

## Service Description

Division: EACOP

Direction: General Manager/Land and Social/ Livelihoods Restoration

### Service title

**Data Coordinator: Livelihood Restoration**

### Situation in organization

(enclose a copy of your organization chart)

**N+ 1 Livelihood Restoration Manager, N+2 LSOC Manager**

### Service dimensions

The EACOP Project comprises 1443 km of heated crude oil pipeline from Hoima in Uganda to Tanga in Tanzania arriving at a marine storage terminal and offloading facility. Approximately 4000 hectares of land are required in 8 Regions and 28 Districts, Town Councils and City Councils in Tanzania. EACOP has identified livelihoods impacts which will result from the land acquisition programme. To mitigate these impacts, livelihoods restoration programmes and support strategies have been identified in the 11 RAPs. The implementation of the programme will generate massive amounts of data from contractor execution to welfare monitoring of PAPs including specific monitoring of vulnerable households.

The **Data Coordinator: Livelihood Restoration** will be responsible for overall livelihoods data management including generation of datasets, data QAQC, data cleaning, data security, data integrity, development of protocols for data sharing and collection, and implement best practices for data security and compliance

ensuring the monitoring and evaluation system is completed and managed to ensure accurate and regular reporting internally, to EACOP management, and to EACOP lender's. Data being collected and managed includes but is not limited to:

- Welfare monitoring of Project Affected Households
- Agricultural programme data per household
- Livestock programmes
- Enterprise development programmes
- Transitional food support and cash transfer delivery
- Vulnerable households register and monitoring
- Social Investment programme monitoring

The role requires demonstrated experience in managing data, including collection, storage, analysis, and reporting. The **Data Coordinator: Livelihood Restoration** will collaborate with:

- various departments internal to EACOP
- EACOP field teams
- Contractors implementing livelihood restoration programs

Additionally, the role will involve leveraging data to *provide insights, drive decision-making, and support* the organization's Monitoring, Evaluation and Learning (MEL) objectives. The ideal candidate should possess strong analytical and problem-solving skills, along with a proven track record of implementing data management strategies as well as have a deep understanding of data governance, data quality, and relevant software applications.

### Activities

The **Data Coordinator: Livelihood Restoration** will be responsible for:

- Contributing to the development and execution of a comprehensive data management strategy aligned with EACOP's livelihood restoration objectives.
- Developing and overseeing data governance protocols, ensuring that data management practices adhere to regulatory requirements and industry standards and/or best practices.
- Developing, maintaining and updating all livelihoods and related databases.
- Collecting, creating, archiving and maintaining livelihoods datasets into a centralized Management System tool.

- Overseeing and coordinating the monitoring, centralizing, reviewing of livelihood restoration data
- Developing strategies and processes to maintain high data quality standards, including data cleaning, validation, and enrichment to ensure the reliability and accuracy of data.
- Supporting development of Livelihoods Restoration M&E data collection tools and protocols.
- Analyzing livelihoods data to answer queries, identify issues or trends of concerns and raise these with Livelihoods restoration manager.
- Developing data formats to provide information in an accessible format.
- Providing technical M&E leadership to ensure the Livelihoods Restoration program's technical integrity and ability to achieve its goals and corresponding objectives and targets
- Providing guidance on the utilization of the Livelihoods Restoration contractor's performance data to inform strategic decision-making and project planning
- Ensuring Livelihoods Restoration data is entered EACOP's organization-wide data management system designed to capture, analyze, and disseminate project's data
- Identifying opportunities for learning from data management, providing support and coaching for all team data entry
- Cultivating strategic M&E relationships and alliances with EACOP's Livelihoods Restoration partners including contractors and key implementation stakeholders
- Producing weekly, monthly internal and external dashboards and reports with results of M&E and data management
- Prepare and present clear and actionable data reports, visualizations, and dashboards to communicate key findings and trends to management and other stakeholders.

### Context and environment

- The **Data Coordinator: Livelihood Restoration** will be based in Dar es Salaam with some travel to the field
- The **Data Coordinator: Livelihood Restoration** is expected to interface continuously with all departments within the Land and Social department, wider EACOP organization and Livelihood Restoration contractors as necessary

### Accountabilities

- She/he is responsible for ensuring the effective collection and management of data required to monitor livelihood restoration programmes and transitional support programmes implementation
- She/He will ensure the livelihood restoration monitoring framework, guidelines and protocols are completed in compliance with Project standards

### Qualifications/Experience required

- Advanced Degree in data management, data science, information systems, computer science, statistics, agricultural economics or a related discipline, required
- 10 – 15 years of demonstrated professional experience in data management
- Demonstrated ability to analyse data to generate valuable insights and support informed decision-making.
- Prior experience in leading data-related projects and initiatives
- Professional Experience of monitoring and evaluating large multi-year international development programs, with a robust M&E component
- Established professional in Tanzania, with data management and M&E experience of large datasets and statistical information.
- Proven expertise in quantitative and qualitative methodologies, research, reporting, data quality assessments, data analysis and presentation.
- Demonstrates strong management, coordination, teamwork and planning skills with proven ability to function effectively with multiple counterparts in private, public and NGO sectors.
- Strong understanding of M&E, policies and compliance requirements.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform
- Strong technical skills, including ability to process and analyze data using one or more statistical software packages, including at least one of the following: SPSS, MS Access, Excel, Borealis
- Proficiency in word processing and Microsoft Office
- Proven ability to multitask and work independently
- Excellent and proven data management skills and attention to detail required
- Excellent written and verbal communication skills English, including excellent presentations skills and demonstrated technical writing skills.