



ARMSTAT



MEMORANDUM OF UNDERSTANDING

**between
the STATISTICAL COMMITTEE OF THE REPUBLIC OF ARMENIA
and
the UNICEF COUNTRY OFFICE IN ARMENIA
to execute the project**

"Multiple Indicator Cluster Survey (MICS) Armenia 2026"

Preamble

Whereas the Armenia Country Office of the United Nations Children's Fund (hereinafter UNICEF) and the Statistical Committee of the Republic of Armenia (hereinafter RA) share a common objective in light of their respective mandates; namely, monitoring the well-being of children, adolescents and women;

Whereas the Government of the RA and UNICEF signed a *Basic Cooperation Agreement* on 4 August 1998, and the present Memorandum of Understanding (hereinafter MoU) is concluded in line with that Agreement;

Whereas the RA and UNICEF have defined, as a principal initiative in the Country Program for 2021 (October) – 2025 (December), to generate data on the Sustainable Development Goals (SDGs) indicators, Convention on the Rights of the Child and other national and international commitments, providing data to specifically monitor the situation of children and women in Armenia;

Whereas RA has signed the United National Sustainable Development framework with UN Resident Coordinator, UNICEF and other UN agencies for the period 2021 - 2025 and the Rolling Work Plan with UNICEF for the period 2024-2025;

Whereas the Government of RA and UNICEF defined the terms for mutual cooperation to conduct a Multiple Indicator Cluster Survey (hereinafter MICS), as per the Rolling Work Plan signed on 24th May, 2024;

In view of the foregoing and based on mutual confidence and a spirit of cooperation, the Statistical Committee of RA and UNICEF hereby agree as follows:

Article I. Definitions

The following definitions shall apply for the effects of this activity.

1. The "Parties" shall be understood as the Statistical Committee of RA and UNICEF.
2. "UNICEF" shall be understood as the Armenia Country Office of the United Nations Children's Fund, a subsidiary agency of the United Nations established through Resolution 57 (I) adopted by the United Nations General Assembly on December 11, 1946.
3. "This MoU" or "the present MoU" shall be understood as the present Memorandum of Understanding and its appendix on Technical Collaboration to implement the project entitled "Multiple Indicator Cluster Survey (MICS) Armenia 2026".
4. The "Survey Plan and Budget" shall be understood as the operative implementation plan of this MoU, which the Parties agree to jointly develop.
5. The "Project" shall be understood as all its constituting documents, processes and equipment.
6. The "UNICEF Representative" shall be understood as the Country Representative of UNICEF or his/her representative.
7. "Expenditure" shall be understood as all disbursements and all commitments relating to the implementation of the Project.
8. "Force majeure" shall be understood as a natural disaster, war (declared or undeclared), invasion, revolution, insurrection or any other event of equal nature or force.
9. The "UNICEF MICS Team" shall be understood as the staff and consultants of UNICEF at its Country, Regional and New York Headquarters offices engaged in coordinating, managing and providing technical assistance to MICS surveys in the Global MICS Programme.
10. "Country Survey Team" shall be understood as the staff and consultants of the Statistical Committee of RA engaged in the implementation of MICS in Armenia,

including those serving in the capacity of Survey Coordinator, Deputy Survey Coordinator, Fieldwork Coordinator (Focal Point), Methodology Specialist(s), Sampling Specialist, Data Processing Specialists, Secondary Editors and other roles, as required and agreed between the Statistical Committee of RA and UNICEF in the Country Survey Plan.

