

# Data Quality Coordinator

## Post Announcement

**Starting date:** As soon as possible  
**Contract Type:** Full time, Permanent  
**Location:** Geneva or London  
**Salary:** £34,900 or CHF 70,400  
**Application closing date:** 12 September 2021



## Job Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices. In less than 12 years, the Better Cotton Initiative and its Partners have supported over 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. We are truly a joint effort, encompassing stakeholders from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

BCI is seeking an M&E data analytics professional with data quality assurance experience to join its Monitoring, Evaluation, and Learning (MEL) programme. This Data Quality Coordinator role is new on the MEL team and will strengthen BCI's focus on the quality and integrity of farm level results data and data coming from the implementation of farmer support projects. S/he will have experience assessing data quality, designing processes and activities to ensure credibility, and coordinating the successful improvement of data quality. The successful candidate will have programmatic monitoring and evaluation experience and demonstrated ability to turn data into insights.

Under the supervision of the Data Analysis Manager, the Data Quality Coordinator will be a member of BCI's Data & Traceability Team.

## Responsibilities

### 1. Coordinate improvements to farm-level data quality

- Coordinate the BCI Data Quality Package (DQP). The DQP is a suite of tools designed by BCI to assess farm results data quality and reporting systems of Implementing Partners in order to identify problematic areas, and to create data quality improvement plans. The package includes a country indicator risk assessment, set of questions streamlined into verification audits, data quality assessment tool, and data quality improvement plan template.
  - Roll out of DQP to country programmes
  - Coordination of DQP activities
  - Recruitment of consultants to carry out DQP activities

- Preparation of aggregated findings reports
  - Coordination of data quality improvement plans and follow up with BCI country teams
- **Coordinate external results data validation.** BCI plans to build in layers of third party data collection and validation for a selection of farm-level results indicators (currently under discussion).
    - In collaboration with supervisor, development of approach for third party data collection and validation that is robust, but also cost-effective at scale.
    - Coordination of external data collection and validation
    - Reporting on findings
    - Follow up with BCI country teams to develop data quality improvement plans and monitor progress
2. **Facilitate farm-level reach data collection & analysis** – The Coordinator will be responsible for the compilation and validation of figures related to the reach of the programme (number of farmers participating, farmers licensed, area harvested, and volume of cotton produced) in liaison with multiple country teams.
- Ownership and conducting revision of reach data reporting templates
  - Coordination of collection of contextual feedback about seasonal variations and clarifications from relevant BCI country teams to help interpret data trends.
  - Training of BCI country teams on reach data management; support on training for Implementing Partners
  - Conducting reach data analyses
  - Preparation of internal reports on reach and scale of Better Cotton
3. **Support farm-level results data analysis** – The Coordinator will provide overflow support when needed in the following areas:
- Consolidation, cleaning and manipulating data in Excel
  - Conducting data analysis and visualisation using Tableau software in BCI's results and performance learning dashboards
  - Coaching of BCI country staff and partners on using interactive results dashboards
  - Responding to requests for data analysis from members, partners, and donors in line with BCI's Data Communication Policy
4. **Be responsible for key MEL monitoring reference documents & processes**
- Coordination or development of updates to methodology documents (e.g. technical reference documents related to data management and analysis, including instructions and related templates)
  - Management via various online tools to digitise process monitoring
  - Process implementation – keep BCI MEL processes up to date, and monitor usage of online project management tools like Monday.com.

The Coordinator will also conduct other tasks as agreed with the supervisor that contribute to the mission and aims of BCI.

# Data Quality Coordinator

## Post Announcement

The successful candidate will have the following skills, knowledge, and experience:

<b>Essential</b>
Degree in environmental or social science, agriculture, agronomy, rural development, Statistics/Mathematics/Economics/Data Quality
Track record in a monitoring, evaluation, and learning role
Experience assessing and improving data quality
Demonstrated grasp of the key issues in sustainability and/or knowledge of sustainable agriculture, especially in the smallholder farming context
Strong IT skills, particularly with Excel and databases, preferably with business intelligence and analytics tools (Tableau and PowerBI in particular)
Background in global programme implementation, and agriculture projects
Experience managing consultants to deliver quality outputs within budget and timeline
Strong attention to detail, good problem solving skills, and persistence in accurately performing tasks
Ability to prioritise and plan effectively, working in a structured manner and to deadlines
Fluency in written and spoken English
<b>Desirable</b>
Proven interest and/or experience involuntary sustainability standards
Background in qualitative research and experience in related ICT tools
Familiarity with participatory M&E approaches
Experience in creating data visualisation for communication and learning purposes
Track record in facilitating learning in an international, multi-cultural setting
Knowledge of French, Portuguese, Hindi, or Russian

### Working arrangements

The position is full time (40 hours per week). The Coordinator will report to the Data Analysis Manager for her/his work programme and outputs.

This challenging role offers excellent opportunities for personal and professional development, together with a competitive benefits package.

### Applications

Interested applicants with the required attributes are asked to send, in English, a detailed CV (3 pages maximum) and a brief motivation letter (1 page maximum) to BCI by email to: [recruitment@bettercotton.org](mailto:recruitment@bettercotton.org) by 11:59pm CET on 12 September 2021.

We thank all applicants for their interest; however, only candidates short-listed for a telephone interview will be contacted.

BCI is currently unable to provide sponsorship for work permits, and candidates need to have a pre-existing right to work in the location where they will be based.

BCI is an equal opportunities employer, and is committed to good practice and transparency in the management of natural, human, and financial resources.