



# Data & Impact Assessment Manager

**Position Summary:** Teach for the Philippines (TFP) is seeking a Data & Impact Assessment Manager to help drive and evolve the development and implementation of the Data & Impact Assessment (DIA) strategy and operations of the organization.

The mandate of the DIA team is to enhance the organization's operations and accelerate its impact. Fulfilling this mandate involves identifying and leveraging the different drivers of operational excellence and sustainable impact across our stakeholders. The DIA team strives to achieve this by strategically investigating the two interconnected pillars that form the core of its work: 1) **Data Systems**, which has to do with building a pipeline for collection, storing, and analyzing data in key areas of the organization and 2) **Research**, which includes investigating key aspects of TFP's core programs with the goal of building evidence around the organization's impact on Education reform.

**The role is best filled by a quantitative and critical thinker, a tenacious problem solver, a self-motivated learner, and the type of person who can get excited about using design, data, and research. The individual must be unafraid to propose new ways of thinking and doing and must possess humility, high integrity and accountability. This individual must also be proactive and willing to roll up his/her sleeves to attain shared objectives and must know when to lead his/her team or stakeholders.** These traits will be crucial not just to execution, but also for shaping and crafting the role. He/She should also be open to iteration as the role may evolve depending on the needs of the organization.

- **What position does this job report to?** The role directly reports to the Director for Data & Impact Assessment, under the guidance of the Chief Operations Officer.
- **Why is this role important?** As an organization that is strongly orientated towards learning, evidence-based decision making and measurement, Teach for the Philippines (TFP) has made considerable investments over the years in developing and evolving its Data & Impact Assessment framework. It has put high premium on establishing logical frameworks for its programs, investing in data system technologies that connect operations and program data, and capacity building staff and Fellows on requisite data skills. It is now TFP's goal, at this stage of its organizational life cycle, to direct these innovations and improvements towards building a more robust body of evidence around its impact.
- **What is the span of control for this role?** A manager in Teach for the Philippines has a relative freedom to drive the success of his/her team or solitary function. The organization's leadership believes in hiring individuals for specific talents and skill sets; and then with trust and good faith, subsequently allowing those individuals to exercise significant control on their teams / worked – so long as they achieve pre-agreed upon goals and maintain the shared objectives of the organization, as well as do work that fits within the parameters of both the organization (Core Values and Employee Handbook) and their function's specific framework.
- **What are the main challenges of the role?** The principal challenges are 1) the relative lack of literature on rigorous education research in the Philippine context, including contextualised validated framework/metrics; 2) the relative lack of good school/national data to measure education outcomes; and 3) designing tools and measures that will need to be rolled out across diverse (and often dynamic) contexts and demographics.