Article II. Objective and Scope of the Present MoU

1. The present MoU sets forth the terms, conditions, and procedures for the cooperation between the Parties regarding the accomplishment of the objectives of the Project.
2. The Parties agree to collaborate and to maintain a close working relationship to accomplish the objectives of the Project and develop the technical and operative details of Project implementation in the Survey Plan and Budget, consistent with the overall recommendations of the Global MICS Programme, including the Technical Collaboration described in the appendix.
3. The Statistical Committee of RA and the UNICEF MICS Team will have access to all survey documents in anonymized format, including sampling plans, data processing programs, survey data files, geospatial data, field check tables, tabulation programs, and all other technical documents at any time during survey implementation for the purpose of technical review and quality assurance.
4. The Statistical Committee of RA and the UNICEF MICS Team will have access to questionnaire and data entry application pre-tests, fieldwork, data processing and related trainings for the purpose of quality assurance and monitoring activities ensuring anonymization of data.
5. The Statistical Committee of RA and the UNICEF MICS Team agree to treat all survey data as confidential and will not share full or partial survey data with any person or entity outside their members before public dissemination of the results and completion of anonymisation of the survey data. In exceptional circumstances, such sharing may take place only if both Parties jointly agree, and the recipient commits to strict confidentiality. Any resulting analysis will not be made available to any person or entity outside the Statistical Committee of RA and the UNICEF MICS Team unless both Parties agree. Such analysis includes, but is not limited to, the tabulations of the unpublished Survey Findings Report and the various tables and figures in unpublished Statistical Snapshots.

6. The Parties agree that every effort will be made to release the Survey Findings Report, including all methodological details, tabulations and appendices, within 6 months after completion of fieldwork. Should the process at any time be anticipated to exceed this deadline, the UNICEF MICS Team will, in a collaborative manner, escalate technical support and in consultation with the Statistical Committee of RA, develop the Survey Findings Report and submit to the Statistical Committee of RA.
7. As the Survey Findings Report is being finalised, the SPSS survey data files will be anonymised in accordance with international guidelines, in such a way that no information which would permit identification of individual households, person(s) living in households, or cluster locations shall be divulged. No personal information regarding any individual or household will be disseminated. This process meets the requirements of national legislation.
8. Geocoded cluster centre points, multi-points, boundaries or sampled households' coordinates, along with the shapefile representing the sampling frame, including one administrative level below the boundaries of sample stratification will be made available to the UNICEF MICS Team in an anonymized format, and in case of a need for other data that does not enable possibility of direct or indirect disclosure of personal data - in accordance with the procedure established by the Data Sharing Agreement specified in paragraph 15 of Article II of the MoU. Cluster geocodes may already be available or need to be collected during the survey. All cluster locations will be anonymised as per international standards, including geographic displacement of cluster locations. Following this process, anonymised geocoded survey data files in SPSS format will be shared for review and acceptance of both the UNICEF MICS Team and the Statistical Committee of RA, detailing the anonymisation process. Other data that does not enable the possibility of direct or indirect disclosure of personal data will be shared only when necessary, according to the modalities and conditions specified in the Data Sharing Agreement, strictly following national legislation and UNICEF policies.
9. The UNICEF MICS Team will calculate several geospatial covariates from a range of open data sources, using the MICS GIS methodology. Following this process, the final covariate data files in SPSS format will be shared for review and acceptance of both the UNICEF MICS Team and the Statistical Committee of RA, detailing the covariate extraction process.
10. At the time of the release of the Survey Findings Report or no later than within a month, the survey files, in SPSS format, will be made available to the public. The Parties will have equal rights to distribute the final, anonymised SPSS survey data files.

11. UNICEF will distribute the survey data files through the global MICS website (mics.unicef.org), maintained by UNICEF, for additional legitimate statistical analysis upon request of registered users.
12. The release of survey data will further be conditional upon the recipient's agreement to give specific recognition to the contribution made by the Statistical Committee of RA in conducting the survey and collecting the data, and the provision, to the Statistical Committee of RA and UNICEF, of a copy of any report/analysis produced using the data. Recipients will not be allowed to redistribute the survey data and/or host the survey data in any other public platform.
13. Before making any changes to the survey data sets that are being distributed, the Parties agree to consult each other and agree on the changes that may be found to be technically necessary. The Parties will make every effort to ensure that recipients of survey data files up to that point are made aware of the changes made.
14. The Parties agree to encourage and undertake data dissemination activities promoting the use of the survey results and survey data. For such purposes, UNICEF may recode the survey data to produce a uniform data set with all MICS surveys and employ such for cross-national online tabulator platforms hosted on the MICS website. Such a data set will not be publicly available.
15. Access to data that does not enable the possibility of direct or indirect disclosure of personal data, shall be governed by specific modalities and conditions, including identification of authorized personnel (names, roles, and data use cases and limitations), as set forth in a Data Sharing Agreement, which shall be signed independently between the Parties for that purpose as required, which shall constitute Appendix II to this MoU.

