**Multiple Indicator Cluster Surveys (MICS)**

Terms of Reference - MICS Field Coordinator

Duration: 11 months, number of working days: 242

**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**

Under the overall supervision of the Child Rights Monitoring Specialist and MICS Consultant of UNICEF Azerbaijan, the MICS Field Coordinator (MFC) will support UNICEF Azerbaijan and the SSC for the preparation, implementation and completion of the MICS survey in Azerbaijan. The MFC will be actively involved in questionnaire customization and piloting, mapping and listing, training of fieldworkers, organization of the fieldwork and ensuring that MICS protocols and recommendations are being followed.

**Field coordinator's responsibilities**

1. Piloting the questionnaires:
   1. Recruitment of staff for the piloting the questionnaires;
   2. Organize training for the recruited staff for the pre-testing;
   3. Attend and monitor questionnaires pre-testing process in the field;
   4. Collect feedback from the pre-testing and submit to MICS Consultant;
2. Customization of CAPI:
   1. Continue collaborating with the staff conducted pre-testing;
   2. Organize training on use of CAPI for data collection;
   3. Attend and monitor CAPI pre-testing process in the field;
   4. Collect feedback from the pre-testing and submit to MICS Consultant;

1. Mapping & Listing:
   1. Supervise listing and mapping process.
2. Main fieldwork:

a. Participate in the recruitment of around 100 fieldworkers for the survey;

b. Organize training for 1 month for recruited staff and establish teams;

1. Organize tests, pilots in the field;
2. Coordinate and supervise survey teams in the pilots;
3. Coordinate and supervise survey teams in the main fieldwork for 3 months duration;
4. Regularly monitor the work attendance of the supervisors in the teams throughout the field work. If any of supervisors is absent, clarifies the reason. If any of the team members does not show up to work, notifies UNICEF and SSC.
5. Protects the confidentiality of the personal data of the respondents by providing a written declaration of obligation.

**Deliverables**

* Organize field testing of CAPI application template, collect feedback and submit to MICS consultant;
* Adapt training schedules to the local context while following MICS guidelines;
* Participate in the selection of appropriate experts to facilitate training (i.e. nutritionists for anthropometry training, survey experts for methodology, etc.);
* Support organization of the fieldwork training;
* Coordinate fieldwork and fieldwork monitoring visits are planned and performed according to MICS guidelines;
* Ensure that Field Check Tables are produced on a weekly basis, analyzed, and main findings reported to field supervisors for action. Field Check Tables are immediately shared with the National MICS Coordinator (SSC representative);
* Organize the participation of UNICEF Azerbaijan staff in monitoring data collection

**Reporting line**

The MFC will report directly to the Child Rights Monitoring Specialist of the UNICEF Country Office.

**Confidentiality of Data and MICS Documents**

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

**Qualifications required**

*Education:* Higher education. Those with a degree in social sciences, business administration or law will be given preference.

*Skills/expertise:*

* Excellent knowledge of MS Office (word, excel, power point);
* Minimum of 5-year experience in the coordination and/or management of quantitative household surveys;
* Experience with CAPI data collection;
* Training experience and ability to organize and facilitate training and presentations;
* Experience in data analysis and survey report writing;
* Excellent communication and interpersonal skills.
* Excellent oral and written communication skills in Azerbaijani and English required;
* Leadership, managerial and supervisory ability;
* Ability and willingness to travel extensively in-country.

**Application requirements**

Anyone with the required qualifications may apply.

**Payment for the services of the Field Coordinator**

The Field Coordinator will be paid based on a contract to be signed with him/her.

**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

**Interested candidates should submit the following documents through the link:**

<https://jobs.unicef.org/en-us/job/553354/mics-multiple-indicator-cluster-surveys-field-coordinator>

Deadline: August 09, 2022, 18:00.

The shortlisted applicants will be contacted by UNICEF for a technical discussion and interview.