

TERMS OF REFERENCE



SOMALIA NATIONAL BUREAU OF STATISTICS (SNBS)

TERMS OF REFERENCE FOR CONDUCTING MULTIPLE INDICATOR CLUSTER SURVEY(MICS7)

(CONDUCT LISTING OPERATION AND DATA COLLECTION)

Assignment	Conduct Listing Operation and Data Collection
Duration of the Assignment	6 months
Expected Starting Date	July 2025
Expected Ending Date	December 2025

I. Background

The Somalia National Bureau of Statistics (SNBS) has implemented several initiatives to address the statistical data deficiencies in the country. However, the recently concluded Somali Health and Demographic Survey (SHDS) failed to provide indicators for under-five mortality and children aged 5-14 years. These indicators are of utmost importance for monitoring both the Sustainable Development Goals (SDGs) and National Transformation Plan (NTP).

Recognizing the significance of these indicators, the SNBS with the support of the World Bank, in collaboration with United Nations Children' Fund (UNICEF), has taken proactive steps to resolve the situation. They have commenced preparations for the Multiple Indicator Cluster Survey (MICS), which aims to bridge the gaps in the above-mentioned indicators include Child Vaccination, Child Protection, Child Functioning, Reproductive Health., MICS is an international household survey program designed to collect estimates of key indicators that are used to assess the situation of children and women. The first MICS survey, MICS1, was conducted in 1996. This was followed by MICS2 in 2000, MICS3 in 2006, and MICS4 in 2011. By launching MICS7 initiatives in 2025, the SNBS is demonstrating its commitment to ensuring the availability of accurate and comprehensive statistical data in Somalia. This endeavor is crucial for informed decision-making, effective policy formulation, and the successful implementation of development plans.

The Federal Government of Somalia kicked off the preparation of the National Transformation Plan (NTP) for the period 2025-2029. This strategic framework aims to steer Somalia towards sustainable development, economic stability, and long-term prosperity. The NTP's overarching goal is to provide a strategic roadmap for Somalia's socio-economic transformation. It aims to

identify and implement key interventions necessary for sustainable development, fostering inclusive growth, and ensuring a coherent approach to overcoming development challenges.

MICS7 is set to offer vital data for baseline indicators for key health and demographic indicators in the NTP. These indicators include infant and child mortality and morbidity, child health, marriage, fertility, gender-based violence, and the availability and accessibility of water and sanitation services, among others. MICS offers a comprehensive set of questionnaires and modules that enable the collection of approximately 40 of the SDG indicators.

At this critical junction, the SNBS has, through the Federal Government of Somalia (FGS), received a grant from the World Bank to finance the listing operation, training field staff, and carrying out the actual data collection of the Multiple Cluster Survey. This financial support from the World Bank will play a crucial role in filling the existing financial gap for implementing those critical phases of the survey.

Through these collaborative efforts, SNBS will take the lead in this exercise, offering technical expertise, survey methodology, survey field work, data processing, and dissemination, which will be funded by the World Bank. UNICEF will provide technical assistance through the survey implementation.

1.1.Objective of the Exercise

The main objective of this consultancy is to implement the MICS7 data collection phase.

Specific Objectives include.

- Carry out the listing operation
- Organize the survey field staff training related to MICS7
- Collect the primary data at household and individual levels as guided by the MICS manuals and MICS quantitative tools

II. Scope of the Work

The Consulting firm will cover all sampled enumeration areas in urban, rural, and nomadic areas in 17 out of the 18 pre-war regions in Somalia. The duration of the assignment is expected to be for a period of 6 months approximately.

III. Duties and Responsibilities

The primary responsibility of this firm is carry out survey stages stated in the objective of this assignment with the supervision of the SSNBS. Specifically, the firm will be responsible for the following aspects of the MICS:

1. Survey Management:

The firm should also prepare a Work plan and Inception Report (with key parameters and indicators to be considered for the survey including field team composition, survey duration, survey movement

plan and the methodologies for data collection). The firm should also submit all the working files, final fieldwork report Facilitate weekly debriefing meeting between SNBS, UNICEF, and World Bank.

- a. Facilitate payment disbursements for survey teams and other logistics arrangements through project implementation unit of SNBS as needed to ensure smooth and efficient survey implementation

2. Recruitment

The consulting firm will recruit enumerators and supervisors in all selected urban centres, with the support of SNBS. SNBS will play a key role in the selection process, ensuring that enumerators and supervisors are highly qualified and well-prepared for fieldwork. Through rigorous selection criteria and comprehensive training, SNBS ensures the team is technically capable, facilitating efficient and accurate data collection. The firm will also be handling all contracts, payments and HR issues of the enumerators (and supervisors).