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Responsibilities	Qualifications
<p>The <b>Data and Impact Assessment Manager</b> will mainly be responsible for developing internal and external DIA-related initiatives and projects across TFP and for providing specialist guidance and advice; effectively functioning as an internal consultant and driver of innovation. He/She will help build and design centralized and right-fit monitoring and evaluation systems for the organization and/or collate and analyze appropriate data to provide evidence-based recommendations used to improve delivery of the organization’s strategic goals.</p> <ul style="list-style-type: none"> <li>• ~30% implement and manage research and/or systems projects with other TFP Teams (<i>involves establishing a long-term partnership towards a shared goal divided into a series of projects/activities. Will likely involve co-strategizing, shared deliverables, and frequent alignment meetings</i>).</li> <li>• ~20% implement and manage research and/or systems projects with external partners/consultants (<i>includes scoping projects, defining methodology or briefing external coordinators/consultants to do the same; sourcing appropriate external partners for specific initiatives and ensuring outputs are delivered on time and to the required standards; and managing a research budget</i>)</li> <li>• ~20% work with the team to refine TFP’s Program/Logical Framework, Evidence Gap Map and Research Agenda to create strategic and operational plans for research. (Note that program framework development will also transition into management/implementation of projects with other TFP teams.)</li> <li>• ~20% analyse, write, and audit data reports for TFP and external stakeholders including but not limited to government partners, school leadership, funders/donors and the media.</li> <li>• ~10% train and skill up the team, which may include Staff, Teacher Fellows and Alumni. (<i>E.g. Logical Frameworks, Data analysis/reporting, research methods</i>)</li> </ul>	<p><b>At a high level, we are looking for someone who is a strong critical thinker and a capable problem solver. He/she should also be self-driven and excited by innovation.</b></p> <p><b>Ideally, he/she is experienced in/strong at (1) stakeholder management, internal and external and (2) measuring and communicating program success i.e. data analysis and reporting.</b></p> <p>TFP is looking for an individual with the following qualifications: <b>General Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor and/or Master’s degree</li> <li>• For Research Focus: Preferably 3 - 5 years experience in Education, Economics, or Social Science Research, or equivalent combination of education and experience in similar fields Some experience in data analysis is preferred.</li> <li>• For Systems Focus: Preferably 3-5 years experience in Software Development, Technical Implementation, Technical Product Design, Computer Programming, Coding, or equivalent combination of education and experience in similar fields. Some experience in development/education is preferred.</li> <li>• Extensive experience in project management is preferred.</li> </ul> <p><b>Soft Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Capable of self-directed learning</b></li> <li>• <b>Possesses a capable, problem-solving mentality</b></li> <li>• Enjoys the process of experimentation and discovery</li> <li>• Proactive and values efficiency</li> <li>• Able to deliver results on deadline</li> <li>• Operates with high integrity</li> <li>• Possesses social intelligence</li> <li>• Able to work well with a team</li> <li>• Humble and able to roll up the sleeves to get the job done</li> </ul> <p><b>Data &amp; Research Skills</b></p> <ul style="list-style-type: none"> <li>• <b>Quantitative- Thinking and Burning Curiosity</b> - Strong data analysis (including statistics) skills are essential. Working knowledge with research methodology (research focus)/software development life cycle (systems focus) is also a must as this is a specialised skill set that the individual should be able to uniquely provide the team. He/She also</li> </ul>

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	<p>needs to be excited by making sense of data and conducting further investigations to arrive at answers or solve problems.</p> <ul style="list-style-type: none"> <li>● <b>Logical Thinking and Systems Design</b> - Strong logical skills are needed to allow the individual to flesh out concepts and objects into sound, logical plans or frameworks. He/She must be able to link seemingly disparate pieces together to generate coherent and relevant insights.</li> </ul> <p><b>Management and Organizational Skills</b></p> <ul style="list-style-type: none"> <li>● The individual must have the proven ability to plan and manage multiple projects simultaneously.</li> <li>● Excellent attention-to-detail - The individual should always strive to deliver research output with zero errors and must always have a keen eye for granular details.</li> <li>● Passion for structure and organization - the individual should be excited and fulfilled by solving problems in order to make systems operate more efficiently. He/she should always aim to do things most effectively with the least amount of effort (oriented towards “working smart”).</li> </ul> <p><b>Design Thinking Skills</b></p> <ul style="list-style-type: none"> <li>● User Focused Thinking - The individual should design tools or processes with the end user in mind. He/She should be passionate about producing something useful and relevant for his/her stakeholders.</li> <li>● Orientation Towards Iteration - The individual should be able to take different feedback and perspectives and iterate until he/she arrives at the best solution.</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>● Client Management - The individual will be facing a lot of clients, internal and external. He/She must be able to present, sell and defend ideas while managing expectations.</li> <li>● Written/Verbal Communication Skills - The individual must be able to clearly and simply explain complex concepts to clients and colleagues, both verbally and in written form. He/She must also be able to write concise reports and synthesize literature reviews for different stakeholders.</li> </ul> <p><b>Familiarity with tools</b> - the individual must also</p>
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	have a solide grasp of the following tools: <ul style="list-style-type: none"><li>● MS Office</li><li>● Google Suite (Docs, Sheets, Slides, Forms), particularly Google Sheets</li><li>● Knowledge in SPSS/NVIVO or other statistical research tools, Google App Script, and Tableau would be a plus</li><li>● Knowledge in any software programming language would be a pls</li></ul>
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- Working Conditions: Subject to initial discussion with the Direct Supervisor, regular work hours are from Mondays to Fridays, 8:00 am to 5:00 pm. Individual adjustments, if any are handled on a case to case basis with consultations with the Direct Supervisor. When required, the position may involve fieldwork within and outside Metro Manila. The role may also require travel to various schools and/or organizations located in different local government units. Travel schedules may include weekends and holidays.

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