

General Description:

Established in 2000, the World Cocoa Foundation (WCF) is the world's leading organization for cocoa sustainability. The long-term goals of WCF are set out in our [new strategy](#):

- Prosperous cocoa farmers become truly sustainable and profitable, with transformation of traditional smallholder farming into modern business that deliver sustainable livelihoods for farmers and their families;
- Empowered cocoa-growing communities lead their own development, human rights are protected, and safety and wellbeing of children and families are strengthened; and
- A healthy planet is conserved and enhanced, with resilient and biodiverse landscapes in cocoa geographies, and the carbon footprint of the sector is reduced.

WCF works in six areas:

1. Convene cocoa and chocolate industry in collective action;
2. Facilitate multi-stakeholder partnerships;
3. Facilitate industry engagement in policy dialogue with government;
4. Promote industry learning, knowledge sharing, and monitoring and evaluation;
5. Help mobilize resources from development partners and financial and capital market institutions to successfully implement collective action initiatives; and
6. Communicate industry investment and impact and manage reputational risks.

WCF is a membership organization open to private sector companies engaged in all aspects of the cocoa supply chain. WCF is headquartered in Washington, D.C., with offices in Ghana and Cote d'Ivoire. WCF has an annual budget of about \$8 million and a staff of about 35 people.

Position Summary:

This position provides critical data management, data analysis, reporting and learning agenda technical support for the Monitoring, Evaluation, and Learning (MEL) team to accelerate results across WCF's cocoa sector sustainability work. The Data Analyst is a key member of the MEL team, with accountability for coordinating member companies and delivering results in data collection, analysis, reporting and learning. The Data Analyst will also support in the deployment and change management of a standard MEL practice and digital system across WCF. This role will also support capacity building of company members and partners in data collection, analysis, and reporting, including origin government agencies and European trade associations, and represent WCF externally from time to time in MEL focused forums. Once travel is permitted, this position may expect to travel to origin countries (Côte d'Ivoire and Ghana) for relevant training and learning events approximately 2 times a year.

Position Details:

This position is based at the WCF Washington, DC office. This role will report to the MEL Director. Applicants must be authorized to work in the United States. The salary for this role will be commensurate with experience and position accountabilities. Applications will be reviewed on a rolling basis.

Role Responsibilities:

Data Collection, Analysis, Reporting, and Learning (55%)

1. Analyze data based on agreed upon protocols
2. Play a key role in the WCF Learning Agenda and learning events. E.g. co-review of research identified via web scraping, synthesis of selected articles into summaries for members, supporting the design and delivery of webinars and other learning events
3. Lead contracting and project management of report building and testing with consultant
4. Co-present company level data to companies in 1:1 meetings
5. Design and use an auto-data cleaning algorithm
6. Develop data analysis protocol documentation
7. Manage and communicate all data cleaning processes and coordinate correction of any data errors or gaps with members
8. Support and document requirements from member companies for digital reports
9. Support companies to ensure all data is collected on time, consistent, follows standard definitions and counting rules, is complete and validated for high data quality/rigor
10. Prepare final data sets for analysis
11. Support connection of data with digital reports / dashboard for online data analyses including correlations and trends
12. Support in the development, testing, and use of GIS (if needed) for data analyses

Future State WCF Global MEL System (25%)

1. Lead in the development, testing and updating of future digital data collection templates
2. Share standard templates and measurement guidelines with all members and ensure standards are understood and adopted
3. Support the contracting and participate in guiding consultants on the design of impact studies for farmer income and cocoa productivity (includes improving methodologies for sampling, data collection methods, definitions)
4. Manage and maintain the MEL Guidance document, changes, and version control

Capacity Building (20%)

1. Lead in the development of training on standard system guidance materials including PPT, code books and job aids
2. Lead the delivery of face to face and online training to data collectors, members and partners
3. Maintain and update training materials on a regular basis

Desired Skills/Qualifications:

- Bachelor's degree, ideally with a math/economics/statistics focus; Master's preferred
- Strong practical experience in data science and monitoring and evaluation – including but not limited to applied statistics, data analysis, developing, managing and reviewing data bases or user-oriented online applications, MEL processes
- High level skills with R, SPSS or STATA statistics software and day to day practical experience
- Experience using digital data collection software and digital reporting tools such as Microsoft PowerBI
- Data collection experience
- Developing and conducting trainings
- Experience in managing stakeholders; virtual meeting facilitation and workshop design
- Ability to quickly develop practical solutions to complex problems
- Effective team player, with the ability to work towards consensus among diverse views

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Washington Office: 1025 Connecticut Avenue NW, Suite 1205, Washington, DC 20036. T +1 202 737 7870

- Ability to work independently and flexibly; A hands-on ‘do-er’ who identifies what needs to be done – engages others, and gets the work done; Outcome oriented
- Fluency in English required; high proficiency in French a plus
- Experience using GIS software and ESRI’s ArcDesktop a plus
- Must be a U.S. citizen or be able to work in the US without sponsorship

How to Apply:

Interested and eligible candidates are requested to upload their **cover letter** describing their interest in this role and **résumé** to: <https://worldcocoa.egnyte.com/ul/8mAIWtaYxb>

Please address the letter to “Human Resources” and name your files using the following convention: ‘firstname.lastname Cover and ‘firstname.lastname Resume’. Applications will be reviewed on a rolling bases until position is filled. No phone calls please. Only shortlisted candidates will be contacted.