The firm is expected to provide SNBS detailed information on recruitment including:

- a. Number of enumerators and supervisors recruited for the exercise.
- b. Age of enumerators recruited for the exercise (preferably above 20 years of age).
- c. Gender of enumerators recruited.
- d. Copy of individual contracts provided to enumerators and supervisors.
- e. List of enumerators drawn from Mogadishu and the Federal Member States.
- f. Language skills of enumerators, both verbal and written communication.
- g. Personal and emergency contacts of enumerators.
- h. Proposed plan to cater for social safeguards and welfare of enumerators during data collection including; transportation, accommodation, DSA, incident reporting procedures among others.

3. Logistics for training, listing operation and main survey data collection

- a. Make appropriate transportation arrangements to conduct listing operation and field work. Each team working on listing operation must have two cars and each team working on main survey fieldwork must have two vehicles. The firm can use its own vehicles or hire a car service.
- b. Arrange all logistical arrangements for the training, listing operations and main survey fieldwork, (printing paper questionnaires, Cards for literacy, sample of vaccination cards, sample of iron tablets, and CAPI, Venues, etc).

4. Listing Operation for the Survey:

- a. The firm is responsible for numerating all the sampled clusters for the main survey in rural, urban, and nomadic areas as well as enumerate clusters for carrying out pilot in rural, urban, and nomadic areas to refine the survey processes.
- b. The firm is responsible that the listing operation will be done by trained mappers, listers and team leaders provided by SNBS and FMS Ministries of Planning.
- c. The firm will deploy 116 participants provided by SNBS and FMS Ministries of Planning who will take part in the listing exercise. Among the participants twenty-three are supervisors, fifty are listers, twenty-three are mappers, sixteen are quality supportive team and nine are quality and system technicians.

5. **Training:** The firm will be responsible for conducting training for main survey data collectors with technical guidance from SNBS on the following training activities:

- a. Training of Enumerators/Supervisors will be 26 days. Training will be facilitated by trainers from SNBS and FMS with technical support from UNICEF and the firm will make all logistical arrangements, (on paper questionnaire and CAPI, Venues, etc).
- b. Emphasis in training will be on proper techniques appropriate for the sensitive nature of some topics covered in the household questionnaire. Training may take place in Mogadishu, and State capital cities.

6. Data Collection for the Main Survey:

- a. The firm is responsible for the execution of fieldwork across sampled enumeration areas in urban, rural, and nomadic across all the regions in Somalia
- b. The firm is responsible for ensuring data collection is performed without significant delay.
- c.
- d. CAPI (computer-assisted personal interviewing) using tablet equipment method is required in the data collection.
- e. Experts in CAPI are required from the consultant firm to support the team if they have any related CAPI challenges during the fieldwork.
- f. The firm should ensure that the field supervisors send high-quality data to the UNICEF/SNBS Server on a daily basis.
- g. The firm should perform all consistency checks and generate daily quality tables and share feedbacks to field teams on daily basis. Documentation of this approach should be shared with SNBS on a regular basis.
- h. The firm will recruit field survey coordinators at each region who will travel with teams and be responsible for day-to-day supervision and logistics, including contacting community leaders in PSUs.

7. Coordination and Collaboration

The firm should establish mechanisms with the SNBS so that the enumerators can perform the task as assigned in the survey. The hiring firm needs to collaborate with the SNBS for the advertisement, recruitment and deployment of the enumerators.

8. Quality Assurance Mechanisms

The firm need to demonstrate and maintain quality assurance at each stage of the process such as selection of the candidate, recruitment process, and the field data collection.

IV. The Role of SNBS AND UNICEF

1. SNBS and respective FMS statistical offices with the support of UNICEF will provide technical and administrative support to the survey. The management team will work with the firm and will take following responsibilities;
 - a. MICS7 Core team lead by MICS National Manager: will be responsible the overall supervision of the survey activities in the country to make sure that the firm is collecting high quality data in line with the national and international standards of MICS
 - b. State coordinators and regional coordinators, each Member state, they will support the firm in field work in each of the 6 states, facilitate the survey teams and oversee the implementation of the survey in their respective state.
2. UNICEF will provide technical and quality assurance throughout the MICS stages to make sure that firm is adhering to the MICS7 standards
3. SNBS and FMS will provide trainers who will conduct the training of fieldwork data collectors

SNBS and FMS will also provide trained mappers, listers and team leaders for conducting listing operation across the sampled clusters in the country.

4. The SNBS will prepare the TORs for enumerators and define the enumerators' selection criteria and skills and will review the draft enumerators contracts. All field staff will undergo mandatory training on MICS concepts and procedures.
5. SNBS will provide tablets with CAPI installations, soft copy of MICS7 tools and manuals
6. UNICEF will provide scale measurements for taking the weight and height of children and women.

