**Terms of Reference: Data & Design Associate**

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<tr>
<th>Location</th>
<th>Home-based consultancy with national and international travel, with a preference for someone based in <strong>India, Nepal, Pakistan, Philippines, Vietnam or Malaysia.</strong></th>
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<tr>
<td>Period of association</td>
<td>Start date: September 1, 2020 (or before)  12-month contract with an initial 3-month trial period. Extension possible.</td>
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<td>Reports to</td>
<td>Business Assurance Manager, Project Managers</td>
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<td>Equipment and desk expenses</td>
<td>All Value for Women team members work remotely and from home. We are a fully -distributed organisation. The team is expected to provide, and are responsible for, their own laptops and cell phone equipment; as well as all regular expenses required to do their work from home.</td>
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**What the job is, in sum:**
This invitation to join our global team at Value for Women will focus on managing (collecting, organising and interpreting) statistical information to identify and communicate effectively and in a visually appealing manner data-driven insights that allow a wide range of stakeholders to make more informed decisions. The ideal person will be an expert in data analysis and data visualisation, a creative problem solver who gathers information from various sources, analyses and interprets data, patterns and trends. They will be a solid communicator, an innovative thinker that is able to communicate the value of this information effectively. They will be able to make recommendations about the methods and systems in which our projects can obtain and analyse data to improve the quality and efficiency of data systems. They will be able to turn the resulting information into visually appealing graphics and communication products for diverse audiences. Our team works best with people who interact positively, who are results-based, entrepreneurial and client-centred.

**More about who we are:**
Value for Women (VFW) is a global social enterprise that works closely with partners to design and implement research, technical assistance, evaluations, tools and blended capacity-building initiatives in Africa, Asia, Latin America, and the Caribbean focused on impact investing and the SME space. Our organisation firmly believes in the MSME sector as key for economic and social growth, and that women’s empowerment and gender inclusion are intrinsic to this when unlocking women’s potential to drive growth at the individual, family and community levels in emerging economy contexts.
We develop close, collaborative, long-term partnerships to identify and test new solutions that drive the impact investment and SME sector forward to maximise impact for underserved individuals, and with gender and social inclusion at the core. We work on gender, entrepreneurship, investment and SME-growth, in various sectors including agriculture, finance, climate and energy.

Our efforts focus on practical, hands-on, implementable actions towards research, learning, design of products and services, and evaluation with a gender lens. We work with our partners to clearly demonstrate the business case and the social impact value of their work. We seek to combine existing expertise, experience, and knowledge of our partners for innovation; emphasising economic and social inclusion while addressing immediate needs as well as strategic, long-term interests of the stakeholders our clients serve. Our team participates in key thought-leadership on gender lens investing and has acted in diverse advisory capacities for DFIs, donors, corporate foundations, INGOs, banks, SGBs, and others. Our team operates out of Africa, Asia, the Americas and Europe.

Check us out on www.v4w.org and @Valueforwomen

This role is for you if you are:

- Fully proficient in written and spoken English
- Passionate about information, data and quantitative data analysis. You consider yourself a "quant" / "data nerd" (meant lovingly!).
- An experienced user of statistical software package (i.e., Stata, SPSS, Excel), using statistical techniques.
- Comfortable writing do-files and performing correlations, means tests, regressions, etc., can drive or operationalise data analysis plans.
- An experienced survey administrator and platform administrator who has overseen survey design, deployment and analysis. You are interested in creating and implementing data quality protocols for data collection, data cleaning, and data analysis. Even better if you can draw out key insights from data analysis.
- A creative type, and love to do design and make Powerpoint presentations, Excel sheets, and Word documents look great and professional.
- Passionate about translating and leveraging data into appealing visuals such as tables, charts, maps, graphs, infographics, dashboards, board clouds, etc. to convey insightful messages, etc
- You love working with international teams of people, all over the globe and sometimes at odd hours.
- You also have a high attention to detail and can think ahead.

The main responsibilities

We are a dynamic, changing organisation that is highly collaborative. We pride ourselves on this structure and on our ability to adapt and continue to maintain relevance in the gender, SME and impact investing space. The following outlines the key responsibilities for this role, and we seek someone who can grow and change along with us; lending their talent, insights, relationships and leadership to the work and to a global team.
Data management and analysis (50% of total effort)

- Support the design of data collection tools (backend and formatting of tools such as surveys)
- Design and maintain databases of information from the social impact and investing sectors, including fixing coding errors and other data-related problems.
- Ensure back up of data and database integrity
- Process and clean data
- Ensuring alignment on GDPR requirements; and processes and systems to protect the confidentiality of participants in all data collection, analysis, processing and sharing activities
- Run statistical correlations as per research lead guidance
- Run/support qualitative analysis on research projects thru research software
- Develop scorecards for SMEs and investors using databases that include recommendations for action (from drawdown list, pre-automation)
- Research, scoping/scraping of web information
- Create guides or other appropriate documentation that allows stakeholders to understand the steps of the data analysis process and duplicate or replicate the analysis if necessary

Design of reports, presentation and communications (40% of total effort)

- Design of Powerpoint and Google Slides Presentations
- Support the VFW team in developing presentations, documents for partners, clients and presentations
- Design quarterly newsletters, blogs and blasts
- Design templates for internal VFW documents
- Design and ongoing support to edit and maintain an Intranet
- Develop data visualisation products for digital marketing and social media (infographics, social media banners, maps, charts and branding)
- Support developing an internal photo gallery for social media and organisational website

Other support to IT, and tracking internal dashboards for KPIs (10% of total effort)

- Support web maintenance and/or liaise with service provider on updates to the website
- Support design and maintenance of dashboards to present internal KPIs or relevant stats on organisational performance
- Possible intern management in future

What experience & qualifications we value for this role:

- Fully proficient in oral and written communications skills in English
- Ability to stay organised and motivated working as part of a remote international team
- Attention to detail and a team player
- Use of project management tools
- Uphold the principles of trust, equality of opportunities, transparency and collaboration
- Positive attitude and optimism about the role of small and growing businesses in generating positive social impact
- Alignment with Value for Women’s mission, vision and ways of working
● Working independently while focused on results AND collaboration
● Learning, adapting, and demonstrating their excitement for contributing to the growth of a small and growing business with a social mission

**Data management experience:**
● 6+ years of experience in managing data platforms
● Proven ability to analyse, model and interpret data, analysing results using statistical techniques
● Proven experience and track record managing multiple databases
● Knowledge of statistics and experience using statistical packages for analysing datasets (Stata, Excel, SPSS, etc.)
● Comfortable writing do-files and performing correlations, means tests, regressions, etc., can drive or operationalise data analysis plans
● Experience with survey administration and/or oversight, and interest in creating and implementing data quality protocols for data collection, data cleaning, and data analysis

**Research experience:**
● 6+ years of research experience
● Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with attention to detail and accuracy
● Quantitative and qualitative research experience
● Demonstrated expertise in pull out key insights from data analysis

**Design experience:**
● Excellent graphic design and data visualisation skills
● Excellent management of PPT, word, excel and G Suite package
● Proven experience in graphic design of reports, PPTs and other format presentations for public consumption
● Proven experience with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)

**To apply:**
Send a CV and cover letter to valueforwomen@v4w.org with "Application" in the subject line. Please include a sample of work you have previously conducted in line with the role outlined above, namely 1) A sample designed product you created, and 2) A description of a data initiative you managed. **Deadline for applications is September 7th, 2020.**