



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

Multiple Indicator Cluster Survey (MICS)

Terms of Reference

DATA PROCESSING CONSULTANT

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.

To ensure the smooth implementation of the MICS survey, adherence to deadlines, and the production of statistically sound and reliable data, the Ministry of Health, Family and Welfare is seeking a Data Processing Consultant to support the survey's data processing activities.

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 (NMC), the Data Processing Consultant will support the planning, organization, implementation, monitoring and evaluation of the data processing activities of MICS.

This involves close collaboration with the MICS survey team and any other designated experts and consultants during all phases of the survey.

MAIN TASKS

In consultation and collaboration with the Ministry of Health, Family and Welfare and UNICEF Maldives, the data processing consultant will be responsible for ensuring that the following activities have been undertaken in accordance with MICS guidelines:

1. System setup and management:

- Set up the local MICS Computer Assisted Personal Interview (CAPI) system on tablets
- Customize the listing, sampling and data collection applications on CSPro
- Set up platform for data transfer and integrate with MICS CAPI system
- Test data entry programs, including consistency checks and skip patterns
- Ensure that all tablets are prepared for pre-test, CAPI test and main fieldwork
- Provide ongoing technical support during data entry, analysis and cleaning phases.

2. Training and capacity building

- Participate in the data processing workshop organized by the Ministry of Health, Family and Welfare
- Provide support in facilitating trainings for enumerators and supervisors on data entry using CSPro
- Provide support in facilitating trainings for supervisors and central office team on effective fieldwork monitoring and control using Power BI

3. Monitoring of fieldwork and data quality assurance

- Prepare dashboards for monitoring of field work using Power BI
- Implement real-time quality control measures during data entry
- Conduct data validation and error correction

4. Data Integration and archiving

- Merge datasets, apply weights and prepare final cleaned data files for analysis on SPSS
- Produce tabulations in accordance with the tabulation plan
- Archive relevant datasets while ensuring data integrity and compliance with standards

5. Documentation

- Document all data processing steps including system setup, monitoring, quality assurance, data integration and archiving.
- Provide regular progress reports and flag any technical issues.

DELIVERABLES

1. Fully operational MICS CAPI systems on tablets
2. Customized CSPro applications for listing, sampling and data collection
3. Established data transfer platform integrated with MICS CAPI system
4. Training materials and documentation for CSPro data entry and field working monitoring
5. Developed power BI dashboards for real-time fieldwork monitoring
6. Final data files prepared for analysis
7. The syntax, programs, or scripts used to transform the original database into the final database files and produce automated tables, enabling the replication of the entire process from beginning to end
8. Comprehensive documentation of all data processing steps

REPORTING LINE

The Data Processing Consultant 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 Data Processing Consultant 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 Data Processing Consultant can use the documents and the datasets only for the tasks related to these Terms of Reference.

QUALIFICATIONS AND COMPETENCIES

Education:

Master's degree in Computer Science, Information Technology, Data Science, Statistics or any other related technical field is required.

Skills and Experience:

- Minimum 4 years of experience in processing household survey data captured using tablets for CAPI using CSPro or Survey Solutions software
- Strong expertise in power BI, SPSS, Python or R preferred.
- Training experience and ability to organize and facilitate training and presentations.

Other competencies:

- Excellent communication and interpersonal skills,
- Excellent oral and written communication in English and Dhivehi
- Strong problem-solving skills
- Ability and willingness to travel extensively in-country when required

OFFICE ARRANGEMENTS AND TRAVEL REQUIREMENTS

The Data Processing Consultant is expected to report 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 Data Processing Consultant may be expected to travel within the country.

ESTIMATED DURATION OF CONTRACT AND FEES

The Data Processing Consultant will be recruited for a period of 12 months, with the possibility of extension depending on the time it will take to complete all the data processing activities related to MICS.

The Data Processing Consultant will receive monthly remuneration in accordance with the Public Service Pay framework as follows:

Basic salary	MVR 15,880
Job Allowance	MVR 7,410
Attendance allowance	MVR 200 per day attended

As mandated under Act No. 8/2009 (Maldives Pension Act), 7% (seven percent) of the Data Processing Consultant'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

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