



PROJECT ADVERTISEMENT

BUSINESS INTELLIGENCE SPECIALIST

Afghanistan Reconstruction Trust Fund (ARTF) Monitoring Agent

Part-time consultancy position, approximately 8 days a month from 1 April 2023 to 31 July 2024, home based.

April 2023



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practises.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathise with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organisation where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

Project Background

Between 2002-2021, the Afghanistan Reconstruction Trust Fund (ARTF), a multi-donor trust fund administered by the World Bank, supported immediate stabilization and reconstruction needs in Afghanistan. It helps to fill the large financing gap in both the operating and development budgets of the Government of the Islamic Republic of Afghanistan. The Fund also provided a platform for pooled on-budget financing and coordinated implementation support to the government. As of February 2019, 34 donors had contributed a cumulative \$11.4 billion through the ARTF to fund Afghanistan's development priorities through policy-based budget support and investment projects that aim to reduce poverty, service delivery, citizens' engagement and social inclusion, as well as support of governance and state effectiveness.

As part of the Fund's administration, the World Bank contracted an independent Monitoring Agent to provide monitoring, financial management, and accountability support for disbursements. The Monitoring Agent was responsible for reviewing disbursements, payments, accounting, and reporting for the activities to be financed by the ARTF. In 2011, the WB expanded the third-party monitoring of ARTF-financed initiatives and contracted an independent Supervisory Agent (SA) to support the Bank's task teams in monitoring implementation of investment initiatives in widely dispersed locations around the country. The Supervisory Agent helped the teams develop monitoring protocols specific to individual projects and applicable environmental and social safeguards considerations. It deployed monitoring teams that used mobile technology and software to compile and share detailed monitoring data with Afghan government implementing agencies and the Bank task teams. The Supervisory Agent also engaged in follow-up on reported deficiencies to track and verify remediation the agencies and Bank task teams. Both the Monitoring and Supervisory Agents reported monthly, quarterly, and annually on their findings and periodically provided briefings to ARTF stakeholders, at the request of the WB.

In 2020, the World Bank combined the roles of the Monitoring and Supervisory Agents under a new Third-Party Monitoring Agent (TPMA) contract phase, implemented by a consortium that included BDO (the previous Monitoring Agent), ATR, and Integrity Global. The overall goal was to maximize value for money of ARTF-financed programs and provide fiduciary assurance on the Afghan government's use of grant proceeds and their likely development impact to the ARTF partners, the WB management, the Government, and the public.

For the period 1 January 2022 to 31 July 2022:

During the first extension period, the TPMA contract will focus on supporting the effective transition of the World Bank portfolio from on-budget delivery of financing to financing a core program of basic service delivery via direct recipient-executed grants to United Nations entities and, potentially, international non-governmental organizations, while sustaining ARTF donors' access to quality information about the monitoring program. In support of this objective, the contractor will conduct a program of work aimed at supporting the orderly suspension and closure of World Bank financing commitments, including if needed support for project implementation completion and results report preparation, designing a program of work to support the implementation of projects envisioned by the March 1 World Bank Board of Executive Directors and the March 10 ARTF Steering Committee decisions, and sustaining field-based data gathering, including as required for key sectoral monitoring initiatives. Regular quarterly and other reporting protocols will be sustained.

For the period 1 August 2022 to 31 July 2024:

The primary objective of this assignment is to assure value for money of ARTF- and IDA-funded investment projects through:

1. **Monitoring of Projects Implemented by UN Agencies:** Integrated oversight of project implementation performance, and compliance with fiduciary, environmental and social standards. Monitoring project specific Entry Criteria to assess where the conditions for continuing the project are in place, as approved by the management of the Bank and ARTF.
2. **Economic Monitoring and Governance Assessment:** Field-based gathering of relevant economic data points on a monthly basis. Survey more than two thousand respondents each month, covering at least 50 districts in 22 regionally representative provinces, to collect data about commodity prices and availability, banking sector, trade market activities, labour market conditions and activities, real estate activities, and taxation. Periodic reporting on a range of governance indicators covering changes introduced by the Taliban administration, including those affecting public financial management, public service delivery, and justice and the rule of law.

3. Maintenance and Enhancement of Digital Platform: Develop a mobile application to access monitoring data and reports, functionality for UN agencies to upload sites data and access reports, new dashboards for senior management, maintaining digital platform ensuring information security.
4. Ad hoc Activities: One-time review of the hospital infrastructure in Afghanistan, monitoring of any new projects prepared, and any other ad hoc requirements.

Scope of Work

The **Business Intelligence Specialist** will work in the project's Data Unit and alongside the Analysis and Reporting Team (A&R Team) to support the ongoing delivery of analysis and reporting services. Under the supervision of the Senior Monitoring Adviser and relevant deliverable, project and sector Focal Points, s/he will lead the design and delivery of high-quality PowerBI dashboards, contribute to Analysis Plans, and review Change Logs and their associated source data. S/he will also maintain data management systems, support quality control and assurance processes, and build the capacity of other Data Unit personnel on PowerBI best practices.