Article III. Term of the MoU

1. The present MoU shall take effect on date of signature of all Parties and shall remain in force until 30th June 2027. The Project shall initiate and terminate pursuant to the timetable provided in the Survey Plan and Budget, which may be updated over the course of the Project.
2. If, during the course of the Project, either Party determines the expiration date established in Article III (1) above must be extended to accomplish the objectives of the Project, the said Party shall inform the other, without delay, so as to initiate

consultations to reach an agreement on a new expiration date. Upon reaching an agreement on a new expiration date, the Parties shall sign an amendment to this effect, pursuant to Article XII.

Article IV. General and Specific Responsibilities of the Parties

1. The Parties agree to fulfil their respective responsibilities in accordance with the provisions of this MoU.
2. The Statistical Committee of RA agrees to make available to the Project the technical and administrative personnel who will conduct and manage the MICS, in line with the requirements and professional qualifications indicated in the Project, specifically in the Survey Plan and Budget.
3. The Parties will share responsibility for oversight, execution, and supervision of the Project. This implies that personnel assigned to the Project may not conduct activities that are not contemplated in the Survey Plan and Budget.
4. The Statistical Committee of RA agrees to ensure the physical facilities required for the MICS to be conducted properly.
5. The Parties agree to seek funding sources, not restricted by law, to cover the operating costs (transportation, travel allowances, consumable materials, human resources, etc.) required to execute the Project satisfactorily, in accordance with and within the limit to be specified in the Survey Plan and Budget.
6. The Parties shall cooperate to secure and acquire all licenses and permits required by national law, provided such licenses and permits are appropriate and necessary to accomplish the objectives of the Project.
7. Both Parties shall take measures to ensure that ethical considerations are adequately addressed to the best of their ability and that appropriate safeguards are in place to protect members of participating households, stakeholders and staff involved in Project implementation.
8. The Statistical Committee of RA notes that no individuals participating in or administering the household survey should be subject to any legal or administrative proceedings as a result of questions posed and responses given within the survey.

9. Both Parties agree to ensure that all persons collecting, or processing data are aware of their responsibilities in relation to the rights to privacy of the data subjects, the confidentiality of the data collected and processed and the security measures to be adopted. Both Parties agree to raise awareness of these responsibilities through relevant training and through the inclusion of appropriate provisions in applicable contracting and employment terms and conditions.
10. Both Parties shall designate focal points who shall act as the main channel of communication between the Parties on all matters concerning the Project.
11. Both Parties will be full members of Steering and Technical Committees established to oversee the Project. These committees may provide recommendations but shall not take decisions that alter this MoU in whole or in part.
12. Technical assistance will be provided by the UNICEF MICS Team throughout the duration of the Project. On-going technical assistance will be provided to the Project through visits to RA and off-site support by Regional UNICEF consultants in three main areas: Sampling, Data Processing, and Household Survey Implementation, as well as support by the Global MICS Team in the UNICEF regional and headquarters offices. The Parties agree to facilitate such technical assistance and its objectives as outlined in the Technical Collaboration Framework of the Global MICS Programme (appended).
13. The UNICEF MICS Team shall additionally provide technical assistance to the Project through three MICS Workshops to which both Parties agree to participate, as feasible, with relevant Project staff;
 - a. **Survey Design:** work with the participants on survey design and operations based on MICS modules/questionnaires and standards, including sample design.
 - b. **Data Processing:** work with participants on the data entry application (CSPRO), tabulation software (SPSS), and archiving tools.
 - c. **Data Interpretation and Report Compilation:** work with participants on review of findings, the draft Survey Findings Report and Statistical Snapshots, plans for dissemination and identify potential areas for further analysis.

