



## URGENT: Call for Resumes – USAID Opportunity 2.0 Program

### DATA ANALYST

Education Development Center, Inc. (EDC) is requesting resumes from qualified applicants for the **Data Analyst** short-term consultancy position. The estimated duration of the contract is **sixty (60) level of effort (LOE) days** from the contract award with the possibility of extension based on successful performance.

### Project Description

Opportunity 2.0 (O2) is a five-year project funded by the United States Agency for International Development (USAID) and implemented by EDC with DepEd ALS and TESDA, with the support of LGUs, the private sector, NGOs, and agencies like DOLE and DTI that have programs for youth. The purpose of Opportunity 2.0 is to give out-of-school youth a second chance to go back to school, or to learn new skills with TESDA, to help youth to be employed or to have their own businesses, and to contribute positively to their families and their community.

### Background

The Data Analyst reports to the Manila-based Senior Monitoring and Evaluation (M&E) Manager and is responsible for ensuring the quality and accuracy of O2 data and processes and will design and present it in ways to help the O2 project make better decisions.

The Data Analyst will work with Communications team to use data in compelling ways for O2 communications materials. This is a short-term consultancy based in Metro Manila.

### Scope of Work

The **Data Analyst's** specific responsibilities will include, but are not limited to:

- Provide lead technical support to the Monitoring, Evaluation, and Learning (MEL) Team in the analysis of outcome indicator data and data from special studies
- Assist the Senior M&E Manager in preparing or outlining data analysis plans
- Organize, validate, clean, and prepare the data in specified format that is ready for data analysis
- Perform various quantitative and qualitative data analyses
- Generate various statistical reports and assist in updating data dashboards
- Assist M&E Officers in developing M&E tools ensuring that the types of data to be collected are aligned with the data analysis plan
- Assist the Database Manager in determining the required data structures
- Maintain and update data monitoring forms

- Assist with periodic reports as appropriate and submit inputs timely.
- Provide support to other special initiatives as may be needed.
- Demonstrate a high level of professionalism when dealing with sensitive and confidential documents and information, and with co-workers and EDC partners.
- Comply with project and organizational policies concerning security, human resources, financial and grants management, the confidentiality of information, and the like.
- Perform other duties as may be assigned.

## Minimum Qualifications

- At least 2 years of directly relevant experience in monitoring and evaluation, preferably in USAID-assisted project
- Has own personal equipment that can accommodate data analysis requirements
- Outstanding and effective oral communication and writing skills
- Highly knowledgeable in monitoring program implementation using quantitative and qualitative approaches
- Familiarity in using qualitative data analysis software
- Working experience in use of statistical data analysis packages spreadsheet applications
- Experience in developing and coordinating data collection, processing, and analysis systems
- Demonstrated capacity to work effectively with teams
- Proven capacity to facilitate coordination among diverse range of staff and stakeholders
- Excellent people skills at all levels, cultural sensitivity, ability to work well under pressure, negotiate diplomatically, and the ability to work well in a multicultural and multidisciplinary work environment

## Application Instructions

Interested candidates should send their applications (a cover letter and CV) no later than **5:00 PM Manila Time, December 30, 2022**, with a reference to the consultancy position – example **“Data Analyst – Pasig City”** to [ProcurementPH@edc.org](mailto:ProcurementPH@edc.org). Applications must be either in Word or PDF and submitted as one file.