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TERMS OF REFERENCE

MICS Data processing consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Islamabad Pakistan & Remote (With travel)
DURATION OF CONTRACT	11.5 Months

Purpose of Assignment

UNICEF presently providing technical and financial support in conducting MICS surveys in Sindh, Khyber Pakhtunkhwa (KP) . Currently, these surveys are at different stages of preparation, and each provincial Bureau of Statistics (BoS) is implementing its survey with technical support from UNICEF. As per Global MICS protocols, UNICEF provides this support through technical consultants, including provincial MICS consultants and a Data Processing Consultant, who together ensure that data processing meets MICS quality standards from CAPI programming through to final tabulation.

Scope of Work

Under the supervision of the Data & Analytics Specialist, the consultant is expected to provide technical support and quality assurance to the data processing teams of the provincial Bureaus of Statistics, including secondary editing and finalization of datasets, working alongside the provincial MICS consultants. Each BoS remains responsible for its data processing, while
the consultant ensures that CAPI applications, data systems and datasets meet MICS standards and clear review by the UNICEF Regional Office for Asia (APRO) and HQ. The consultant will ensure effective communication, responding promptly to data-related needs and issues.
Specifically, this will include:
To provide technical support to the three MICS in Sindh and KP in the following:

1. Before the fieldwork:

i. To review the customized CAPI applications prepared by the BoS data processing teams, including translated versions, and support testing until APRO/HQ clearance. For Sindh, this includes any MICS Link module capturing SEMIS school codes.
ii. To set up the CAPI and central data management systems with the data processing teams of the Bureaus of Statistics
iii. To support master trainers in delivering the CAPI sessions of both the ToT and the main fieldworker training
iv. To compile and review the pretest data and reflect the findings in the final CAPI application

2. During the fieldwork

v. To review and facilitate the production of field check tables (FCTs) at least every two weeks during data collection, sharing issues with the BoS and provincial MICS consultants for follow-up with field teams
vi. To provide timely support to the fieldwork staff on CAPI and data transfer issues
vii. To contribute data processing findings to the debriefing meetings of the fieldwork staff

3. After the fieldwork

viii. To train the secondary editors
ix. To provide continuous support to, and monitoring of, the entire secondary editing process, in line with MICS protocols
x. To finalize the data and preparatory syntaxes for APRO/HQ review and address their comments
xi. To support the finalization of tabulation syntaxes and the production of the first set of tables

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Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
1.CAPI design and testing for Sindh and KP	**Deliverable(s)** 1. CAPI applications for Sindh and KP reviewed, with all APRO/HQ comments addressed. Sindh: 31th December–31st January KP: 31st January Before pretest Sindh: 10 days KP: 10 days Total: 20 days Sindh and KP (fees): Subtotal1: (20*30,000)=600,000 PKR 2. Translated CAPI versions finalized and fully tested before the pretest. 3. Central data management systems established and operational for Sindh and KP.	Sindh: 31st December 2026 31st January KP: 31st January Before pretest
2.Pretest and fieldworker training	**Deliverable(s)** 4. Pretest data compiled and findings incorporated into the final CAPI applications for Sindh and KP 5. CAPI sessions delivered during the training of trainers and main fieldworker training in Sindh and KP	Sindh: 31st March 2027 KP: 31 st 2027 March End of main training
3.Data monitoring during fieldwork	**Deliverable(s)** 6. Field Check Tables reviewed and written review notes shared every two weeks during	Sindh: 30th April 2027 KP: 30 Apri 2027 l End of fieldwork

	fieldwork. 7. Data-processing findings compiled and presented for discussion during debriefing meetings. PKR 8. Data-closure note prepared and submitted at the end of fieldwork for Sindh and KP.	
4.Secondary editing (Sindh, KP)	**Deliverables (s)** 9. Secondary editors trained on relevant MICS protocols, tools and procedures 10. Secondary editing for Sindh and KP completed in accordance with MICS protocols.	Sindh: 30th September 2027 KP: 30th September Within 2 weeks after fieldwork
5.Data and syntax finalization for Sindh and KP	**Deliverable(s)** 11. Datasets and preparatory syntaxes for Sindh and KP finalized and submitted for APRO/HQ review. 12. All APRO/HQ comments on the datasets and preparatory syntaxes addressed. 13. Tabulation syntaxes finalized and the first set of tables produced and submitted.	Sindh: 30th November 2027 KP: 30th November 2027

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- **Education:** Master Degree or equivalent in Statistics, Mathematics, Project Management/Data and Computer Sciences, international development, public health, or another relevant technical field
- **Work Experience:** At least 5 years of professional experience in processing, cleaning, validating, and analysing large-scale household survey data, preferably MICS or other nationally representative surveys.

  At least 5 year of proven experience in developing and managing CAPI applications including questionnaire programming, data quality checks, and fieldwork monitoring.
  Demonstrated experience in preparing survey datasets, developing data processing and editing syntaxes, and producing clean, validated, and well-documented datasets in accordance with international statistical standards.
- **Skills**: Professional experience in the field of data analysis, data cleaning, management of complex datasets, especially on MICS data processing and in-depth understanding including development of CAPI application/training and Secondary editing of data

  Ability to handle National and sub-national level data

  has strong communication skills

  Has a clear understanding of survey data

Ability to triangulate data from different micro datasets
Language Requirements: Fluency in English and Urdu
Desirables: working knowledge of Sindhi or Pashto is an asset