Article V. Personnel Requirements

1. The Statistical Committee of RA personnel assigned to the Project shall not be considered employees or agents of UNICEF. The Statistical Committee of RA shall guarantee observance of all national labour laws that might be applicable and shall pay and maintain the wages of all employees assigned to the Project on a timely basis. It is

understood that UNICEF shall not accept liability for any claims resulting from death, bodily injury, disability, property damage or other hazards suffered by Statistical Committee of RA employees as a consequence of their employment or work related to the Project. Consequently, the Statistical Committee of RA agrees to cover and maintain all appropriate compensation for its workers, and to furnish public liability insurance to protect its employees in any of the aforementioned cases, together with all other insurance policies agreed on by the Parties.

2. UNICEF shall be responsible for hiring the consultants and temporary technical assistance personnel identified, as required, to accomplish the objectives of the Project, doing so under the terms stipulated by the United Nations. UNICEF shall also facilitate the technical assistance, quality assurance, and review processes as needed and as required by participation in the Global MICS Programme. The consultants and temporary technical assistance personnel shall enjoy the privileges afforded to United Nations personnel. The hiring of experts, technicians and consultants by UNICEF shall be free of discrimination by reason of race, religion, gender, disability, ethnic group, national origin or similar factors. All consultancy contracts shall include clause on confidentiality with regards all documentation and data compiled during the Project.

Article VI. Supplies, Vehicles and Purchases

1. The materials, the input and the other non-consumable goods furnished or funded by UNICEF shall be transferred to the Statistical Committee of RA on completion.
2. All offshore supplies financed with UNICEF resources shall be procured by UNICEF. Given its privileges and immunities, said organisation is exempt from the payment of certain taxes or customs tariffs, in accordance with the *Convention on the Privileges and Immunities of the Specialized Agencies*¹.
3. As part of the Project, complete and precise records shall be kept of all input, equipment and other goods purchased with UNICEF funds, and regular physical inventories of all non-consumable equipment, goods, materials and supplies shall be conducted. Archiving and the ultimate disposal of such records should happen per prevailing institutional guidelines on retention periods.

¹ Convention on the Privileges and Immunities of the Specialized Agencies, New York, 21 November 1947, [\[Link\]](#), the Republic of Armenia is a party to the Convention (accession on 16 May 2022) with a reservation [\[Link\]](#)

Article VII. Financial and Operating Agreements

1. Funds allocated to the Project by UNICEF shall be managed in accordance with the operating policies and procedures of UNICEF and in compliance with the International Public Sector Accounting Standards. In case of financial transfers to the Statistical Committee of RA for MICS, necessary documentation required for financial reporting shall be provided by the Statistical Committee of RA in a timely manner, in accordance with the Harmonised Approach to Cash Transfers (HACT) and the provisions of the United Nations Sustainable Development Cooperation Framework (UNSDCF).
2. The Statistical Committee of RA shall provide the personnel and services to be agreed upon in the Survey Plan and Budget. It is understood that financial contributions from UNICEF to the Project Budget may not be used to cover the salaries of Statistical Committee of RA staff or personnel or to defray direct and indirect expenses incurred to maintain facilities.

Article VIII. Early Termination

1. Either Party may terminate this MoU thirty (30) days after having given written notice to this effect, if the other Party is unable or unwilling, or in some way prevented from fulfilling its responsibilities under the present MoU, thereby hindering accomplishment of the objectives of the Project, and provided the Parties have consulted, without success, in an attempt to eliminate the obstacle.
2. Upon being notified of termination, as provided for in the preceding paragraph, the Parties shall take appropriate steps to finalise their activities under this MoU, doing so promptly and in an organised manner intended to minimise losses and additional expenses. UNICEF shall disburse no additional funds to the Project.
3. Within thirty (30) days of the notification of termination, the Statistical Committee of RA shall return to UNICEF the balance of the funds UNICEF might have supplied pursuant to the execution schedule, as agreed in the Country Survey Plan, if the funds were supplied, provided such funds were not irrevocably committed at the time notice of termination was given.

Article IX. Force Majeure

1. In the case of force majeure, as defined in Article I (8), each Party shall advise the other promptly. Should the Parties be unable to fulfil all, or part of the responsibilities agreed under this MoU, details of the event and consequences should be communicated, in

writing if possible. The Parties shall consult on the appropriate action to be taken. This may include suspension of the Project or termination of this MoU.

