**Attachment 1:**

**Scope of Work**

**FY23 DATA ANALYST AND REPORT WRITING CONSULTANT**

Title: **FY23 DATA ANALYST AND REPORT WRITING CONSULTANT**

Department: **MEL UNIT**

Reports to: **MEL DIRECTOR**

Location: **Nigeria**

**Estimated Period of Performance: May 1st – 30th 2024**

**Estimated Level of Effort: 10 Day**

**Estimated total cost: xxx**

Slot: 1

**Background:**

Creative Associates International is a dynamic, fast-growing global development firm that specializes in education, economic growth, democratic development and post-crisis stabilization. Based in Washington, D.C., Creative has a field presence in more than 25 countries with a strong client portfolio that includes the U.S. Agency for International Development and the State Department, among others. Since its founding in 1977, Creative has earned a solid reputation among its clients and is well-regarded by competitors and partners alike.

**Position Summary:**

The consultant will report directly to The Trade Hub MEL Director (or anyone assigned by the MEL Director), in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the company and agreed to by the subcontractor.

The USAID-funded West Africa Trade and Investment Hub (hereinafter referred to as the Trade Hub) is a five-year, $116 million trade and investment facilitation activity that seeks to improve private sector competitiveness in West Africa through a market-based approach. By working in partnership with the private sector and fostering co-investments, the activity generates new private-sector capital investment in critical sectors to create jobs and increase two-way trade.

Through these USAID-funded co-investment partnerships, the private sector companies and the Trade Hub are collaborating to improve food security; boost employment among women and youth; build resilience to climate change; foster agribusiness competitiveness and productivity; and boost international and regional exports. Through a blended finance approach, the Trade Hub is co-funding catalytic activities with the grantees through funding from 10 different sources to unlock $400 million in new private investments, create 60,000 jobs, and increase exports to the international market.  The project comprises of three main components.

Through this Co-Investment Fund and technical assistance, the Trade Hub improved companies’ abilities to expand business operations, increased productivity, and created jobs that build on the talents and aspirations of West Africa’s growing population. The Trade Hub has collaborated on specific commercial opportunities with firms, service providers, research organizations, as well as other business network actors to access private capital that contributed to large-scale jobs, exports, and investment, particularly with strong demonstrated or potential links to the U.S. companies and investors.

Through its co-investment partnership, the Trade Hub provided support through its partners to smallholder farmers in the 2023 farming season to increase their productivity, profitability, and improve their livelihoods. This activity will focus on the USAID West Africa Mission grantees and participants in Ghana, Togo, Mali, and other West African countries.

**Objective of the Consultancy**

The major objective of this call from the Trade Hub is to engage an experienced consultant to analyze and write a comprehensive report using the data that will be collected from the field across different West African countries and value chains. This data to be analyzed, leading to the report written by the consultant, will be generated from different West African countries by private firms supported by the West Africa Trade and Investment Hub Activity. The data analysis will focus on the data that will be collected for the three indicators highlighted in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **INDICATOR** | **DISAGGREGATION** |  |
| **1** | **EG.3.2-24**: Number of individuals in the agriculture system who have applied improved management practices or technologies with USG assistance | Commodity, location/state, sex, age of the respondents, type of technology |  |
| **2** | **EG.3.2-25:**Number of hectares under improved management practices or technologies with USG assistance | Commodity, location/state, sex, age of the respondents, type of technology |  |
| **3** | **EG.3-10:**Yield of targeted agricultural commodities among program participants | Commodity, location/state, sex, age of the respondents |  |

**Main tasks for the Consultant**

* Review the dataset to be shared with the consultant by the Trade Hub MEL team.
* Ensure the accuracy and reliability of the data and analysis through rigorous quality assurance procedures.
* Clean the data received from the Trade Hub MEL unit.
* Analyze data collected through surveys, interviews, and other relevant sources to determine:

1. The number of individuals in the agriculture system who have adopted improved management practices or technologies with USG assistance.
2. The total number of hectares under improved management practices or technologies with USG assistance.
3. The yield of targeted agricultural commodities among program participants.

* Submit a comprehensive dataset in an excel sheet to the Trade Hub MEL unit, clearly disaggregated by indicators and value chains.
* Utilize statistical methods and data analysis techniques to interpret the findings accurately.
* Prepare a comprehensive report documenting the analysis and interpretation of each indicator, including key findings, trends, and insights.
* Validate findings through cross-referencing with existing literature and expert opinion where applicable.
* Address any limitations or challenges encountered during the data collection and analysis process.
* Respond to any feedback from the Trade Hub MEL team.
* Maintain continuous communication with the Trade Hub MEL team or anyone assigned to ensure timely delivery of all deliverables highlighted in the scope of work.

**Methods of Data analysis**

All food security and socio-economic data should be analyzed using SPSS or other analytical statistical software packages. It is expected that correlations and crosstabs (chi-squares) will be utilized to assist the Trade Hub MEL team in learning what factors may be most associated with the indicators of interest. Specifically, the consultant will conduct quantitative analysis to measure the prevalence of improved management practices, technologies adoption, and agricultural productivity among program beneficiaries.

**Deliverables**

* Clean dataset with coded variables and value labels in excel or SPSS or syntax file by indicators and by value chains.
* Analyzed dataset by indicators and value chains.
* A comprehensive report with presentation of key findings, including numerical data, trends, charts, graphs, and patterns, etc.
* Highlight key recommendations for enhancing the impact and outcomes of the Activity.
* Submit any supplementary materials such as data tables, charts, or visual aids to support the analysis and findings.

1. **Qualifications:**
   * The consultant should have a degree in statistics, economics, agricultural extension, policy and development, or any relevant field.
   * The consultant should possess expertise in agricultural development, including knowledge of best practices, technologies, and productivity enhancement approaches in the agricultural sector.
   * Strong analytical skills and experience in quantitative and qualitative data analysis are essential.
   * Familiarity with USG-funded agricultural development programs or similar initiatives is desirable.
   * Excellent written and verbal communication skills are required, with the ability to present complex information in a clear and accessible manner.

Interested applicants should send their Expression of Interest and CV either in PDF or Word format as one document to [procurement@westafricatih.com](mailto:procurement@westafricatih.com) on or before 30 April, 2024. The Subject of your email should be; **OPS-ABJ-2024-04-004. (Failure to do so will be disqualified)**

Only finalists will be contacted.

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