



# Data System Consultant

## About Seed Global Health

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce that can meet the health needs of its population. We partner to train nurses, midwives, and physicians, building health teams that can provide high-quality care and save lives. We do this by strengthening clinical care delivery, improving health workforce education, and supporting policies that enable health professionals to succeed. Seed is dedicated to creating lasting change in the health systems of our partner countries: Malawi, Sierra Leone, Uganda, and Zambia. To ensure that these changes are durable, we form deep local partnerships that inform our work at both the individual and systems levels. Together, we are creating a multi-generational impact to not only treat today's problems, but solve for tomorrow's.

# Consultant Scope of Work

## Overview

Seed is seeking a consultant to support a discrete, short-term project aimed at streamlining data management for ongoing and routine collection of program data. As a core part of its programming, Seed supports international educator placements for a minimum of one year at training institutions in partner countries to help enhance health workforce capacity through training. These Seed Educators report on a monthly-basis, providing quantitative and qualitative information on their activities.

Currently, this Monthly Report is housed on a customized Google Sheet for each Educator. Seed's Monitoring, Evaluation & Learning (MEL) team is seeking a consultant to help improve the user interface, the backend aggregation and data management, and visualization of this Educator

Report. This support may require VBA/SQL coding, third party integrations, and/or other mechanisms to meet our needs, which we are interested in understanding and exploring. In dialogue with the consultant, the types of tasks may include:

## Educator Input & Interface

### The user experience of the report

- Improve the data entry interface on Google Sheets for educator monthly reporting, potentially through integrations with third party platforms
- Create dashboard(s) with drill down views of educators' reported activities for educator use in real time

## Data Aggregation & Management

### Seed's experience reviewing and aggregating

- Develop a system to track and eliminate duplicates in educator reports across multiple months (particularly for qualitative data)
- Automate the aggregation of educator reporting inputs into a master database, advise on best practices and tools for short and long term data management
- Set up adjustable, recurring educator reports tied to a central dashboard

## Data Visualization

### Presentation of the report

- Set-up data visualizations of both quantitative data and qualitative data with various customizable views by individual educators, country, program, and time period
- Create/automate a live dashboard for all educators
- Train staff on ongoing customization and management of dashboards and reports

# Timeline

This consultancy is expected to begin in February 2022, and take approximately 2 months. This will be an hourly contract, and the timeline for various components will be discussed with the selected consultant and determined prior to signing of the contract.

# Process & Deliverables

The consultant will work with Seed's MEL team in Boston to discuss and agree on a plan for the consultancy. The consultant will then carry out tasks and deliverables based on an agreed upon plan and timeline, which will be included in the contract.

## Consultant Qualifications

The consultant should have the following qualifications and characteristics:

- Experienced in managing and manipulating data in Google Sheets (macros and third-party integrations or add-ins) (minimum two years experience)
- Expertise VBA/SQL coding/queries to automate repetitive processes
- Expertise with data visualization and dashboards (experience with Power BI a bonus)
- Minimum two years of experience in supporting data management
- Ability to support and facilitate discussions around UX/UI
- Familiarity with quantitative and qualitative data management, ideally at non-profits
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including teamwork and flexibility

## Submitting a Proposal

Seed Global Health invites all interested individuals (consultants, interns, students, or consultant teams) with the experience and skills described above.

To be considered for this short-term consultancy, please submit an application via the Seed Global Health website. Please include the following:

- CV
- Short cover letter that includes:
  - Your experience and understanding of the project
  - Hourly rates and estimated total time commitment, in addition to any other considerations for budget

Please note that applications will be reviewed on a rolling basis. If you have questions or inquiries, please email [learning@seedglobalhealth.org](mailto:learning@seedglobalhealth.org).

**Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.**