2. Should the present MoU be terminated for reasons that constitute force majeure, the provisions outlined in Article VIII, paragraphs 2 and 3 shall apply.

Article X. Settlement of Disputes

Any dispute, controversy or claim arising from the present MoU or in relation to it, including its modification or termination, if not resolved amicably through direct negotiation, shall be settled as stipulated in the *Basic Cooperation Agreement*² between the Government of the Republic of Armenia and UNICEF.

Article XI. Privileges and Immunity

1. Nothing contained in this MoU or related to it may be regarded as an expressed or implicit waiver of any privileges or immunity determined for the United Nations and UNICEF.
2. For all its effects, the *Basic Cooperation Agreement* signed between the Government of RA and the United Nations Children's Fund on 4th August 1998 shall take precedence over any provision in the present MoU that might conflict with it.

Article XII. Amendments

The present MoU or its attachments may be modified or amended only through a written agreement signed by both Parties.

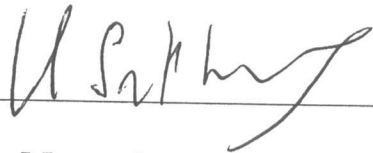
IN WITNESS WHEREOF, the undersigned, duly authorised for this effect and acting in representation of the Parties, place their signatures to the present MoU on the date and at the place indicated below:

² *Basic Cooperation Agreement* between the Government of the Republic of Armenia and the United Nations Children's Fund, Yerevan, 4 August 1998 [[Link](#)]

Signed in Yerevan on 5 December 2025 in two original copies in English.

On behalf of

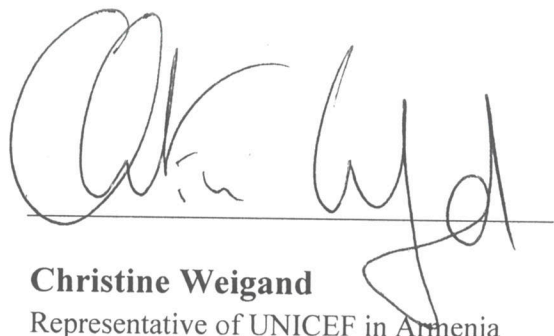
**the Statistical Committee of the
Republic of Armenia**

A handwritten signature in black ink, appearing to read 'S. Mnatsakanyan', written over a horizontal line.

Stepan Mnatsakanyan
President of the Statistical Committee of
the Republic of Armenia

On behalf of

UNICEF Country Office in Armenia

A handwritten signature in black ink, appearing to read 'Christine Weigand', written over a horizontal line.

Christine Weigand
Representative of UNICEF in Armenia

APPENDIX I

to the MEMORANDUM OF UNDERSTANDING
on
TECHNICAL COLLABORATION
between
the STATISTICAL COMMITTEE OF THE REPUBLIC OF ARMENIA
and
the UNICEF COUNTRY OFFICE IN ARMENIA
to execute the project

"Multiple Indicator Cluster Survey (MICS) Armenia 2026"

I. Governance and Resources

1. **Attendance to the Workshop on Survey Design.** Prior to or following the signing of this Memorandum of Understanding, the Country Survey Team, including the UNICEF MICS focal point, the survey coordinator, the sampling expert and, if identified, the national MICS consultant participates in the Workshop on Survey Design, organised by UNICEF.

Discussions are held during the workshop with the UNICEF MICS Team, that is, the UNICEF Headquarters (HQ) MICS team, UNICEF Regional MICS Coordinator and MICS expert consultants (on Sampling and Household Surveys) on planning for the survey. Using MICS templates, the Country Survey Team works on an initial outline of the Country Survey Plan and Budget and presents at the end of the workshop.

