



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

### DATA ENCODER

Education Development Center, Inc. (EDC) is requesting resumes from qualified applicants for the **Data Encoder** 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 Encoder** will provide main support to the Monitoring, Evaluation, & Learning (MEL) team in various data entry and data organization-related tasks. These activities include, but not limited to: O2-delivered trainings and youth engagement activities. The Data Encoder will contribute to the timely, accurate, and reliable data required for O2 performance monitoring. This position requires the Data Encoder to report on-site at the O2 office, located in Pasig City, to conduct direct data encoding activities as needed.

### Scope of Work

The **Data Encoder's** tasks are outlined below:

- Work with the O2 MEL team and coordinate weekly data entry and data organization activities.
- Report on-site to O2 office located in Pasig City for data encoding activities, as needed.
- Conduct data encoding in O2-prescribed encoding templates.
- Review data against the appropriate means of verification (MOV) document.
- Ensure data entries are accurate and complete.
- Coordinate with O2 MEL Officer in-charge of the hub in the conduct of data validation activities.
- Support data organization activities, as coordinated with O2 MEL team.
- Observe data security measures in compiling and managing sensitive and confidential documents and information.

- Maintain and update a daily monitoring log of tasks conducted and provide updates to O2 MEL team.

## Minimum Qualifications

- College graduate in any course with at least one (1) year of direct experience in data collection and encoding.
- Computer proficiency in Windows environment (Microsoft Word, Excel).
- Strong interpersonal and coordination skills.
- Professional proficiency in written and spoken English.
- Willing to travel and report to EDC office in Pasig City, in coordination and supervision of MEL Manager.

## Application Instructions

Interested candidates should send their applications (a cover letter and CV) no later than **5:00 PM Manila Time, December 9, 2022**, with a reference to the consultancy position, e.g., “**Data Encoder – Pasig City**” to [ProcurementPH@edc.org](mailto:ProcurementPH@edc.org). Applications must be either in Word or PDF and submitted as one file.