HERD INTERNATIONAL
TERMS OF REFERENCES

1. **JOB IDENTIFICATION**

Job Title	**:**	Data Analyst
Department	**:**	Data Science
Reporting to	**:**	Lead- Information System and Population Service
Job status	**:**	Annual Contract
Working hours	**:**	40 hours per week (Monday to Friday)
Job Assignment	**:**	HERD International central office with frequent field visit

2. **WHO WE ARE - A BRIEF INTRODUCTION**

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders including communities. We are committed to promoting inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing best practices, ultimately improving the quality of life of people. More information about HERD International can be found on the website www.herdint.com.

3. **JOB PURPOSE**

Data Analyst is a member of the Data Science department at HERD International. S/he is expected to work collaboratively to manage and analyze data from various sources available at HERD International, as well as data from all programs and projects conducted by the organization. Additionally, they will be responsible for the quantitative aspects of assigned research projects and will contribute to the development and finalization of these projects. Working with managers, project leads, finance officers, and other team members, the Data Analyst will also contribute to the development and implementation of organizational strategies, planning, and practices. They will closely collaborate with the data science team and work with the information technology team to integrate data and IT for visualization and utilization.

4. **SCOPE OF WORK**

The scope of the position includes providing professional expertise and assistance in the development and finalization of research proposals including design, data collection tools, quality assurance of data collection, statistical analysis, project evaluation, report preparation, communication, and partnership building. Additionally, the role involves implementing project activities while considering the interests of the organization. S/he is also responsible to contribute to the monitoring, evaluation and learning activities for the evidence-based planning, implementation, and use of the lessons for further improvement.

5. MAIN RESPONSIBILITIES

The anticipated roles and responsibilities of Data Analyst include but are not limited to the following

- **Research tool development:** Assist research team in developing research tool for data collection

- **Manage Data Collection Platforms:** Oversee e-data collection platforms like CommCare, ODK, Kobotoolbox, or RedCap, ensuring seamless operation and data integrity.

- **Supervision and monitoring team:** Ensure all collected data is uploaded to the server by the field team, maintaining data validity and reliability through supervision and monitoring of field team/enumerators via field visits or real-time data monitoring.

- **Error Reporting and Resolution:** Identify and report any errors during data monitoring and data cleaning processes to appropriate team members and assist in resolving issues promptly.

- **Data Management:** Handle overall data processing functions, including data cleaning, editing, management, coding, preparation, and developing coding frameworks.

- **Quality Control and Inconsistency Check:** Create automated inconsistency detection systems and continually track data quality during collection and processing.

- **Data Analysis and Visualization:** Develop analysis plan and perform statistical analyses accordingly using standard software such as R, STATA, or Python, generate tables and graphs from analyzed data, and create simple interactive maps and visualizations as needed.

- **Technical Expertise and Guidance:** Provide technical expertise and guidance in data science principles and methods, including advanced and spatial analysis.

- **Research and Study Design:** Engage in the design and implementation of research/study protocols, data collection tools, data verification techniques, and data analysis with a focus on generating reliable data and evidence.

- **Engagement with M&E team:** Support the development and design of monitoring and evaluation frameworks for different projects and co-develop measurement for M&E indicators required for the organization.

- **Reporting and Documentation:** Support the preparation of quarterly and periodical M&E reports, ensure proper documentation and reporting of all activities with sufficient proof documents, and assist in developing organizational reports, policy briefs, insights, research briefs, and advocacy materials.

- **Collaboration and Teamwork:** Contribute effectively to team-based activities, work collaboratively, share information openly, and pursue common goals with colleagues, partners, and stakeholders.

- **Organizational Development:** Actively participate in meetings and attend organizational events, trainings, workshops, and seminars to contribute to both short-term objectives and long-term strategic planning initiatives.

The above list of responsibilities is not comprehensive, and the Data Analyst may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet organizational needs and requirements.

6. **DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)**

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, social inclusion, diversity, equity and accessibility. HERD International is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

7. **SAFEGUARDING**

At HERD International, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERD International is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

8. **APPLICABLE POLICIES**

All HERD international's policies and guidelines are applicable to its members of staff.

9. **PERFORMANCE APPRAISAL**

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD international's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

10. **APPEAL**

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

11. JOB PROFILE

We are actively seeking a highly qualified Data Analyst to join our team at HERD International.

If you are passionate about driving meaningful change and possess the qualifications and skills required, we encourage you to apply and become a vital part of our team, dedicated to improving the quality of life for communities we serve.

12. MINIMUM REQUIREMENTS

- **Educational Qualifications:** Master's degree or above in statistics or data science or demography or public health or health sciences or social sciences or a relevant discipline that includes quantitative methods from a recognized institution.

- **Professional Experience:** Minimum of three years of progressive experience in public health, data management, advanced biostatistical analysis, data visualization, geospatial data handling and analysis, monitoring & evaluation, and research.

- **Data Collection and Analysis:** Demonstrated experience in designing rigorous quantitative data collection systems and methods for data analysis using R or STATA or Python. Experience in handling big data and geospatial data.

- **Report Writing Skills:** Proven ability to write analytical and comprehensive reports independently.

- **Sensitivity to Gender and Cultural Considerations:** Recognition and integration of gender and cultural considerations in project activities

- **Language Proficiency:** Excellent spoken and written proficiency in both English and Nepali languages.

- **Analytical and Computer Skills:** Strong analytical and computer skills, including scripting, coding, and web design for data access, Information system, web-based data management.

If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.