2. **Country Survey Plan and Budget.** At the end of or soon after the Workshop on Survey Design, the Country Survey Plan and Budget is drafted at country level, shared with the Regional MICS Coordinator for review, and then finalised. The Household Survey Expert Consultant and/or the Regional MICS Coordinator may visit the country at this stage to support planning for the MICS. This visit may coincide with the visit of the Sampling Expert Consultant (described in II.2).
3. **Identification and Recruitment of Survey Personnel.** All key technical experts from the Statistical Committee of RA are identified, a National MICS Consultant is hired, and if appropriate, a National Survey Data Processing Consultant is identified. The Regional MICS Coordinator supports the recruitment of the National MICS Consultant (by sharing

generic Terms of References (ToR) template, names of potential candidates and by supporting the selection process).

4. **Survey Committees.** Steering and Technical Committees are established. The Steering Committee is the main body responsible for the MICS7 Armenia, constituting a forum for a consultative process. The main role of the Technical Committee is to advise the Steering Committee on technical decisions, processes, and survey content. Templates of generic ToRs for Steering and Technical Committees are provided by the UNICEF MICS Team.

II. Technical Preparations for Data Collection

1. **Questionnaire Design.** Draft questionnaires based on the standard MICS questionnaires are customised at the country level and shared with the UNICEF MICS Team for review. Once an agreement is reached among the Parties on the questionnaires as a result of multiple reviews and feedback, questionnaires are drafted for the pre-test. During or towards the end of the review process, the questionnaires are translated into local language(s) and back translated to make sure that the standard MICS questionnaires and the local versions are fully compatible. Translation of the Manual for Mapping and Household Listing (described in II.6) and the instructions for interviewers, supervisors and measurers take place at about the same time. Back translations are also reviewed by the UNICEF MICS Team.
2. **Sampling.** The survey sample is designed in the country. The Regional MICS Coordinator organises a visit and/or online consultation of the Sampling Expert Consultant to discuss the key parameters of sampling design. The sample design document is drafted by the national sampling expert and reviewed by the Sampling Expert Consultant, who must have access to all the information on the sample frame. After the sampling design document is finalised, inputs which are required for sample selection and for calculation of sample weights are produced in line with the MICS template and shared with the UNICEF MICS Team for review. The first-stage selection of the sample is made. All data and information shared under this process will be provided in an anonymised format, will be made available to the UNICEF MICS Team in an anonymized format, and in case of a need for other data that does not enable possibility of direct or indirect disclosure of personal data - in accordance with the procedure established by the Data Sharing Agreement specified in paragraph 15 of Article II of the MoU.
3. **Geocode.** The availability of each sampled cluster's geocodes (cluster centre points, multi-points, boundaries or sampled households' coordinates) is assessed by the Country Survey Team and shared with the UNICEF MICS Team, together with the boundary shapefile representing the sampling frame, including one administrative level below the boundaries of sample stratification. If geocodes and shapefiles are already available (typically from Census digital cartography), they should be shared in advance of mapping and household listing, but if geocodes are unavailable, such data should be collected during the mapping and household listing operation and shared in advance of the main fieldwork, so that the information can be integrated into field operations, for navigation and validation purposes.

The UNICEF MICS Team will not share cluster coordinates with anyone at any point during the survey process. The UNICEF MICS Team will help in anonymisation of the geocodes using the MICS GIS methodology and make them publicly available on the MICS website in coordination with the Statistical Committee of RA. All geocodes, shapefiles, and related geographic data shared under this process will be provided either in anonymised format, and in case of a need for other data that does not enable possibility of direct or indirect disclosure of personal data - in accordance with the Data Sharing Agreement as specified in this MoU.