V. Minimum Qualifications of the consultancy/firm; -

- Minimum Ten years' experience in delivery of similar assignments. The consultants must submit a list of projects' details including the scope, location and clients.
- Have proven prior experience in CAPI based data collection activities.
- Have capacity and cashflow to handle disbursement and large sums of money
- Experience in data collection, verification, modelling, analysis and visualization.
- Experience in working with fragile state.
- Local presence in Africa and Somalia in particular with a good understanding of the Somalia context.
- An understanding of the World Bank Environmental and Social Frameworks and the requirements of the project as per the Security Engagement Plan (SEP) and Labor Management Procedures (LMP).
- Experience of project management in ISO 31000 compliant field level security risk management.

VI. Required Personnel

To implement the activities involved in this project, the firm must engage following key experts: -

1. *Team leader:* At least Master's degree in Project Management and/or Statistics/Economics/Business Administration or Public Administration, with a minimum of 7 years in large household level surveys required. Experience with LSMS or other survey where data is entered concurrently with the interview process preferred.
2. *Logistics and Finance Manager:* To provide administrative and logistical support to the field teams and work in close collaboration with the SNBS and FMS statistics offices. Should have at least master's degree in Logistics with minimum 7 years of experience managing large project sets required.
3. *Security Officer:* To act as the firm's Security Focal Point who shall ensure SMP development and compliance under the direct supervision of the PIU. Should have relevant university degree or higher education with minimum of 5 years of relevant working experience in the security sector, security risk management or similar fields. Preferred experience includes analyzing and reporting security risks and developing security planning for large-scale field operations, experience in providing security risk management training and individual development programs and in ISO 31000, Risk Management – Principles and Guidelines.

VII. Timelines

1. Training of fieldwork personnel and conduct a pilot study will begin in July 2025
2. The listing operation of Somali Multiple Indicator Cluster Survey (MICS7) will begin in August 2025
3. Field work to start September 2025
4. Data cleaning will be performed concurrently with field work.
5. Final data set expected by the end of November 2025.
6. The foregoing timelines are subject to revision should either Party fail to meet, furnish necessary materials, or meet in a timely manner or Force Majeure.

1. Phases of the MICS and Deliverables

The consulting firm will produce the following outputs for this assignment

Activity		Outputs	Responsible agency
PHASE I: FIELD PREPARATION			
	Recruitment	Contract Signed.	Firm
1	Comprehensive risk management and logistics plan	Inception Report with field plan, translated manuals and guidelines	Firm
2	Training and Pilot	Progress report submitted to SNBS	Firm
3	Questionnaire Scripts (CAPI) and install to tables	Questionnaire into CAPI and tested	SNBS/UNICEF
4	Tool scale measurements	Equipment for anthropometric measurement for mother and child	UNICEF
PHASE II: FIELDWORK			
3	Field Staff - Field Work	<p>Progress report submitted to SNBS.</p> <p>Consulting firm will lead the data collection with guidance from National Bureau of Statistics and FMS as well as international consultants remotely.</p>	Firm/FMS/SNBS
PHASE III: DATA MANAGEMENT/PROCESSING			
4	Data Processing and Analysis, validation and report production	<p>Data outputs and consultancy progress report submitted to SNBS;</p> <p>Consulting firm will lead with guidance from SNBS and international consultants. Draft report on MICS Survey submitted to SNBS.</p>	SNBS/UNICEF
PHASE IV: DISSEMINATION, ARCHIVING AND PUBLICATION			
5	Publication and Dissemination	Report of stakeholder consultation. (Mission to present the first report to national and international stakeholders). Final datasets in all formats and syntaxes/do files/commands along with microdata library documentation.	SNBS

VIII. Key Deliverables

The Consulting firm will produce the following deliverables for this project:

1. Inception Report with field plan
2. Listing Operation Report
3. Survey Pilot report
4. Main Survey Data Collectors Training Report
5. Administrative survey report for the data collection exercise.
6. High quality datasets in SPSS formats
7. Progress report on field work (bi-weekly submission)
8. Social Safeguards Report
9. Security Risk Management Documents (provided in the section 11 below)

IX. Confidentiality and Data Ownership

With reference to the SNBS data dissemination document article number 11.0 ‘All statistical information is collected in accordance with the Statistics Act which puts emphasis on aggregation of published data. Therefore, all statistical data shall be anonymized before sharing with users to protect the data providers. In similar manner all tables, reports, extracts etc. of publications shall be prepared such that the confidentiality of any data provider is not violated before data is disseminated.

