

JOB DESCRIPTION OF MOHAMMAD MOZAMMAL HUQ

Job Context

1. Job Title	Data Management Specialist
2. Job Location	AVC Dhaka Office
3. Supervisor	Knowledge Management, Monitoring and Evaluation Manager
4. Supervisee	N/A

Purpose Description

DAI, an international consulting firm based in the United States, is currently accepting applications from candidates for a Data Management Specialist position to support the U.S. Agency for International Development (USAID) Agricultural Value Chains Project in Bangladesh (AVC). To ensure improved food security in Bangladesh, AVC is working with local businesses and organizations to strengthen agriculture value chains in Feed the Future (FtF) regions of Bangladesh. The goal of this project will be achieved through broad-based economic governance, which enhances long-term food security by applying a market systems approach. The project will target 20 districts comprising the Southern Delta.

The main purpose of Data Management Specialist is to contribute to M&E functions and Knowledge Management of AVC project by designing and maintaining appropriate database. The Data Management Specialist will be attached with M&E and KM Unit and will play an active role in the project team with the view of welcoming positive changes in knowledge, attitude and practices for developing a market system to achieve inclusive growth.

I. Main Roles and Responsibilities

a) Maintain a robust database, analysis results considering FTFMS-PPR reporting and TAMIS requirement

- i) Develop, maintain robust database, archive farmers and value chain actors registration information and other information
- ii) Analyze results and prepare FTFMS-PPR reports and document results following USAID guide
- iii) Update the Performance data table, specify life of the project (LOP) target with appropriate disaggregation
- iv) Develop ICT based Knowledge Management Platform and database; update the M&E module onto TAMIS quarterly basis with performance data

b) Implement M&E plan and FTFMS-PPR target report for USAID

- i) Regularly update the KM M&E plan with progress
- ii) Assist M&E Team in developing results measurement systems following market systems benchmarks and tools to see systematic changes due to project interventions
- iii) Provide technical and statistical support in developing study protocol, methods, tools, guide
- iv) Prepare FTFMS targets for FY 2016 and set targets till end of the project discussing with AVC Value Chains/program staffs following AVC contract agreement

- v) Assist in developing data desegregated Performance Results Framework following USAID guide
- c) Ensure project baseline and results measurement systems with an active internal Data Quality Assurance (DQA) systems**
 - i) Implement an Internal Data Quality Assurance (IDQA) team involving COP and cross cutting units
 - ii) Stored all the client profiles in the database following the PIRS and results framework, desegregated by value chains and regions
 - iii) Identified data collection tools are finalized, make available in both languages (Bengali and English)
 - iv) Archive or maintains a standard filing system in head office and regional office level to face USAID DQA
 - v) Cross check, statistically validate, data quality following DQA measures of USAID

II. Knowledge Management and Teamwork Roles and Responsibilities

1. Assist Manager-Knowledge Management, Monitoring and Evaluation in developing the Knowledge Management Strategy and Knowledge Management framework; monthly reflection meeting, portfolio learning meeting other strategies as set.
2. Develop and utilize benchmarks, tools and methodologies for gathering the information for KM and prepare KM products;
3. Assist in developing database, document and share learning – ensure requirements, lessons learned, and best practices for products, events, and other Knowledge Management activities are clear and documented;
4. Assist provide training and support to programme teams and partners for KM tools, replication methodologies, Knowledge Transfer and Exchange (KTE) technologies or other learning material
5. Builds personal knowledge and skills to enhance one's own performance and contributions to the team
6. When appropriate produce research papers designed to shape the dialogue on system issues related to the application of market systems approaches and your role in AVC
7. Participate in system workshops and meetings and represent AVC at relevant conferences
8. Actively share your knowledge and skills with other team members via sharing, exchanges and trainings.

III. Compliance Roles and Responsibilities

1. When appropriate coordinate with Team Managers in managing contractual relationship and grant agreements in developing these service markets
2. When appropriate ensure required monthly financial reports and returns to the Finance and Administration Unit have been prepared and submitted by managers
3. Participate in field travel especially in the Southern Delta region
4. Ensure compliance to all AVC policies and procedures

Education, Experience and Skill Requirements

Education/qualifications:

Essential -

- Educated to Master's degree level or equivalent in a relevant discipline such as Statistics, Applied-Statistics, Computer Science, Development studies, Management and Business Administration.

Desirable -

- Post graduate qualification in a relevant discipline

Experience:

Essential -

- At least 5 years' experience working in a private system development program, USAID FTF project monitoring, evaluation and learning; demonstrated skills in data analysis of FtF standard indicators; preferably with a specific focus on market development, business development services, or value chain improvement;
- Result management and reporting

Desirable –

- Ability to adapt to challenging tasks and organize large amounts data and surveys
- Ensure data quality and manage results for reporting FtFMS
- Relevant experience in market systems projects
- Managing sub contractual relationships and/or grant agreements

Skills:

Essential -

- English
- Analytical and writing skills
- Communication and interpersonal skills
- Work in teams
- Effective learning and sharing
- Use of MS Word, Excel, Access, PowerPoint, Outlook, and SPSS, Kobo Toolkit

Desirable -

- Prior knowledge and exposure to a market systems approach, or value chain analysis
- Ability to facilitate stakeholder workshops
- Making presentations to small and large groups