



HEALTH INFORMATION MANAGEMENT AND RESEARCH DIVISION  
MINISTRY OF HEALTH, FAMILY AND WELFARE  
MALE'  
REPUBLIC OF MALDIVES

## **Multiple Indicator Cluster Survey (MICS)**

Terms of Reference

# **SURVEY SUPERVISOR**

12 months, based in Maldives

### BACKGROUND

The Multiple Indicator Cluster Surveys (MICS), developed by UNICEF, is an international household survey program aimed at collecting key indicators to assess the conditions of children and women. Over 30 years, MICS has expanded from 28 to over 250 indicators, becoming a vital data source for child protection, early childhood education, health, and nutrition. It supports monitoring progress toward national goals and Sustainable Development Goals (SDGs).

Since the inception of MICS in the 1990s, over 350 surveys have been carried out in 118 countries. UNICEF initiated the seventh round of MICS in 2023, which aligns with Sustainable Development Goal indicators endorsed by the UN in 2016 following the global adoption of the 17 SDGs and 169 targets of the 2030 Agenda for Sustainable Development. The final SDG framework includes 231 global indicators, with around one-third based on household surveys. MICS is well positioned to play a central role in this Agenda alongside other key demographic, health and socio-economic surveys and to complement data from administrative sources and censuses.

Given the need for updated and internationally comparable data, the Ministry of Health, Family and Welfare is planning to implement MICS in Maldives in 2026. This initiative will address the existing data gaps, support the National Development Plan, Health Master Plan and other national strategies and strengthen SDG monitoring.

The Ministry of Health, Family and Welfare is seeking six Survey Supervisors to ensure high-quality and timely implementation of the MICS survey.

## PURPOSE OF THE JOB

Under the overall supervision of Health Information Management and Research Division, Ministry of Health, Family and Welfare and the National MICS consultant, the Survey Supervisors will be responsible for coordinating, supervising, and supporting field data collection teams to ensure that the survey is implemented according to the survey plan, timeline, and quality standards. The survey supervisors will serve as the primary link between the field teams and the central survey management team. This includes close collaboration with the National MICS consultant, the survey manager and any other designated experts and consultants.

## MAIN TASKS

In consultation and collaboration with the Ministry of Health, Family and Welfare, the Survey Supervisors will be responsible for ensuring the following activities have been undertaken following the MICS guidelines and will contribute to the coordination of these activities:

### 1. *Survey preparation:*

- Participate in survey planning meetings and contribute to finalization of fieldwork plans
- Contribute to the identification and recruitment of enumerators.
- Ensure all questionnaires, consent forms and materials are available in English and Dhivehi

### 2. *Trainings*

- Participate in the pre-test training and training of trainers conducted by consultants from UNICEF
- Facilitate the main survey training as required
- Conduct refresher trainings for enumerators as required

### 3. *Pre-test and pilot:*

- Participate in the pre-tests and pilot of the survey by applying household/respondent selection procedures, obtaining informed consent and administering questionnaires in line with training and survey protocols
- Document issues that arise during pre-test and pilot and report back to the central survey management team
- Support the revision of questionnaires if required.

### 4. *Fieldwork Supervision and Quality Assurance*

- Organize daily field schedules and assign work to enumerators in allocated team

- Support mapping and listing of selected clusters/households/health facilities.
- Supervise all aspects of fieldwork in assigned areas, including:
  - Household and/or facility selection and replacement procedures
  - Interview conduct and adherence to sampling procedures
  - Proper completion of questionnaires and forms
- Conduct spot-checks and re-interviews (back-checks) to verify data quality.
- Review completed questionnaires/forms each day for completeness, accuracy, and consistency.
- Ensure correct use and maintenance of tablets and any other equipment and supplies allocated to the team
- Coordinate with island/city councils and police regarding safety of the team
- Identify and resolve field challenges (e.g., refusals, security concerns, logistical problems) promptly and report unresolved issues to the survey manager.

#### 5. *Data Management and Reporting*

- Oversee daily data transmission or submission of completed questionnaires to the central database
- Document and report any data collection problems, protocol deviations, or anomalies.
- Maintain records of:
  - Number of households/facilities visited
  - Interviews completed, incomplete, and refusals
  - Reasons for non-response
  - Team travel logs and attendance sheets
- Provide daily and weekly progress reports to the survey manager

### DELIVERABLES

1. Daily field schedules
2. High-quality, complete data from assigned clusters/areas, submitted within agreed timelines.
3. Daily and weekly supervision reports
4. Completed supervision and back-check forms.

### REPORTING LINE

The Survey Supervisors will report directly to the Health Information Management and Research Division at the Ministry of Health, Family and Welfare.

### CONFIDENTIALITY OF DATA AND MICS DOCUMENTS

The Survey Supervisors must respect the complete confidentiality of the MICS data as well as any specific MICS documents that will be produced throughout the MICS process. The Survey Supervisors can use the documents and the datasets only for the tasks related to these Terms of Reference.

## QUALIFICATIONS AND COMPETENCIES

### *Education:*

Bachelor's degree in Demography, Population Studies, Statistics, Social Sciences, Epidemiology, Public Health, Business Administration, Economics or any other related technical field is required.

### *Skills and Experience:*

- Experience in conducting or managing field data collection preferred
- Experience in health or household survey preferred (eg: DHS, STEPS Survey, Census, HIES).
- Experience with CAPI data collection preferred
- Training experience and ability to organize and facilitate training and presentations preferred

### *Other competencies:*

- Excellent communication and interpersonal skills,
- Excellent oral and written communication in English and Dhivehi
- Excellent organizational and problem-solving abilities.
- Strong supervisory and team management skills
- Ability and willingness to travel extensively in-country

## OFFICE ARRANGEMENTS AND TRAVEL REQUIREMENTS

The Survey Supervisors are expected to report daily to office, which will be based at the Ministry of Health, Family and Welfare, who will provide her/him space, adequate working conditions with internet access, and equipment as necessary. During the contract period, the survey supervisors are expected to travel extensively within the country.

## ESTIMATED DURATION OF CONTRACT AND FEES:

The Survey Supervisors should be recruited at the start of MICS planning and should remain on board until fieldwork is completed.

The duration of this consultancy is for 12 months with the possibility of extension depending on the time it will take to finalize the whole MICS process.

The survey supervisors will receive monthly remuneration in accordance with the Public Service Pay framework as follows:

Basic salary	MVR 10,875
Job Allowance	MVR 5,075
Attendance allowance	MVR 135 per working day

As mandated under Act No. 8/2009 (Maldives Pension Act), 7% (seven percent) of the survey supervisor's basic salary shall be deducted as monthly contribution to the Maldives Retirement Pension Scheme (MRPS).

The Ministry of Health, Family and Welfare reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete or not delivered, or for failure to meet deadlines without valid reason.

## SELECTION CRITERIA

<b>Criterion</b>	<b>Points</b>
Educational Qualification	20
Work Experience	20
Additional Skills / Expertise	20
Interview	40