Voluntary Assistant - Evidence Value Chain (Data analysis, management and visualization)

Research, Analysis, and Monitoring Unit, Regional Bureau for Asia and the Pacific

TERMS OF REFERENCE

ABOUT WFP

The United Nations World Food Programme (WFP) is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetime. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly, women and children, can access the nutrition food they need.

The Research, Assessment and Monitoring (RAM) Unit for Asia & Pacific, as the analysis service of WFP in the region, plays an integral role in ensuring that WFP's response and technical support efforts are founded on a strong evidence base adapted to the realities of the region. As part of an ongoing regional effort, RBB RAM is committed to strengthening analytical capacities, from assessment to monitoring, products/tools for improved communication and visualization and innovative approaches to ensure RAM function meets the current demand but also is well positioned to respond to and is able to anticipate future needs and demand from government and partners in the region.

The COVID pandemic has pushed WFP in the region to adopt remote assessment new capabilities through mobile phone (mVAM) or web-based platform to support the food security and livelihood assessments that inform the situation and trend over time of the vulnerable groups and the impact of COVID. Many WFP Country Offices have now initiated remote assessment, which has required intense support from the regional office, in terms of questionnaire and survey design, data analysis programming and data visualization. With that shift, complex data and analysis has become more frequent and Country Offices have requested support from the regional office on data infrastructure, analysis and data management.

We are currently seeking an Evidence Value Chain voluntary assistant within our RAM Unit based in Bangkok, Thailand to support the regional office and Country Offices with their Evidence Value Chain, from data to analysis to visualisation.

GENERAL INFORMATION

- **Title of Post:** Voluntary Assistant (Evidence/RAM)
- **Grade:** Voluntary Assistant
- **Supervisor:** Regional VAM Officer
- **Unit:** RAM (Research, Assessment, and Monitoring)
- **Division/Country Office:** Programme, Regional Bureau for Asia and the Pacific
- **Duty Station:** Bangkok, Thailand
- **Duration of assignment:** 5 months (starting from Sep 2020)

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the regional head of RAM, the voluntary assistant will have the following responsibilities:

- Contribute to the preparation and maintenance of data infrastructure, including creating and supporting the integration of standardized data entry and reporting templates to deliver and automate quality timely analysis;
- Support evidence-sharing efforts including: produce data visualizations, dashboards and/or infographics (using tools such as Tableau), consult and ensure quality control on external reports (donor reporting, food security reporting, etc.), evaluate customer satisfaction with existing products and advise on improvements;
- Provide any other support to Vulnerability, Analysis and Mapping (VAM) and Monitoring teams with regards to analysis, interpretation and presentation of results from surveys/assessment and monitoring activities;
- Contribute to regional/cross-country data management, analysis, automation & visualization for main Outcome indicators;
- Support the Monitoring team with the corporate Annual Country Reports (ACRs) by providing 1:1 support to country offices in facilitating data entry, data validation, and data interpretation.

EXPECTED OUTCOMES

- WFP Asia and the Pacific region's evidence value chain agenda established and strengthened;
- High quality analysis, interpretation and communication undertaken on WFP programme and projects with some degree of automation;
- COs' capacities in data science techniques enhanced;
- Evidence-building at Regional & CO national and field level improved;
- Cross-cutting analysis mainstreamed into WFP programme design processes.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

- University degree in statistics, economics, computer science, public policy, public health, or related field;
- Proficiency in statistics/econometrics/data science, and proficiency in at least one statistical software package (R, Python, SPSS, STATA, SAS);
- Good knowledge of data visualisation software (e.g. Tableau, ArcGIS Online, Microsoft Publisher, Adobe InDesign or other related software)
- Proficiency in Windows MS Office (Word, Excel, PowerPoint, Outlook),
- Behavioural competencies such as Action Management, Client Orientation, Cognitive Capacity, Innovation, Partnering and Teamwork;
- Fluency in English.

DESIRABLE REQUIREMENTS

To perform the wide range of tasks and excel in this position, the ideal candidate would also possess:

- Exposure to the international arena either by direct work for an international institution/organization; or, if working for a national entity, by way of interacting with international stakeholders;
- Proficiency in data visualization (Tableau)
- Proficiency in qualitative data analysis (e.g. Nvivo)

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Changing Lives