**Multiple Indicator Cluster Surveys (MICS)**

Terms of Reference - MICS Interviewer

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**

The work of the interviewer is to visit the pre-determined households to gather data from household members by filling out the MICS questionnaires.

**Interviewer’s responsibilities**

The interviewer:

1. Attends the complete main fieldwork training and participates in the field exercises and pilot study.
2. With the assistance of the field supervisor, locates the households in the sample that are assigned to her and visits the relevant district (city)..
3. Introduces herself to household members and asks permission to carry out the interviews
4. Interviews all the respondents in the households in line with the established requirements (the number of interviewed households should not exceed 2 per business day) and administers the questionnaires.
5. When in doubt about the coding of an answer in the questionnaire, writes a note in the CAPI application (or in the margin of the paper questionnaire) and checks the correct coding with the supervisor after leaving the household, or at the end of the day.
6. During the interview, reviews the coding based on error messages that appear in the application and, if necessary, probes further to identify the correct response.
7. Checks completed interviews to be sure that all questions from the questionnaire were asked before leaving the household.
8. Enters the data collected on paper forms (Anthropometry module, the Water Quality Testing Questionnaire and the Questionnaire Form for Vaccination Records from Health Facilities) into the CAPI application.
9. Makes call-backs to interview respondents who could not be interviewed during the first or second visit due to various reasons
10. Carries out additional procedures for data collection, including testing salt iodine and observing the place for handwashing.
11. Ensures that the information given is correct by keeping the respondent focused on the questions.
12. Syncs the CAPI application with supervisors before leaving the household.
13. 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.
14. Provides a written declaration of obligation for the protection of the confidentiality of the personal data of the respondents.
15. Prepares additional debriefing notes for the supervisor on other problems or observations.
16. Assists the person who performs the anthropometric measurements.
17. Assists the supervisor in collecting vaccination records in health facilities, when necessary.

**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 interviewer works under the supervision of the supervisor.

**Confidentiality of Data and MICS Documents**

 The Interviewer 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 survey, only the applications from women will be considered.

**Payment for the services of the Interviewer**

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

Note: *When necessary, the Interviewer 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 interviewer*.

**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.