**overview**

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| Title | Supporting Development of Multiple Indicator Cluster Surveys (MICS) Tabulator -- Data Processing Consultancy  |
| Location of Assignment | Remote Based |
| Language(s) required | English |
| Travel | Yes  |
| Duration of Contract | 60 Days  |

**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, 282 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 and preparing for the sixth round of the MICS surveys. MICS5 has been 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. MICS6 surveys are expected to collect information that is necessary to enable countries to measure the indicators required to monitor their progress towards reaching SDG targets.

MICS findings are disseminated beyond the launch of the final printed reports; through a variety of media, including pamphlets, CDs, infographics, workshops for journalists, websites and videos. All available MICS surveys reports and micro-datasets can be downloaded at no cost from mics.unicef.org.

In order to ensure easier accessibility of MICS findings, data comparison across countries and trends over time, as well as user-friendly development of customized tables, graphs, charts and maps, UNICEF is planning to develop a web based application, MICS Tabulator, in the first half of 2016.

**Purpose**

This activity will support development of a user-friendly MICS Tabulator to be hosted on mics.unicef.org website. The objective is to provide an effective mechanism to allow the users to pull MICS data from the Tabulator into user-specified tables.

The first phase of this activity includes the preparation of selected MICS datasets, programs and output tables for inclusion in the Tabulator. Support is needed in the following areas of work:

* Technical review of 20 selected MICS SPSS datasets and tabulation programs
* Preparation of output tables for 20 selected surveys, in accordance with the tabulation plan for each of respective MICS rounds
* Comparison of produced results vs. results published in the final report
* Preparation of SPSS programs for generating sub-selected list of MICS indicators, for all 20 selected surveys

In order to meet these objectives, UNICEF requires the support of external data processing consultant expertise. Due to the highly technical nature of the work involved, it is essential that only experienced international experts who will be able to follow specific recommendations of the MICS programme are mobilized.

**Expected results: (measurable results)**

Report summarizing any issue / missing information in the dataset, tabulation program and discrepancy in results against published findings for each of the selected surveys

Updated SPSS dataset for each of the selected surveys (where found applicable)

Updated SPSS tabulation syntax for each of the selected surveys (where found applicable)

MICS standard tables for each of the selected surveys in both SPSS and Excel formats

SPSS syntax used to generate subset of indicators for each of the selected surveys

**Duty Station**

Remote-based

**Timeframe**

**Start date:** 15 November 2015 **End date:** 29 February 2016

 **(*Dates will be adjusted to reflect the actual starting date of the consulting*)**

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| Deliverables | Duration (Estimated # of Days) | Deadline |
| 10 revised selected surveys with the following:* Report summarizing any issue / missing information in the dataset, tabulation program and discrepancy in results against published findings for each of the selected surveys
* Updated SPSS dataset for each of the selected surveys (where found applicable)
* Updated SPSS tabulation syntax for each of the selected surveys (where found applicable)
* MICS standard tables for each of the selected surveys in both SPSS and Excel formats
* SPSS syntax used to generate subset of indicators for each of the selected surveys
 | 30 days  | 31 December 2015 |
| 10 revised remaining surveys with the following:* Report summarizing any issue / missing information in the dataset, tabulation program and discrepancy in results against published findings for each of the selected surveys
* Updated SPSS dataset for each of the selected surveys (where found applicable)
* Updated SPSS tabulation syntax for each of the selected surveys (where found applicable)
* MICS standard tables for each of the selected surveys in both SPSS and Excel formats
* SPSS syntax used to generate subset of indicators for each of the selected surveys
 | 30 days  | 29 February 2016 |
| total | 60 days |  |

**Confidentiality of Data and MICS Documents**

The Data Processing Consultants 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 Statistics, Programming, Mathematics, Social Sciences, Demography, or other related technical field with significant data processing component is required.
* Mid- level experience - at least 8 years of working experience in data processing for household surveys. Prior MICS/DHS data processing experience highly desirable
* Experience of 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**with subject line:

**“Supporting Development of Multiple Indicator Cluster Surveys (MICS) Tabulator -- Data Processing Consultancy**” by **13 November, 2015, 5:00pm EST**.

Applications must include:

* Cover letter,
* CV, and
* P-11 form ([<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 rate (in US$) to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered.

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

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.

**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.