

Terms of Reference – Digital Analyst

1. Overview of Job Details

Job Title	Digital Analyst
Reports to	aRBM Specialist
Division/Section	Lives and Livelihoods Fund Management Unit (LLFMU)
Department	Special and Trust Funds
Location	IsDB HQ, Jeddah, KSA
Travel	20% and above, depending on need
Contract	Long-term individual consultant; annual contracts renewable for the duration of the LLF

2. Job Purpose

- Develop and optimize LLFMU's data and analytics systems to enhance project outcomes, utilizing tools like Microsoft Power BI and Google Sheets.
- Collaborate with stakeholders to translate requirements into insightful dashboards and reports, leveraging strong data modeling and visualization skills.
- Provide training and mentorship on analytics best practices and technologies, ensuring data-driven decision-making across LLF operations.

3. Key Accountabilities

3.1 Operational and Implementation Support

- Support the implementation of LLF activities, work plans and KPIs for the LLF Management Unit.
- Support the development and execution of fund policies and procedures for the LLFMU in the Operations Manual, including new solutions that enhance the effectiveness of LLF operations.
- Collect and analyse data on global trends that could impact the economic future of LLF, utilizing the data to draft initial strategic recommendations.
- Prepare briefing materials and talking points related to policy and strategy foresight for senior LLFMU staff.
- Prepare detailed information for IsDB committees, including drafting progress reports and taking minutes.
- Support the sector experts, regional hubs, external partners, and project teams in the identification, design, and execution of projects across the LLF portfolio as needed.
- Create dashboards for the LLFMU to track and notify stakeholders of upcoming project milestones, deliverables, and deadlines.

3.2 aRBM Analysis and Support

- Assist the aRBM Specialist in the implementation of the LLF results framework and aRBM systems, including associated processes/procedures and tools that will enable the collection, storage and reporting of data related to all LLFMU activities.

- Support implementation and continuous improvement of the aRBM-MIS, including configuration, testing, user feedback, data validation and system enhancement requests.
- Assist the aRBM Specialist in development and maintenance of the LLF data architecture including data collection templates, data mapping, data flows and data governance protocols.
- Maintain master data repository of fund and project indicators, baselines, targets, and performance data.
- Support the monitoring of the quality and completeness of data for tracking project performance and evidence-based decision making, identifying and solving data problems when they arise.
- Collect and analyse large and complex data sets utilizing statistical methods to understand the impact of LLF projects and the overall fund on their intended goals.
- In coordination with the aRBM Specialist, develop and maintain the LLF data dashboard, reports and visualizations that effectively communicate project and portfolio data insights to internal partners and external stakeholders.
- Identify trends and patterns in project-related data and provide data-driven recommendations to the aRBM Specialist, Sector Specialists and Operations Lead.
- Continuously monitor and evaluate the effectiveness of data analyses and processes, and support initiatives for data integrity and normalization.
- Assist the aRBM Specialist in conducting trainings for the technical project/regional hub staff involved in data collection and in the proper use of data collection tools.
- Support ITPM implementation through verification protocols, sampling approaches, analysis of monitoring findings and consolidation of evidence.
- Support baseline, mid-term and end-line evaluations through evaluation design, analytical plans, quantitative analysis and evidence briefs.
- Support GIS-enabled monitoring through GPS validation, geospatial data management, spatial analysis, mapping and integration of GIS datasets into LLF digital platforms.
- Assist in developing and reviewing MU reports to the LLF donors to ensure quality, accuracy, and that they capture the outputs and outcomes as expected.
- Automate data workflows, integrations, and transformations between systems like Google Sheets, Power BI, OMS, and project databases.
- Conduct quality assurance checks on incoming project data; liaise with PMUs to resolve discrepancies.
- Perform additional tasks as required by the aRBM Specialist.

3.3 Coordination, Communication & Follow-Up

- Support the Communications Specialist in preparing and managing communication and visibility media materials related to specific projects and/or LLF in general.
- Support the coordination with relevant stakeholder departments across the Bank to ensure alignment of LLF activities with current institutional Strategy and policy commitments.

3.4 Knowledge Sharing and Development

- Share best practices and identify areas where IsDB and LLFMU can make contributions.
- Share knowledge and experience of LLFMU projects with other Units within IsDB and seek opportunities for joint collaborations.
- Maintain a comprehensive knowledge management system/hub to capture and organize information related to LLFMU projects, initiatives, and communication activities.
- Document lessons learned, success stories, and best practices arising from LLFMU's work, and support their systematic dissemination and accessibility to internal and external stakeholders.
- Regularly update and enhance knowledge management tools and platforms to facilitate efficient knowledge sharing and collaboration across LLFMU and with other Units within IsDB.
- Participate in the process of setting Unit and Individual objectives, ensuring alignment with LLFMU's strategic priorities and communication goals.

- Collaborate with supervisors and team leads to identify areas for improvement and implement corrective actions as needed to optimize portfolio performance and maximize impact.
- Deliver trainings and provide support to PMUs, OTLs, and other stakeholders on RBM protocols and using data templates and learning systems.

4. Academic and Professional Qualifications

- Bachelor's degree in Computer Science, Information Systems, or a related field. Master's degree is a plus.
- Proven experience working as a Microsoft Power BI Developer or similar role, with a focus on designing and developing end-to-end Power BI solutions.
- In-depth knowledge of Microsoft Power BI platform, including Power Query, Power Pivot, DAX, and Power BI Desktop.
- Strong understanding of data modeling concepts and experience in designing efficient and scalable data models for reporting and analytics.
- Proficiency in SQL and experience with relational databases, data warehousing, and ETL processes.
- Excellent data visualization and dashboard design skills, with a keen eye for creating visually appealing and user-friendly reports.
- Strong analytical and problem-solving abilities, with the capability to translate complex business requirements into practical Power BI solutions.
- Familiarity with data governance and data quality principles, ensuring accuracy, consistency, and integrity of data in Power BI solutions.
- Proficiency in Google Sheets working as a data entry, data store and data mapping tool for Power BI dashboards, as well as building workflows on top of the same using Google Apps Script.

5. Skills & Necessary Knowledge

- Strong qualitative and quantitative data analytics skills.
- Strong computer skills.
- Strong written and oral communication skills.
- Team player.
- Experience with advanced analytics and machine learning concepts, and their integration with Power BI.
- Familiarity with other BI tools and technologies, such as Oracle Business Intelligence (OBIEE).
- Knowledge of cloud-based data platforms and services, such as Microsoft Azure.
- Familiarity with using Google Sheets for Data Mapping file, Masterfile, Primary Data Entry Tool & Data Governance.
- Knowledge of GIS platforms (QGIS/ArcGIS), geospatial data management, remote sensing and spatial analysis.
- Familiarity with research methodologies, evaluation approaches and OECD-DAC evaluation criteria.
- Demonstrated experience of using Power BI platform for dashboard development.
- Demonstrated experience of using Google Apps Script for ETL logic and processes.

6. Languages of Proficiency

Language	Requirement
English	MANDATORY

Language	Requirement
French	MANDATORY
Arabic	Preferred

Recruitment note: French-speaking proficiency is a mandatory eligibility requirement for this position and should be verified during the recruitment p