**SCOPE OF WORK**

**ESC Youth Resilience to Crime and Violence**

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| **Proposed Personnel** |  |
| **Position** | Monitoring, Evaluation, and Learning (MEL) Specialist / Data Analyst |
| **Period of Performance *On/About (From – To)*** | November 1, 2022 | LTTA |
| **Maximum Level of Effort** | LTTA |
| **Base of Operations** |  Georgetown, Guyana, with travel throughout Eastern/Southern Caribbean |
| **position reports to** | MEL Director |

**Project Background:**

The Eastern & Southern Caribbean Youth Resilience to Crime and Violence in the Caribbean (YRCVC) Activity will engage and empower youth and other key populations as partners and integrate interventions at the national and sub-national levels to improve youth, family, and community resilience to crime and violence. YRCVC operates in St. Lucia, Guyana, St. Vincent and the Grenadines, and Grenada. Using a youth-centered systems-strengthening approach, the activity will address rising unemployment, high poverty rates, and waves of crime and violence. YRCVC activities support the following objectives:

1) Improve social service provision to vulnerable populations;

2) Provi de youth with targeted education, psychosocial support, and market-relevant skills;

3) Improve access to productive and inclusive development opportunities;

4) Strengthen community and family systems.

**Position Description:**

This position reports to the MEL Director and is responsible for data collection and analysis to monitor project results and to inform project reporting, work planning, and evidence-based decision making. S/he coordinates with YRCVC technical staff and country-level staff to collect, input, monitor, and report M&E data. The MEL Specialist/Data Analyst ensures that project leadership has timely data on program progress to facilitate management decision making and performance improvement. S/he is responsible for entering relevant data into DAI’s Technical and Administrative Information System (TAMIS) database to be able to report regularly to USAID, project leadership, and DAI home office on technical and operational achievements and outcomes.

**Key Duties and Responsibilities:**

* Use tools for data collection and analysis; support the development/adaptation of tools for data collection; design and conduct surveys.
* Ensure that required data are tracked, disaggregated, recorded, and reported properly.
* Track performance against project performance indicators in DAI’s proprietary project database (TAMIS).
* Support the project's comprehensive performance monitoring systems to track progress of all activities and outputs and provide relevant and timely information to project stakeholders.
* Track project's progress and analyze outcomes and impacts to inform data driven decision making, ongoing learning, and program adjustments.
* Help prepare performance data reports for USAID deliverables and ad hoc requests. Support data reporting for USAID databases.
* Support coordination between MEL, communications, and technical teams.
* Contribute to data quality assessment processes and procedures; Support the MEL Director to determine whether the project is meeting acceptable quality levels for deliverables.
* Help foster and maintain a culture of learning and adaptive management among project staff.
* Other duties as assigned.

**Desired Qualifications:**

* Bachelor’s degree (or equivalent) preferred, though relevant work experience may be considered in lieu of a college degree.
* 2 or more years of MEL data collection experience.
* Experience with M&E tools and systems for data collection, analysis, and reporting, including: intermediate to advanced skills using MS Excel and functions such as pivot tables and power query; and experience using statistical and visualization software such as SPSS and/or Power BI.
* Experience with qualitative and quantitative M&E data analysis.
* Experience working with USAID or other international donors highly preferred.
* Fluency in English. Strong written and oral communication skills.
* ESC regional experience preferred.