The completed dataset will be the property of the National Bureau of Statistics of Somalia. The firm may not use the data for their own research purposes, nor license the data to be used by others Confidentiality of respondents needs to be respected at all times.

X. Reporting Obligations

The firm shall report to the Director General of the National Bureau of Statistics, based in Mogadishu. Final deliverables should be submitted to the SNBS no later than 14 days after cleaning the final Datasets of the survey.

XI. Future Use of the Data

The completed dataset will be the property of the National Bureau of Statistics of Somalia. The firm may not use the data for their own research purposes, nor license the data to be used by others, without the written consent of National Bureau of Statistics.

XII. Payment conditions for the Consultancy

Payment Schedule	% of payment	Deliverable
1st Payment	20%	Upon submission of the Inception Report acceptable to the Client.
2nd payment:	25%	amount upon submission of acceptable and approval of final household listing exercise Report

3rd payment	30%	upon submission of acceptable piloting survey report
4th payment	10%	upon submission of acceptable draft survey preliminary report
5th payment:	15%	upon submission of the acceptable final cleaned data sets of the Multiple Indicator Cluster Survey (MICS7)

Annex: I

Security Risk Management (SRM)

The contractor will:

- Provide technical support and guidance to the Project Team to identify options for GBV-sensitive requirements for conduct of the survey and enumeration-related activities.
- To the extent feasible, develop or review referral pathways and protocol for GBV response services and share the list with the survey team for ease referencing and referrals when care is needed/required.
- Provide capacity-building and training to enumerators and project teams directly interacting with communities, on expectations for their behavior and the code of conduct, how to safely respond to a disclosure of SEA/H and other forms of GBV, including SEA/H, and how to utilize existing referral pathways as well as reporting requirements for SEA/H incidents
- Provide signed code of conduct upon recruitment and prepare an Environmental and Social Management Plan outlining how it will comply with the ESF requirements.
- Establish SEA/H risk management protocols to ensure accountability, enable care and address risks. It should have specific procedures for addressing SEA/H, including confidential reporting with safe and ethical documenting of SEA/H cases.
- Provide ongoing monitoring and support for corrective actions or develop implementation and work plans as the situation changes on the ground. This include ensuring that feedback is incorporated into projects, and quality improvements are regularly made.
- The firm will ensure that Security Management Plan (SMP) is developed, based on Security Risk Assessments (SRA), to support all field-based data collection by enumerators and their supervisors. The firm will submit the SMP to the PIU prior to project implementation.
- The firm to conduct a Security Risk Assessment for all the areas in which the survey will be implemented indication source of threat, risk identification evaluation and rating and risk mitigation.
- The SRA process will directly contribute to development of the project Security Management Plan (SMP)
- The SMP will be supported by area-specific Activity Security Plans (ASA) for sub-sites in which the project is being implemented.

- Identification and nomination of a Security Focal Point in the Firm who will manage all aspects of field security for the project and who will maintain a close relationship with the nominated Security Focal Point in the Project PIU.
- Under the supervision of the PIU Security Focal Point, and as part of the SMP, the firm will ensure development of protocols for the following security management functions: (i) SRA Methodology, (ii) Activity Security Plan Template, (iii) Standard Operating Procedures (SOPs) and Training Modules for Enumerator and Supervisor Field Activities, (iv) Reporting Templates for Security Incidents/Weekly and Monthly Security Reports, (v) Weekly Security Meetings with the PIU Security Focal Point, (vi) PIU Travel Policy and Approvals for Enumerators and Supervisors, (vii) Crisis and Incident Management Plan, (viii) Flash Message Template, (ix) Hostage Incident Management Plan, (x) In-Extremis Reporting Process, (xi) List of Project Locations and Project Contacts, (xii) Security Stakeholders Contact List.
- The firm shall ensure that enumerators and supervisors are sufficiently trained and are aware of the risks in their operational contexts and of ways in which these can be mitigated.
- The firm will provide the PIU with Weekly and Monthly Security Reports which shall detail all relevant information pertaining to SRM (a template will be developed for this reporting). Security incidents must be reported by the Firm to the PIU within 24 hours.
- In the event of significant threat or incidents impacting on the physical safety and well being of Project staff, the Firm retains the right to suspend field activity under the project. The PIU must be informed of this decision at the earliest opportunity. In the event of a serious security incident, a formal written report must be submitted to the PIU
- The firm is to advise the PIU in writing of these assurances; and no access by enumerators or supervisors will occur in areas assessed to be under the control of AS or other armed militant's hostile to the Federal Government of Somalia (FGS).

Figure 1. ISO 31000 Risk Management Processes