Terms of Reference

Dashboard Planning and Design

The Business Intelligence Specialist will:

- Design PowerBI Dashboard products to meet requirements laid out in analysis plans. This will include the preparation of several options for visualisation emphasising the user experience, and maintaining a consistent aesthetic style with existing ARTF products.
- Help coordinate and implement the feedback during the design and creation of Dashboards from relevant internal and external stakeholders, including members of the Data Unit, the ARTF MA consortium and the client.
- Lead on the development, revision, and finalisation of Dashboards across multiple projects/sectors, with the support of the Monitoring Analyst and Monitoring Officers.
- Manage inputs on several Dashboards to ensure timely delivery based on the deadlines set out in the workplan, including their upload and dissemination on the digital platform.
- Support the quality assurance and quality control of Dashboards during development and finalisation, working with Data Engineers, Monitoring Analysts and Monitoring Officers. This will include the use of automated data QA scripts, consistent visual and data formatting, ensuring the efficient function of the data model, as well as overall data accuracy and user-friendly design.
- Lead or contribute to PowerBI dashboard familiarisation sessions with client and consortium partners.

Data Processing

- Provide inputs to the Data Engineers to support them developed scripts to help with automated data cleaning of quantitative and qualitative datasets.
- Support the Monitoring Analyst and Monitoring Officers to produce finalised cleaned quantitative data for analysis in Excel and PowerBI. This will include packaging finalised monitoring data in line with standard guidelines, Data Engineer and Analysis and Reporting Team requirements, and client specifications.

Analysis and Reporting

- Support quantitative data analysis through Excel and PowerBI in coordination with the deliverable, project or sector Primary Focal Point and consulting the Senior Monitoring Analyst.

- Provide inputs during the drafting and finalising of monitoring reports and other deliverables. Best on requests from Primary or Secondary Focal Points, as well as other contributing team members.
- In coordination with the Primary or Secondary Focal Point, seek, review, challenge and incorporate relevant feedback or quality assurance on dashboard products.
- Participate in presentations of sector/project activities and findings to external stakeholders, as needed.

Capacity development

- Advise on good practice approaches to and considerations for data management and data visualisation.
- Deliver training sessions to build the capacity of Monitoring Officers and the wider Data Unit on the use of PowerBI/DAX/Power Query/Data Management skills. This will include the development of supporting training materials.
- Contribute to the improvement of ARTF data management systems, including accompanying documentation.

Your Experience and Expertise

- At least four years of proven track record working in Business Intelligence, Data Management and/or Data Analysis, ideally with academic/professional training and/or certifications.
- Expert proficiency using Microsoft Excel, Power Query and PowerBI, with at least two years of experience focused on using PowerBI for data analysis.
- Strong planning and organisation, attention to detail and follow through.
- Experience working in Python and/or R Project, DAX, SQL (MS SSQL Server), and HTML desirable.
- Experience in monitoring, evaluation, and learning desirable, including in the development sector.
- Experience developing PowerBI dashboards for web apps.
- Experience working with data collection software (e.g., SurveyCTO) preferred.
- Home based in the UK/EU preferred.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

Required Competencies

Competency	Definition
User-focused	<p>To be able to ensure that stakeholders gain from the relationship so they can be sufficiently motivated to engage and cooperate.</p> <ul style="list-style-type: none"> • Talks to stakeholders to understand issues, what they want and how satisfied they are with our support and/or products. • Lets stakeholders know they are working to meet their needs. • Finds ways to measure and track stakeholder satisfaction. • Anticipates, meets and exceeds the needs and expectations of stakeholders (internally and externally). • Works together to build long-term relationships and focuses efforts on delivering increased value.
Adaptable and flexible	<p>The ability to adjust or change to best meet the needs of the situation or environment.</p> <ul style="list-style-type: none"> • Independently engages in tasks requiring interpretation of complex and often vague sets of information. • Identifies gaps in information and makes assumptions in order to continue analysis and/or take action. • Seeks a wide range of sources of information. • Seeks best practices inside and outside Integrity to anticipate change. • Stays open-minded and encourages others to bring new perspectives. • Engages in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges.
Collaborative	<p>The ability to work co-operatively with a range of stakeholders, to be part of a team, to work together as opposed to working separately or competitively.</p> <ul style="list-style-type: none"> • Acts to promote a friendly climate, good morale and co-operation. • Works to address and resolve conflicts within the team. • Creates and supports opportunities for cross functional team working.
Organised	<p>The ability to plan and monitor one's own work and the work of others to ensure achievement of desired results.</p> <ul style="list-style-type: none"> • Coordinates ideas and resources to achieve goals. • Identifies the sequence of tasks and the resources needed to achieve a goal and prioritises key action steps. Anticipates the impacts and risks of decisions and actions. • Creates realistic schedules and follows them. Evaluates progress against schedule and goal. Evaluates proposed actions and timelines against the project's theory of change.

Expected Contribution to Outputs and Deliverables

As the Primary or Secondary Focal Point, the Business Intelligence Specialist will be expected to produce or contribute to the following deliverables to a high-quality and in a timely manner:

- Cleaned and quality assured and finalised PowerBI dashboards and other analysis products.
- Presentations of analysis and reporting findings.

Conditions

The Business Intelligence Specialist may be required to remotely attend calls/meetings hosted by team members and/or project stakeholders based worldwide, located in time zones such as Australia and the West

Coast of the United States. The Business Intelligence Specialist should review their attendance of these calls/meetings and coordinate with their line manager and colleagues to ensure any time considerations are shared and their attendance is confirmed in good time for the meeting. The Business Intelligence Specialist is expected to retain flexibility in working hours to adjust to meeting and deliverable requirements, in coordination with their line manager.

Reporting

The Business Intelligence Specialist will report to the Senior Monitoring Adviser, and will collaborate closely with Focal Points for project/sector activities identified at the start of each activity.

Level of Effort

There is a possibility for additional LOE supporting other Integrity projects in a part-time capacity, as well as development into a permanent staff role, to be reconfirmed.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

We will review candidates on a rolling basis and the vacancy may be filled. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.