

Terms of Reference for the Engagement of Subject Matter Expert, Data Analysis, Knowledge Management & Documentation Support

1.0 Background

NFTI is a non-profit organization in Nigeria founded in 2018 with a focus on contributing to better healthcare through data-driven decisions in low-resource settings. We use data and technology to counter many challenges in low-resource settings and improve strategic approaches to intervention implementation, policy tracking, program monitoring, and evaluation across critical social sectors.

NFTI is passionate about creating multi-source data environments to connect multiple data sources into a unified and single resource pool for stakeholders to access and use data for decision-making across the health ecosystem and to drive sustainable change. We are also focused on answering the “so what” conversations around program implementation and building a causal relationship on how interventions generate results.

2.0 Scope of Work & Deliverables

As part of driving operational data to generate insights, NFTI has been engaged by the Bill & Melinda Gates Foundation to implement organizational improvements for the Kaduna Bureau of Statistics, particularly relating to developing Standard Operating Procedures (SOP) and setting up knowledge management and institutional support in collaboration with an Organizational Development (OD) Consultant.

The area of focus for the Terms of Reference include

- Support the Bureau on survey design and preparation, including methodology and data analysis.
- Document SOPs for key action item areas as identified by the Bureau and NFTI
- Support a knowledge management framework setup for continuous learning and documentation support.
- Support in report writing workshops and documentation support for the bureau

The SME, Data Analysis, Knowledge Management, & Documentation Support will engage with the following MDAs:

- Kaduna State Bureau of Statistics (KDBS)
- Kaduna State Ministry of Health(KSMOH)
- Kaduna State Primary Healthcare Management Board (KSPHCDB)
- Kaduna State Health Supply Chain Management Agency (KADHSMA)

The Subject Matter Experts, Data Management, & Institutional Improvements will be reporting to the Executive Director, working in close coordination with the following:

- Program Coordinator/Global Health Tech Lead
- Senior Program Officer, Data Analytics
- Senior Program Officer, Public Health
- Junior Data Analyst

3.0 Expected Deliverables/Outputs

The Terms of Reference is a long-term contract covering 1 year (subject to renewal based on satisfactory performance) designed to achieve the following deliverables and outputs.

- Advisory Support on the data quality assurance process by cleansing and consolidating via digital tools (i.e., ODK Central, ODK Aggregate, Survey Monkey, Kobo, Qualtrics, etc.)
- Coordinate with NFTI on data and information management efforts to drive data management activities in the bureau, especially around deploying minimum data requirements, training, and socialization of data products by the Bureau.
- Assist in archiving and maintaining up-to-date operational data through data pipeline and other data management activities.

- Contribute to the design and revision of data strategies and systems as per the operational data results framework of the project and integrate operational data into population-based survey datasets.
- Participate in developing other information management products relevant to the project, such as data collection tools, maps, dashboards, project briefs, infographics, survey reports, and other data reports.

4.0 Working Arrangements

- The SME, Data Analysis, Knowledge Management, and Documentation Support will work closely with the Executive Director of NFTI.
- The SME will facilitate and provide the team with technical advice on Data Analysis, Knowledge Management, and Documentation Support.
- Payment to the SMEs will be prorated quarterly based on the satisfactory implementation of the abovementioned deliverables.
- The SME will work in a hybrid setting. Working remotely and physically in allocated working space provided by NFTI or the NFTI office.

Duration of the Work

- The assignment will last over 200 working days within the lifecycle of the project (March 1st - December 31st, 2024)

Travel Plan

- The SME may be required to travel to the destinations indicated below (travel costs and duty travel allowance are covered separately as per NFTI travel policy). However, unforeseen travels may come up during the execution of the contract, which will be agreed on an ad-hoc basis.

#	Destination	Frequency	Duration/Day(s)
4	Client Engagement Learning Sessions in Abuja	TBD	TBD

5	Physical meetings with BMGF stakeholders in Abuja (In Abuja)	TBD	TBD
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5.0 Requirements for Experience and Qualifications

Qualifications

- Minimum of Master's Degree or equivalent in Statistics, Population Studies, or any data management-related field
- A minimum of 5 years combined post-working experience in statistics, including design and implementation of methodologies, standards, and laws in the production, dissemination, and use of public statistics, as well as in developing statistical tools at the sub-national level
- Knowledge of international standards for official statistics with an excellent understanding of General Data Dissemination Systems (GDDS), the African Charter on Statistics, and the UN's fundamental principles of official statistics.
- Experience working with the government (especially the Subnational Bureau of Statistics), development agencies, or international NGOs in health is desirable.

Competencies and Special Skills Requirements

- Ability to analyze policy documents and make constructive policy suggestions
- Strong interpersonal, communication, and diplomatic skills, and ability to work in a team.
- Good writing and reporting skills
- Good presentation and communication skills
- Ability to work under pressure and stressful situations and to meet tight deadlines.
- Knowledge of the health systems and processes of subnationals is an advantage.