyses (as they become available) | 12 | 31 March 2016 |
| Review report of the relevant chapters of the MICS survey/country reports (as they become available) | 18 | 31 March 2016 |
| total | 60 |  |

**Confidentiality of Data and MICS Documents**

The Sampling 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 consultant can use the documents and the datasets only for the tasks related to these terms of reference.

**Key competences, technical background, and experience required Deadline**

* At least a Master’s Degree or equivalent in Survey Sampling or Statistics with special expertise in survey sampling
* At least 10 years’ of senior level experience in designing samples for household surveys
* Must have expertise with the sampling methodology of household surveys like MICS or DHS (Demographic and Health Surveys)
* Experience working in developing countries
* Fluency in English and at least one of the following languages: Spanish, French, Arabic, Russian

**How to Apply**

Applicants are requested to send their submissions to [**pdconsultants@unicef.org**](mailto:pdconsultants@unicef.org)with subject line:

“**Sampling Consultancy for Multiple Indicator Cluster Surveys (MICS)”** by **09 Nov, 2015, 5:00pm EST**.

Applications must include:

* Cover letter,
* CV, and
* P-11 form[[1]](#footnote-1) ([<http://www.unicef.org/about/employ/files/P11.doc>](http://www.unicef.org/about/employ/files/Personal_History_P11.doc))
* **Indicate where you heard about this advertisement**

Please indicate your ability, availability and daily/monthly rate (in US$) to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered.

UNICEF is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

**NOTE: Files should not exceed 5.0MB limit**

**CONDITIONS OF SERVICE - CONSULTANTS**

**1. LEGAL STATUS**

Individuals engaged under a consultant contract serve in a personal capacity and not as representatives of a Government or of any other authority external to the United Nations. They are neither “staff members” under the Staff Regulations of the United Nations and UNICEF policies and procedures nor “officials” for the purpose of the Convention of 13 February 1946 on the privileges and immunities of the United Nations. Consultants may, however, be given the status of “experts on mission” in the sense of Section 22 of Article VI of the Convention. If they are required to travel on behalf of the United Nations, they may be given a United Nations certification in accordance with Section 26 of Article VII of the Convention.

**2. OBLIGATIONS**

Consultants shall have the duty to respect the impartiality and independence of the United Nations and shall neither seek nor accept instructions regarding the services to be performed for UNICEF from any Government or from any authority external to the United Nations. During their period of service for UNICEF, consultants shall refrain from any conduct that would adversely reflect on the United Nations or UNICEF and shall not engage in any activity that is incompatible with the discharge of their duties with the Organization. Consultants are required to exercise the utmost discretion in all matters of official business of the Organization. In particular, but without limiting the foregoing, consultants are expected to conduct themselves in a manner consistent with the Standards of Conduct in the International Civil Service. Consultants are to comply with the UNICEF Standards of Electronic Conduct and the requirements set forth in the Secretary General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse, both of which are incorporated by reference into the contract between the consultants and UNICEF. Unless otherwise authorized by the appropriate official in the office concerned, consultants shall not communicate at any time to the media or to any institution, person, Government or other authority external to UNICEF any information that has not been made public and which has become known to them by reason of their association with the United Nations. The consultant may not use such information without the written authorization of UNICEF. Nor shall the consultant use such information for private advantage. These obligations do not lapse upon cessation of service with UNICEF.

**3. TITLE RIGHTS**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the Organization by the consultant. At the request of UNICEF, the consultant shall assist in securing such property rights and transferring them to the Organization in compliance with the requirements of the applicable law.

**4. TRAVEL**

If consultants are required by UNICEF to travel beyond commuting distance from their usual place of residence, such travel at the expense of UNICEF shall be governed by conditions equivalent to the relevant provisions of the 100 series of the United Nations Staff Rules (Chapter VII) and relevant UNICEF policies and procedures. Travel by air by the most direct and economical route is the normal mode for travel at the expense of UNICEF. Such travel will be by business class if the journey is nine hours or longer, and by economy class if the journey is less than nine hours, and first class by rail.

**5. MEDICAL CLEARANCE**

Consultants expected to work in any office of the Organization shall be required to submit a statement of good health prior to commencement of work and to take full responsibility for the accuracy of that statement, including confirmation that they have been fully informed regarding inoculations required for the country or countries to which travel is authorized.

**6. INSURANCE**

Consultants are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services on behalf of UNICEF as they consider appropriate. Consultants are not eligible to participate in the life or health insurance schemes available to United Nations staff members. The responsibility of the United Nations and UNICEF is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

**7. SERVICE INCURRED DEATH, INJURY OR ILLNESS**

Consultants who are authorized to travel at UNICEF’s expense or who are required under the contract to perform their services in a United Nations or UNICEF office, or their dependants as appropriate, shall be entitled in the event of death, injury or illness attributable to the performance of services on behalf of UNICEF while in travel status or while working in an office of the Organization on official UNICEF business to compensation equivalent to the compensation which, under Appendix D to the United Nations Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1), would be payable to a staff member at step V of the First Officer (P-4) level of the Professional category.

**8. ARBITRATION**

Any dispute arising out of or, in connexion with, this contract shall, if attempts at settlement by negotiation have failed, be submitted to arbitration in New York by a single arbitrator agreed to by both parties. Should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, then each party shall proceed to appoint one arbitrator and the two arbitrators thus appointed shall agree on a third. Failing such agreement, either party may request the appointment of the third arbitrator by the President of the United Nations Administrative Tribunal. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

**9. TERMINATION OF CONTRACT**

This contract may be terminated by either party before the expiry date of the contract by giving notice in writing to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period; provided however that in the event of termination on the grounds of misconduct by the consultant, UNICEF shall be entitled to terminate the contract without notice.

In the event of the contract being terminated prior to its due expiry date in this way, the consultant shall be compensated on a *pro rata* basis for no more than the actual amount of work performed to the satisfaction of UNICEF. Additional costs incurred by the United Nations resulting from the termination of the contractby the consultant may be withheld from any amount otherwise due to the consultant from UNICEF.

**10. TAXATION**

The United Nations and UNICEF undertake no liability for taxes, duty or other contribution payable by the consultant on payments made under this contract. No statement of earnings will be issued by the United Nations or UNICEF to the consultant.

1. *P 11 form can be downloaded from our website at* <http://www.unicef.org/about/employ/files/Personal_History_P11.doc>

   [↑](#footnote-ref-1)