



Monitoring & Data Consultant

Location: Phnom Penh, Kathmandu or Delhi/NCR

Time Period: Estimate 40 hours per week/1 year contract with possibility for extension after one year

Reports to: Director, Impact & Learning

BACKGROUND

Seva is a global nonprofit eye care organization that transforms lives by restoring sight and preventing blindness. Since 1978, Seva has provided sight-saving surgeries, eyeglasses, medicine, and other eye care services to more than 57 million people in underserved communities around the world.

Globally, at least 2.2 billion people have a vision impairment, and of these, at least 1 billion people have a vision impairment that could have been prevented or is yet to be addressed. Our programs have been instrumental in making eye care available to those who can't afford it. They are driven by 4 pillars - establishing self-sustaining vision centers, eye care for kids, bringing the best in technology, and training & job creation. Seva believes that restoring sight is one of the most cost-effective ways to relieve suffering and reduce poverty. When a blind person gets her sight back, she can go back to work, earn and support her family. In more than 20 countries, Seva has helped 6.5 million people who were blind to regain their sight.

SCOPE

Seva seeks a candidate with data management experience and public health understanding to make a difference in how hospitals in Seva's network can more effectively provide quality eye care services. The successful candidate will have the chance to contribute meaningfully to Seva's mission to end avoidable blindness while developing valuable skills in data management and business intelligence. The Monitoring & Data Consultant will report to Seva's Director, Impact & Learning, based in the United States. This position will work closely with regional program staff and partners to ensure our program data is of high integrity and quality, internal systems are in place to effectively monitor Seva's work and report to relevant stakeholders, and program staff and partners are able to use/understand Power BI dashboards to derive insights into program effectiveness. As Seva develops and refines its Monitoring, Evaluation, Accountability, and Learning (MEAL) framework, this position will play an integral part in implementing the MEAL activities at both a global and regional level.

RESPONSIBILITIES

Data Management

- Coordinate with Seva's Director, Impact & Learning and regional program staff to ensure sound data collection and management systems are in place and up to date to support ongoing performance analysis and action
- Process and clean partner data reports on a quarterly basis
- Perform regular quality assurance checks on program data
- Update the data collection tool as needed
- Recommend modifications to Seva's programmatic data collection and reporting processes for program quality and process improvement
- Ensure the quality and reliability of data collected by working with Seva's Data Team to implement rigorous data validation processes and maintain data integrity throughout the monitoring cycle.

Monitoring

- Support program staff in developing and/or implementing monitoring tools/frameworks, including those needed to track, collect, and analyze data to meet requirements for new programs and donors
- Support program staff in using Power BI to derive insights into program effectiveness and identify areas for improvement.
- Recommend modifications to Power BI dashboard for improved user experience and insights into program effectiveness
- Collaborate with Seva's Global Head of Training and regional staff to develop training resources for staff and partners related to data collection, data quality, and reporting
- As part of the learning component of MEAL, compile monitoring data into reports including for donors, management, and program teams, to highlight findings, recommendations, and evidence of impact
- Perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree in a relevant field
- Five years of experience in data cleaning, data wrangling or monitoring and evaluation
- Familiarity with AWS, Data Warehouses (ie. Snowflake), SQL preferred
- Familiarity with business intelligent tools such as Power BI or Tableau
- Detail oriented and commitment to data integrity
- Strong organizational skills, including tracking and meeting deadlines, prioritizing tasks, and managing multiple priorities
- English language skills (report should be written in English)
- Microsoft Suite experience and proficiency required
- Ability to work collaboratively in a team

APPLICATION PROCESS

Please submit your cover letter and resume to jobs@seva.org SUBJ: Monitoring & Data Consultant. Applications will be reviewed on a rolling basis.