

## TERMS OF REFERENCE (TOR)

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### WomenWork Venture Limited

#### Data Analyst

*Manage our master datasets, develop data driven reports and troubleshoot data issues. To succeed in this role you'll be required to demonstrate you have a very fine eye for detail, experience as a data analyst and a deep understanding of popular data analysis tools*

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**WomenWork Venture Limited** is hereby inviting qualified consultants to submit resumes/CVs demonstrating a very fine eye for detail, experience as a data analyst and a deep understanding of popular data analysis tools.

#### 1. INTRODUCTION AND BACKGROUND

[WomenWork Network](#) is a digital network for Kenyan women entrepreneurs and professionals.

#### 2. OBJECTIVES AND SCOPE OF WORK

The Client seeks the services of a data analyst consultant to manage WomenWork databases, produce insightful reports and troubleshoot data issues.

#### KEY DELIVERABLES

##### 2.1. Key Responsibilities

- Work with our team to design data requirements for our digital platforms and the required reporting capabilities
- Conduct a full review of WomenWork databases and design strategies to improve data collection processes
- Define and implement data acquisition and integration logic, selecting appropriate combinations of methods and tools to ensure optimal scalability and performance of our platforms
- Manage master member datasets, including cleaning, creating and updating databases
- Support the team to review member dashboard solutions and redesign data collection approach for WomenWork databases; review and revise member survey questions and advise on unique identifier

- Provide recommendations for tool integrations, namely Circle App that will increase understanding of individual user behaviour (e.g. mixpanel), match opportunities to them and improve learning experience
- Support App testing period as one of key team testers
- After verified Membership survey has been active, review old database and assess how it can be enrich the collected verified member data
- Provide quality assurance of imported data
- Process confidential data and information according to guidelines
- Create and maintain rich interactive visualizations through data interpretation and analysis, integrating various reporting components from multiple data sources
- Troubleshoot the database when needed
- Train team members on utilizing new reports and dashboards created

### 3. CONSULTANCY DURATION

- 3.1. The duration of the assignment can be part-time or full time for a period of 3 to 6 months starting immediately.

### 4. REPORTING LINES

- 4.1. Working closely with the relevant Department heads, the Consultant/Firm will report to the Clients Program Manager.

### 5. BACKGROUND MATERIALS/DOCUMENTS

- 5.1. Upon signing an agreement, the consultant will get access to all program relevant information material as needed.

### 6. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- BS in Mathematics, Economics, Computer Science, Information Management or Statistics
- Minimum 3-5 years work experience as a Data Analyst or Business Intelligence Analyst
- Technical expertise in building data models, database design development, data mining and segmentation techniques
- Experience integrating data from multiple sources for a unified database
- Strong knowledge of and experience with reporting packages (Business Objects etc), databases (SQL etc.)
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc.)
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Ability to use excel to create dashboards and analyse large datasets
- Adept at queries, report writing and presenting findings

Interested consultants are invited to submit the following to [admin@womenworknetwork.com](mailto:admin@womenworknetwork.com) with the Subject line - ***"Data Analyst: WomenWork Network:"***

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1. Resume/CV
2. Attach a file showing examples of your work (e.g. robust analysis, or reporting dashboards etc)

**DEADLINE: Friday, 10th December 2021**

**Please note: The selected candidate must be available to start as soon as possible.**

We thank all applicants for their interest in working with us. Due to the volume of applications, only shortlisted candidates will be contacted.

For more information on the WomenWork Network, please visit <https://womenwork.co.ke/>