

UNICEF WCARO
TERMES OF REFERENCE
Position Title: Household Survey Expert

Duty Station: Dakar

Country: Senegal

Region: WCARO

Job Level: P-3

Application Close: July 8th, 2016

Contract Type: Temporary Appointment

Duration: 6 months (renewable)

Supervisor of the post: Regional MICS coordinator

1. Background

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 17 years across four rounds of survey in more than 100 countries across regions in the world.

MICS surveys are usually carried out by government organizations, with the support and technical assistance of UNICEF. It 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.

During 2016-2018, UNICEF will support the sixth round of MICS surveys (MICS6). MICS will be generating information for over 20 new SDGs indicators and will be, along with other nationally representative household surveys, critically important for gathering baseline information in the countries. Across West and Central Africa Region (WCAR), current plans suggest that in 2016 and 2017 planning, preparation and fieldwork for MICS6 surveys will be initiated in Guinea, Sierra Leone, DRC, Ghana, Equatorial Guinea, Togo, CAR while others as Mauritania, Mali, Congo, Côte d'Ivoire and City of Dakar will be completing the reporting of their MICS5.

To respond to the increasing demands for technical support, WCARO will hire a household survey expert to work alongside the MICS coordinator to support quality and speedy design and implementation of all activities linked to MICS in the region.

2. Purpose of the Position

In the Planning Monitoring and Evaluation Section of UNICEF WCARO and under the overall supervision of the UNICEF Regional MICS Coordinator, the Household Survey expert will work on supporting the preparation, design, implementation, data processing and completion of the MICS in selected countries in WCAR.

3. Major Duties/Responsibilities and Key Expected Results

1. Support the design, implementation, analysis and dissemination of MICS in WCAR.
2. Provide quality assurance on MICS datasets, data quality, tabulation plans and final report contents.
3. Provide organizational, logistic and technical support on MICS Regional workshops (design workshop, data processing workshop and dissemination and further analysis workshop) in the region or in other UNICEF regions when needed.
4. Support the recruitment of MICS consultants in the region and the management of consultant roster, contracts and missions.
5. Review and provide feedback to COs and NSOs on the following documents for compliance with MICS standards;
 - a. Questionnaires and Manuals, including the translated versions
 - b. Sample design (in collaboration with the Regional Sampling Consultant)
 - c. Data entry, editing and recoding programmes (in collaboration with the Regional Data Processing Consultant)
 - d. Pre-test report
 - e. Tabulation plans
 - f. Datasets and tabulations (in collaboration with Regional Data Processing Consultant)
 - g. Key findings and final reports
6. Support countries remotely or through in-county visits at various implementation steps of MICS process and in collaboration with partners (usually National Statistic Offices) in carrying out the following survey activities:
 - a. Survey planning and questionnaire design
 - b. Pre-test training and pre-test
 - c. Fieldwork training and fieldwork monitoring
7. Provide country and regional status survey up-dates to RO and HQ, including updates for the MICS web site and **tracking MICS budget to ensure adequate and timely spending of funds**
8. Contribute to capacity development in MICS, mostly for data processing and analysis in the region
9. As requested, work on some other tasks of the PME section.

Qualifications of Successful Candidate

a. Education:

- At least a Master's Degree or equivalent in Demography, Statistics or Epidemiology.

b. Experience:

- 5 years' experience in implementation of Household surveys (Prior MICS/DHS coordination experience requested);
- Strong knowledge in data processing and statistical analyses (CSPRO for data processing and SPSS for data analysis) is highly desirable;
- Knowledge of CAPI surveys
- Excellent communication and interpersonal skills;
- Ability and willingness to travel frequently to all countries across WCARO and other UNICEF regions if needed.

c. Language:

- Fluency in French and in English required; knowledge of Portuguese in addition is an asset; Please note that working knowledge of English is required for all assignments.
- Excellent oral and written communications in both languages;

4. Competencies of Successful Candidate :

- Communication, Level 2
- Working with People, Level 2
- Drive for Results, Level 2
- Analyzing, Level 2
- Applying Technical Expertise, Level 2
- Planning and Organizing, Level 2
- Following Instructions and Procedures, Level 2

Critical Competencies:

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective relationships with national partners.
- Demonstrated quantitative analysis, survey design and implementation.

UNICEF West and Central Africa Country Offices are located in the following countries: Benin, Burkina Faso, Cameroon, Cape Verde (UN Joint Office), Central African Republic, Chad, DR Congo, Congo, Cote d'Ivoire, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao tome & Principe, Senegal, Sierra Leone, Togo.

If you are qualified and interested in the position and meet the requirements, please forward your application with updated curriculum vitae and UN Personal History Form (available at www.unicef.org/employ), with "Household Survey Expert", via email to wearohr@unicef.org and to mseroussi@unicef.org by July 8th, 2016.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.

Prepared by: Michka Seroussi, Regional MICS Coordinator

Signature: _____
Supervisor

Date: _____

Reviewed and cleared by: Inoussa Kabore, Regional chief of Monitoring and Evaluation

Signature: _____
Chief of Section

Date: 24/06/2016

Signature: _____
HR Specialist

28/06/2016

Approved by:

Signature: _____
Deputy Regional Director

Date: 1/7/2016

4. Competencies of Successful Candidate :

- Communication, Level 2
- Working with People, Level 2
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- Analyzing, Level 2
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Prepared by: Michela Verdussi, Regional MICS Coordinator

Signature: _____

Supervisor

Date: 24-06-2016

Reviewed and cleared by: Inoussa Kalure, Regional chief of Monitoring and Evaluation

Signature: _____

Chief of Section

Date: 24/06/2016

Signature: _____

HR Specialist

Approved by:

Signature: _____

Deputy Regional Director

Date: _____

