

## Terms of Reference and Scope of Services for

### DATA ANALYST ASSISTANT, GNHR

#### BACKGROUND

The Government of Ghana has since 2007 developed and is implementing a National Social Protection Strategy (NSPS). The Strategy includes a number of interventions such as the Livelihood Empowerment Against Poverty (LEAP), Labour Intensive Public Works, Exempt category of National Health Insurance, Free School Uniform and Exercise Book, Free SHS, Pro-Poor Agricultural Interventions among others which are being implemented by different Sector Ministries.

The Social Protection mandate of the Ministry of Gender, Children and Social Protection (MOGCSP) requires effective and efficient coordination of Social Protection interventions. This includes the harmonization of the targeting and selection of beneficiaries for these interventions. The World Bank funded Ghana Social Opportunities Project (GSOP) helped in establishing the Ghana National Household Registry (GNHR) implemented under the Ministry between 2015 and 2018. The objective of the Ghana National Household Registry (GNHR) is to identify, characterize, record, and prioritize poor and vulnerable households in Ghana to create a National Single Registry, as a way to ensure their access to the benefits offered by various Social Protection Programmes. It is expected to support the Government in its effort to (i) progressively expand the implementation of social protection interventions (ii) strengthen the institutional capacity of Government in Targeting, coordinating and implementation of Social Protection Interventions. So far data collection has ended in eight regions (Upper East, Upper West, North East, Savannah, Northern, Central, Oti and the Volta regions). Currently, GNHR is about embarking on Scale Up and LEAP reassessment exercise which involves collecting data in all 16 regions.

Desirous of scaling up the GSOP model, the Government of Ghana is implementing the Ghana Productive Safety Net Project II (GPSNP II), with assistance from the World Bank and other Development Partners. The objective of the GPSNP II is to support the Government to strengthen safety net systems that improve the productivity of the extreme poor in Ghana.

The MoGCSP therefore intends to recruit Suitable Qualified Ghanaian National to occupy the position of Data Analyst Assistant.

## **OBJECTIVE OF ASSIGNMENT**

The Data Analyst Assistant will support the GNHR's data management, analysis, and reporting functions. Working under the supervision of the Statistical Officer/Data Analyst, the Data Analyst Assistant will play a key role in ensuring data quality, consistency, and accessibility to facilitate effective decision-making within the GNHR. His/Her focus will be to ensure data requests are followed through and timely attended. The successful candidate will work closely with the GNHR's Monitoring and Evaluation (M&E) team, MIS team, and Data Dissemination to support the achievement of GNHR's objectives in an efficient and timely manner.

## **SCOPE OF THE ASSIGNMENT**

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He/She shall report to the Statistical Officer/Data Analyst of GNHR.

### **Statistical and Data Analyst Assistant**

The Statistical and Data Analyst Assistant will be responsible for supporting the Statistical Officer/Data Analyst at GNHR in executing core functions. He/She will assist the Statistical Officer/Data Analyst at GNHR in understanding, analyzing, interpreting and reporting/presenting data collected from the field. He/she will perform tasks as assigned by the Statistical Officer/Data Analyst and shall work closely with the MIS team.

### **Key Responsibilities**

#### **Data Quality Assurance:**

- Assist in guiding the data collection process to ensure accuracy, completeness, and quality of data collected.
- Perform routine data quality checks and validation processes to ensure the reliability of data shared with internal and external stakeholders.
- Ensure data consistency as displayed on GNHR platforms and reports.

#### **Data Management and Processing:**

- Assist in coordinating and managing data requests to ensure timely responses and adherence to GNHR protocols.
- Maintain and organize GNHR's data repositories to ensure data security and accessibility.

#### **Data Analysis and Reporting:**

- Support the Statistical Officer/Data Analyst in analyzing data collected from the field,

interpreting findings, and preparing data for reporting.

- Generate periodic data reports and submit them to the M&E Officer and GNHR National Coordinator, highlighting key insights and trends.
- Assist in preparing data presentations, dashboards, and reports for internal and external meetings, as required.

### **Support for Data Dissemination:**

- Work closely with the Data Dissemination Team to ensure data requests are fulfilled following GNHR's dissemination protocols.
- Prepare periodic reports to be posted on the GNHR websites and social media handles.
- Prepare data for presentations, publications, and public release, ensuring it meets GNHR's quality and confidentiality standards.

### **Internal Collaboration and Coordination:**

- Collaborate with the M&E team to analyze data for continuous improvement of GNHR activities and protocols.
- Provide data management and analysis updates during internal and external meetings to support decision-making.
- Assist in coordinating staff for data entry and other data-related activities when required.

### **Documentation and Compliance:**

- Ensure accurate documentation of data processes, methodologies, and SOPs in alignment with GNHR's standards.
- Monitor compliance with GNHR's data handling protocols and procedures to protect data integrity.

### **Additional Duties:**

- Assist in draft reviews of reports and publications that utilize GNHR data.
- Undertake any other data-related assignments as directed by the Statistical Officer/Data Analyst.

### **Qualifications**

The Statistical and Data Analyst Assistant should have the following qualifications:

- ⇒ At least a bachelor's degree in Statistics, Mathematics, Computer Science, or highly related fields.
- ⇒ Strong knowledge in Statistics, Statistical Techniques and data interpretation.
- ⇒ Knowledge and experience in using data analysis tools like Excel, SPSS, STATA, Minitab, R, etc. with proven skills in management, design, analysis and implementation of large data management systems.
- ⇒ Ability to analyse and visualize data in Tableau or Power BI.
- ⇒ Very Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy

- ⇒ Proven work experience (at least 3 years) as a Data Analyst or Statistical Officer or similar role.
- ⇒ Knowledge and experience in the use of SQL database platform is a **MUST**.
- ⇒ Excellent communication and problem-solving skills.
- ⇒ Ability to handle multiple assignments.
- ⇒ The applicant should be a results/solution-oriented person.

#### **DURATION**

- ⇒ The assignment shall be for an initial period of nine (9) months from the date of contract signature.

#### **FACILITIES TO BE PROVIDED BY CLIENT**

The Client (employer) shall provide the following facilities to the staff. These include:

- ⇒ Office space;
- ⇒ Office logistics