4. **Ethical review.** Following agreement between the UNICEF MICS Team, the UNICEF Armenia Country Office and the Statistical Committee of RA on the survey materials which summarise the survey protocols (i.e., draft Survey Plan & Budget with draft questionnaires, protection protocols, sampling plan, etc.) these are shared with an appropriate ethics review board. Based on the observations from the ethics review board, materials are adapted and finalised and final approval for survey implementation is sought. The ethical review is timed such that final approvals are received around the time of the pre-test according to the schedule outlined in the Country Survey Plan.
5. **Supplies.** Based on the content of the questionnaires, sample size and availability of cluster geocodes, and according to the Procurement Instructions for Recommended Equipment and Software for MICS surveys, the types and quantities of supplies needed for the survey are determined and discussed with the Regional MICS Coordinator. Supplies are ordered by the UNICEF Country Office. Sufficient time should be allowed between the procurement time and the expected date of delivery of the items prior to the start of pre-test training and data collection.
6. **Household Mapping and Listing.** Household mapping and listing training is conducted for listers and mappers according to the recommendations described in the MICS Manual for Mapping and Household Listing. The agenda of the training as well as listing forms planned to be used are reviewed by the Sampling Expert Consultant. The CAPI listing application is developed in-country and reviewed by the Sampling and/or the Data Processing Expert Consultants. If cluster geocodes are to be collected during listing, the GIS Expert Consultant also reviews the listing forms and the CAPI listing application. Based on the sample selection and according to the Manual for Mapping and Household Listing, the Statistical Committee of RA oversees the processes of household listing and selection in sampled clusters. As needed, the Regional MICS Coordinator sends the Sampling and/or the Data Processing Expert Consultant to support the training and/or the first days of listing, either remotely or while in the country. If needed, the GIS Expert Consultant also supports training remotely. The second-stage selection of the sample is completed.
7. **Pre-test of Questionnaires.** The questionnaires are pre-tested after appropriate training. The training agenda, which should be similar in content to the main training agenda, is reviewed by the Regional MICS Coordinator in advance. The Household Survey Expert Consultant supports the training and the pre-test. The pre-test report is developed and shared with the Regional MICS Coordinator for review. Questionnaires are finalised after

the agreement of Parties. Sufficient time should be allowed between the questionnaire pre-test and the CAPI/data entry application test to make sure that all the questionnaires can be carefully reviewed before the CAPI/data entry application is tested. Around the time of pre-test training, the first draft of the tabulation plan is customized by the Country Survey Team.

8. **Second Workshop on Data Processing.** The Country Survey Team, including the National MICS Data Processing Coordinator and National MICS Consultant, and if appropriate, the National Survey Data Processing Consultant participate in the workshop on data processing. This workshop is conducted to strengthen skills in the utilisation of the two software packages used by MICS (CSPRO and SPSS) and enhance understanding of MICS data processing methodology, protocols, standards, and technical guidelines. The Data Processing Expert Consultant participates in the workshop and supports the country team, together with the data processing experts of the UNICEF HQ MICS team, with adaptation of the data entry application. At the same workshop, the Country Survey Team gets familiarised with customisation of survey archives. The technical coordinator of the Statistical Committee of RA and the UNICEF MICS focal point also participate to this workshop.

During the MICS Data Processing Workshop, participants are trained in customising the MICS CAPI/data entry and editing application and tabulation programmes.

9. **Data Entry Application.** Following the MICS Data Processing Workshop, the MICS CAPI/data entry and editing application and tabulation programmes are fully customised and completed in the country, based on the pre-tested and final questionnaires and then sent to the UNICEF MICS Team for review and feedback. The CAPI/data entry application is then tested and finalised. The test is supported by the Data Processing Expert Consultant.

III. Fieldwork

1. **Fieldwork Training and Pilot Study.** A 3 to 5-week field staff training is conducted in the country, including field practice and a pilot study. The Household Survey Expert Consultant mobilised by the Regional MICS Coordinator supports the training. The GIS Expert Consultant provides online support to the use of cluster geocodes for navigation purposes during fieldwork. The agenda of the training is shared in advance with the Regional MICS Coordinator for review and feedback.
2. **Fieldwork/Data Collection.** The Household Survey Expert Consultant and the Regional MICS Coordinator support monitoring of field work (in particular during the early stages). Real-time monitoring reports are produced in the country and shared with the UNICEF MICS Team on a weekly basis, together with the anonymised interim SPSS data files for review and feedback. Data quality and consistency checks are performed simultaneously. During fieldwork/data collection, the survey team produces final drafts of the tabulation plan and the corresponding SPSS syntax.

