**Multiple Indicator Cluster Surveys (MICS)**

Terms of Reference - MICS Supervisor

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 supervisor is responsible for organising data collection in sampled households and directing and monitoring the work of interviewers. The supervisor will coordinate the field work as directed by the survey coordinator and be responsible of a team of 4 interviewers and 1 measurer in one specific region, which they will have to directly supervise and ensure proper work at all stages. The supervisor will be responsible for collecting cluster listing forms, maps and other survey materials and equipment from the fieldwork and/or survey coordinator and distributing the workload fairly among team members. During data collection the supervisor is responsible for the course of work, ensuring the quality of the work, as well as for delivering all paper forms/questionnaires, maps and other documents and materials for completed clusters to the central office.

**Supervisor’s responsibilities**

Supervisor:

* Attends the complete main fieldwork training and participates in the field exercises and pilot study.
* Organises data collection in his/her assigned clusters and leads the process.
* Makes sure that the interviewers interview no more than two households per business day.
* Collects vaccination records in health facilities for all children under 3 years using the Questionnaire Forms for Vaccination Records at Health Facility and gives the completed Questionnaire Forms to the relevant interviewers for entering those data into the CAPI application.
* Receives water samples from measurers and arranges their transfer to the central office or laboratories and maintains a record of households for which samples have been collected and sent for testing.
* Conducts regular review sessions with interviewers and advises them of any problems found.
* Assists the measurer when needed (when the interviewer is unable to).
* Monitors the quality of the anthropometric measurements and evaluates whether protocols outlined in the Manual for Anthropometry are followed. Follows up cases of children with extreme measurements of length/height, weight and/or age, first by confirming data has been entered correctly in the CAPI application and if needed through arranging a revisit and remeasurement of the child.
* Ensures that water quality testing measurements are taken following the exact procedures outlined in the Manual for Water Quality Testing.
* Discusses findings of **Field Check Tables** with the fieldwork coordinator and other monitoring staff, provides feedback and supports interviewers and measurers to improve their work.
* Ensures that all procedures and protocols for maintaining anonymity of households and individual household members are followed by all team members (4 interviewers and 1 measurer).
* Provides a written declaration of obligation for the protection of the confidentiality of the personal data of the respondents.
* After fieldwork has started, if necessary, attends retraining sessions
* Regularly monitors the work attendance of the team interviewers and measurers throughout the field work, and if any of them is absent, clarifies the reason and reports to the field coordinator.

**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 supervisor will be working under the guidance and the supervision of the fieldwork coordinator and survey coordinator.

**Confidentiality of Data and MICS Documents**

The supervisor 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:*

* 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**

Anyone with the required qualifications may apply.

**Payment for the services of the Supervisor**

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

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

**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**](mailto: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.