*Republic of Liberia*

**Ministry of Gender & Development**

Economic Empowerment of Adolescent Girls & Young Women (EPAG) Project

Terms of Reference:

**EPAG VOLUNTEER DATA ENTRY CLERKS**

**(5 PERSONS)**

**1. Background:**

With the completion of the EPAG pilot project (September 2009 – December 2012), which was funded by the Nike Foundation and Government of Denmark, the Government of Liberia has received financing from the Swedish International Development Cooperation Agency (Sida) to fund a third round of EPAG training, administered by the World Bank. EPAG Round Three maintains its focus on increasing employment and earnings among adolescent girls and young women and will target 1,000 adolescent girls and young women (16-24 years); 575 in Greater Monrovia and Kakata, and 425 in Grand Bassa County. The Ministry of Gender & Development intends to hire a survey firm to conduct qualitative and quantitative research on EPAG Round Three. EPAG Round Three has six components:

Literacy, life skills, and business development skills training with micro-enterprise advisory services

Life skills and job skills training for wage employment, combined with job placement assistance

EPAG Round Three quantitative and qualitative research

Institutional strengthening of Ministry of Gender & Development (MoGD) Adolescent Girls Unit

Developing a version of the EPAG project for adolescent boys and young men

Developing a “factory system” agricultural project model for youth

EPAG is an important initiative that supports the Government of Liberia’s prioritization of youth development and employment for young women. EPAG Round Three will be comprised of 82% business development skills (BDS) training and 18% job skills (JS) training. The EPAG project is part of the World Bank’s global “Adolescent Girls Initiative.” MoGD, through the Adolescent Girls Unit (AGU) and the EPAG Project Implementation Unit (PIU), is responsible for managing the EPAG project. The lessons learned from the first two rounds of the EPAG project have greatly informed the project design for EPAG Round Three.

The EPAG Data Entry Clerks are responsible to enter all data collected from monitoring visits conducted by the EPAG Quality Monitors and will be required to conduct data quality checks (e.g. on trainee specific data provided by the EPAG service providers) in order to correct discrepancies that may be identified by the EPAG AGU M & E Director.

**2. Objective of the assignment:**

The objective of the assignment is to work under the supervision of the EPAG AGU M & E Director to enter and manage data generated by the EPAG project.

**3. Scope of services:**

The EPAG Data Entry Clerks will implement the EPAG project data entry initiatives. The functions of the Data Entry Clerks involve frequent operational interaction with EPAG AGU M & E Director, the EPAG Senior Program Advisor, the EPAG National Project Coordinator, and the EPAG Operations Officer. The EPAG Data Entry Clerks work under the direct supervision of the EPAG AGU M & E Director in close collaboration with the EPAG Senior Program Advisor.

The EPAG Data Entry Clerks shall, *inter alia*, undertake the following duties and responsibilities:

1. Carry out data review in order to verify all completed forms submitted for data entry and report any discrepancies identified immediately to EPAG AGU M & E Director
2. Work remotely to accurately enter assigned category of monitoring data into designated database(s) and incorporate feedback after review by EPAG AGU M & E Director
3. Using the computer, carry out data quality checks to address issues of discrepancies identified in a timely manner
4. Take caution to protect and prevent loss or damage of EPAG hard copy data by, for example, handling with care to minimize defacement, keeping in safe place to maintain confidentiality of the information, avoiding exposure to weather elements such as rain/water
5. Take caution to protect and prevent loss or damage of EPAG electronic data by, for example, making regularly back-up of all data related to EPAG assignments
6. Submit assignment reports and assist with monthly reports as needed
7. Treat NGO service providers and adolescent girls and young women with dignity and respect
8. Demonstrate confidentiality and sensitivity in dealing with adolescent girls and young women
9. Share lessons learned with own NGO and organizations and other members of Adolescent Girls Working Group (AGWG)

**4. Assignment period, reporting, and time schedules:**

The position of EPAG Data Entry Clerk is a part-time volunteer position. Activities will be concentrated on entering monitoring data during the four (4) month classroom training phase which will begins in mid-September 2013, and during the last two months of the project, for verification in June and July 2014. Reports will be submitted via e-mail. The Data Clerks will be required to complete the required data entry and carry out quality checks to ensure accuracy before submitting the final draft to the EPAG AGU M & E Director, who will review and send feedback for the data clerks to finalize the report. Data clerks will be required to regularly back-up data files.

**5. Qualifications of the EPAG Data Entry Clerk:**

5 volunteers will be recruited under these terms of reference. (Staff of MoYS, MoGD, and NGOs implementing the EPAG project are necessarily excluded.)

1. Minimum of High School Diploma. University enrollment is an added advantage
2. Excellent computer application skills especially Excel
3. Excellent typing skills and ability to use the computer to produce reports
4. Very careful attention to detail
5. Willingness to spend time entering data and carrying out verifications
6. Experience in working on adolescent girls and young women issues
7. Warm interpersonal skills and commitment to teamwork and team-building
8. Ability to treat confidential information with due care

**6. Facilities and information to be provided by the client:**

The EPAG Data Entry Clerks will do most work remotely to deliver assignment reports as per agreed schedules. All templates from the Management Information System will be provided to Data Entry Clerks by the EPAG AGU M & E Director. During their period of service during EPAG Round Three, each of the 5 Data Entry Clerks will be eligible to earn a USD $120.00 - $160.00 volunteer stipend per data entry assignment, up to three assignments per Clerk (there are 13 projected data assignments for Round Three). The purpose of the volunteer stipend is to cover costs incurred by the volunteers while serving as Data Clerks (transport, calling cards, internet costs, etc.) The Data Clerks will be required to use their personal computers with updated anti-virus protection, work remotely, and deliver on their assignments within the timeframe agreed in the work schedule.

**7. Selection process:**

Given that these are volunteer, part-time positions, qualified individual volunteers will be selected for the positions based on comparison of CVs. Selection processed will be in line with the procedures set out in the “World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011.

**8. Performance criteria:**

# The following performance criteria will be used to assess the performance of the EPAG Data Entry Clerks at regular intervals and based upon which the contract with the MoGD may be continued or terminated:

1. Quality and timeliness of all works relating to data entry assignments
2. Quality of documentation of all deliverables
3. Quality of management of assigned project documents
4. Quality of communication and general relationship with EPAG staff