**Multiple Indicator Cluster Surveys (MICS)**

Terms of Reference - MICS Measurer

Duration: 3 - 4 months, number of working days: 68

**Background**

The Multiple Indicator Cluster Surveys (MICS) is an international household survey programme developed and supported by UNICEF. It is accepted as an international standard for household surveying, providing the users with statistically sound and internationally comparable data of key indicators related to households, with a special focus on women and children.

The inclusion of the MICS in “State Programme on Improvement of Official Statistics in the Republic of Azerbaijan in 2018-2025”, approved by Decree No. 3672 of 14 February 2018 of the President of the Republic of Azerbaijan, will allow for the assessment of some 200 indicators – on topics ranging from maternal and child health, nutrition, foundational learning skills (children age 7-14), child and adult functioning, water quality, social transfers, use of clean fuels and technology, and victimization.

MICS has become a valuable tool in the monitoring of the implementation of “Transforming our world: the 2030 Agenda for Sustainable Development”. Today, MICS is well-positioned to play a central role in the 2030 Agenda alongside other key demographic, health, and socio-economic surveys and to complement data from administrative sources and censuses. The sample size for the upcoming MICS in Azerbaijan will be 12,320 households and this survey will cover all economic regions of Azerbaijan except Eastern Zangazur.

Interviewers play an exceptional role in the collection of data, and the ultimate outcome of the exercise depends on how well they conduct the interviews. In this regard, UNICEF Azerbaijan Country Office and the State Statistical Committee (SSC) is recruiting interviewers for the above-mentioned activity.

**Description of work**

Taking anthropometric measurements of children under 5 years, conducting E. coli tests in the field and completing the water quality questionnaire, as well as collecting water samples for laboratory testing are the main responsibilities of the measurer. The measurer must follow all the procedures specified in the manuals in succession and omit no step in the procedures.

When conducting anthropometric measurements, measurers will be assisted by one of the 4 interviewers (trained) from their team. However, the measurer will hold the overall responsibility for determining final measurements and making sure they have been properly recorded in the under-five questionnaire (on paper and in the CAPI application). The measurer is also responsible for maintaining and taking care of the equipment used for anthropometric measurements and equipment for water quality testing and reporting to the supervisor if any of the equipment is malfunctioning, faulty or short in supply.

**Measurer’s responsibilities**

 The Measurer:

* Attends the complete main fieldwork training and participates in the field exercises and pilot study.
* With the assistance of the Supervisor, locates the households in the sample that are assigned to her and visits the relevant district (city), and administers the relevant questionnaires.
* With the assistance of the Supervisor, locates the households selected for water quality testing and discusses arrangements for source testing when necessary
* Introduces herself/himself to household members and asks permission to carry out the anthropometric measurements and/or water quality testing.
* Identifies the best placement of the measuring board and electronic scale in the household to ensure both safety of the child and quality measurements.
* Explains the procedures for measuring children under the age 5 years to the mother/caretaker before initiating the measurement procedures.
* Ensures that she/he and the assistant (interviewer or supervisor) follow the protocols for measuring children under age 5 that are outlined in the Manual for Anthropometry.
* Before leaving the household, checks completed Anthropometry modules for children under age 5 years to ensure that the assistant (interviewer or supervisor) has entered the measurements correctly.
* Arranges and makes call-backs to measure children under the age of 5 years who could not be measured during the first or second visit due to various reasons.
* Maintains the anthropometric equipment, checks the electronic scale at the start and end of every day using the provided object of labelled standard weight and immediately notifies the supervisor if the equipment is faulty.
* Conducts water quality testing of drinking water in the home and at the source.
* Completes the water quality questionnaire and before leaving the household checks that all questions that need to be asked have been completed.
* Collects water samples for tests that will be conducted in laboratories and labels the sample according to the labelling protocol.
* Maintains the water quality testing equipment and notifies the supervisor if the equipment is faulty or short in supply.
* After checking the completed paper versions of Anthropometry modules and Water Quality Testing Questionnaires, and after leaving the household, gives them to the relevant interviewer to enter into the CAPI application.
* Records specific observations on issues experienced at households in a computer and in accordance with practices for ensuring anonymity of the data of households and household members.
* Provides a written declaration of obligation for the protection of the confidentiality of the personal data of the respondents.
* Prepares additional debriefing notes for the field supervisor on other problems or observations.

 - After fieldwork has started, if necessary, attends retraining sessions

**Survey deliverables**

1. Attended main fieldwork training
* 30 days of training, also including:
* 2 days of PAPI training
* 2 days of CAPI training
* 3 days of piloting
1. Data collection started
* Data collection in selected enumeration areas.
1. Data collection completed
* Complete data for all sampled clusters available.

**Reporting line**

The Measurer works under the supervision of the supervisor.

**Confidentiality of Data and MICS Documents**

The Measurer must protect the confidentiality of the MICS data, as well as any specific MICS document produced as part of the MICS process. The Interviewer can use the documents and datasets only for the implementation of the exercises related to this ToR.

**Qualifications required**

*Education:* Higher education.

*Skills/expertise:*

* Good knowledge of MS Office (word, excel, power point);
* Fluent in the Azerbaijani language verbally and in writing;

Those with Russian language skills, as well as previous experience with the State Statistics Committee on household surveys, censuses and other similar projects will be given preference.

**Application requirements**

Due to the nature of the work, only the applications from women will be considered.

**Payment for the services of the Measurer**

The Measurer will receive payment for 68 days of service during the survey months. In addition, the Measurer will be compensated for participation in one-month training. Payments will be made by UNICEF.

Note: *When necessary, the Measurer who does not show up to work for any reason or does not fulfill their duties in accordance with the specified requirements can be substituted by a backup measurer.*

**The applicants should submit the following:**

 - a CV;

 - a copy of ID document;

 - a copy of the state document on higher education, a diploma;

 - a short cover letter, highlighting relevant experience with similar type of assignments (max 300 words).

 - recommendation letter (if available).

 - a valid COVID-19 vaccination certificate

 or a document confirming immunity due to recovery from COVID-19

 or a certificate of contraindication to C0VID-19 vaccination

Please send above requested documents to the **baku\_tenders@unicef.org** address. The application deadline is **August 09, 2022, 18:00**. Please mention the title of the consultancy you are applying for in the subject line of your application email (For example Main Fieldwork Interviewer). Otherwise, your application will not be considered.

The shortlisted applicants will be contacted by UNICEF.

A civil law contract will be signed with the selected candidates.