IV. Analysis

1. **Creating Data Files.** Automated data editing and cleaning is completed at the country level. To support this process, the UNICEF MICS Team mobilises the Data Processing Expert Consultant to provide technical assistance in-country. CSPro data files are exported to SPSS. Automated calculation of sampling weights is also completed at country level, with the support of the Sampling Expert Consultant. CSPro files and SPSS syntaxes used for preparing data for analysis, as well as survey data files are shared with the UNICEF MICS Team for a remote review. Final survey data files are produced, ready for tabulation.
2. **Data Analysis and Tabulation.** A complete set of survey result tables is produced. Data analysis/SPSS outputs are produced in the country, based on the customized draft MICS tabulation plan, and shared with the Regional MICS Coordinator, who mobilises the Household Survey Expert Consultant to provide technical assistance as needed. Following this review, the Country Survey Team shares the final syntaxes, outputs and tabulation plan with the UNICEF MICS Team for final consolidated review. The Country Survey Team adapts tabulations and programmes based on feedback and populates the final tabulation plan for the Survey Findings Report (SFR).
3. **Workshop on Data Interpretation and Report Compilation.** The Country Survey Team organises this in-country workshop to review survey results, the draft SFR and Statistical Snapshots. The Regional MICS Coordinator and/or the Household Survey Expert Consultant participate, accompanied by the Data Processing Expert Consultant as needed. Subject matter experts within the Statistical Committee of RA and from ministries and/or partner organisations participate. A complete draft SFR with all tables and annexes and selected Statistical Snapshots based on the MICS template are finalised during the workshop. At the same workshop, participants identify potential areas for further analysis, broaden their knowledge of various tools and methods for effective dissemination of MICS data and make progress on archiving work. UNICEF MICS Team shares examples of dissemination materials.

V. Dissemination of Survey Results

1. **Survey Findings Report. Draft versions of the SFR** and statistical snapshots, produced at the Data Interpretation and Report Compilation Workshop, are finalised in the country and shared with the UNICEF MICS Team for review. Once an agreement is reached among the Parties as a result of multiple reviews and feedback, the SFR and statistical snapshots are finalized.
2. **Publication.** The final designed, formatted pdf versions of the SFR and statistical snapshots are sent to the UNICEF MICS Team for final feedback, including on the design. At the time of, or immediately after the launch of the survey results at the country level, the UNICEF MICS Team uploads the SFR and statistical snapshots to mics.unicef.org for global dissemination.

If a printed version of the SFR and snapshots are planned, hard copies are shipped to the Regional MICS Coordinator and to the HQ MICS team.

3. **Completion of Archiving.** The Statistical Committee of RA and UNICEF MICS Team agree on the final versions of key documents used and produced during the survey process and place them in local survey archives in-country. This is important for future surveys in the country. Final anonymised files and other documents, as described below, are added to these archives once finalized.
4. **Data Sharing.** With the support from the UNICEF MICS Team, survey data files are anonymised in accordance with international standards, so that no individual, household, or cluster location can be identified. A set of standard variables are added to the survey data files along with any necessary notes on using the data and contact information of the Statistical Committee of RA. The UNICEF MICS Team supports anonymisation of geocodes and calculates several geospatial covariates from a range of open data sources, using the MICS GIS methodology. Results are accessible to the Statistical Committee of RA for review and concurrence. Online training on anonymisation of survey data files and geospatial data is provided by the UNICEF MICS Team, as needed. Anonymised data files, tabulation syntax, metadata, anonymised cluster locations, associated boundary shapefiles and calculated covariates are uploaded to mics.unicef.org. All data sharing activities described in this section will follow the protocols established in this MoU, with non-anonymised data shared only when necessary and in accordance with the Data Sharing Agreement as specified herein.
5. **Dissemination and Further Analysis.** The Statistical Committee of RA in collaboration with UNICEF MICS Team produces MICS dissemination materials. Further analysis of MICS data, depending on the purposes of their use, may be carried out by other state institutions and organizations. Support to production of dissemination materials and further analysis is provided or facilitated, on request, by the Regional MICS Coordinator, and the UNICEF MICS Team. The UNICEF MICS Team may organise global Thematic Further Analysis Workshops relevant for survey team members and representatives of other stakeholder institutions.