



Terms of Reference (ToR)

Ref: VA-03-26-04

Position:	Results and Data Associate
Location:	Monrovia, Liberia (with occasional travel to project sites)
Contract Type:	Permanent, Performance based (Full-time employment)
Performance Evaluation Period	Three months, with possibility of extension based on satisfactory performance.
Work hours:	40 hours/week, typically Monday through Friday with flexibility to work additional hours or on weekends on an as-needed basis
Reporting To:	Programme Manager
Application Deadline:	April 15, 2026
Anticipated start date:	May 1, 2026

Organization Profile:

tMA founded in 2011, is a premier non-governmental organization driving transformative development across Liberia. We support multi-sectoral programs that reduce poverty, strengthen livelihoods through agriculture and aquaculture, improve health and education outcomes, promote peace and democratic governance, stimulate economic growth, and protect the environment. tMA provides high-quality technical assistance, social services and achieves measurable impact, reaching communities across every county in the country.

Purpose of the Role:

The Results and Data Associate is responsible for tracking, analyzing, and reporting program performance and impact, helping the organization make informed, data-driven decisions.

What your day-to-day will look like:

1. Data Collection and Management

- Design and maintain data collection systems (surveys, monitoring tools, dashboards).
- Ensure data quality, accuracy, and consistency across programs.
- Support staff in collecting reliable and verifiable program data.

2. Data Analysis and Interpretation

- Analyze program and project data to measure outputs, outcomes, and impact.
- Identify trends, gaps, and areas for improvement.
- Translate complex data into insightful, actionable information.

3. Reporting and Visualization

- Prepare monthly, quarterly, and annual program performance reports.
- Develop dashboards, charts, graphs, and visualizations for decision-makers.
- Support donor reporting by providing accurate, data-backed results.

4. Monitoring and Evaluation (M&E) Support

- Assist in developing results frameworks, indicators, and targets.
- Track key performance indicators (KPIs) and progress against organizational goals.
- Support evaluations and assessments of program effectiveness.

5. Decision Support and Learning

- Provide data insights to inform strategic planning and operational improvements.
- Identify best practices and lessons learned from program performance.
- Contribute to organizational learning and evidence-based program design.

6. Stakeholder Engagement

- Collaborate with program managers, M&E teams, and leadership to ensure alignment between data and program goals.
- Present findings to internal and external stakeholders, including donors and partners.

At a minimum, We'll need:

Minimum Education:

- Bachelor's degree in Statistics, Data Science, Economics, Social Sciences, Development Studies, or related field.

Preferred Education:

- Master's degree in M&E, Data Analytics, Development Studies, or Public Policy is an advantage.

Professional Experience:

- 1–3 years' experience in data collection, monitoring, or research.
- Experience with digital data tools (KoboCollect, SurveyCTO, Excel, Power BI, etc.).
- Familiarity with donor-funded programs is a plus.

Required Skills and Competencies

- Strong quantitative and qualitative data analysis skills
- Experience with Excel, SPSS, STATA, R, Python, or similar tools
- Knowledge of M&E frameworks, results-based management, and indicators
- Ability to visualize data using dashboards or graphics (Power BI, Tableau, etc.)
- Strong attention to detail and analytical thinking
- Excellent report writing and communication skills
- Ability to work collaboratively with program teams
- Strong attention to detail and analytical thinking.
- Good communication skills for presenting data insights.
- Team player with ability to collaborate with program and field teams.

What we'll need from you as key deliverable on the job:

Deliverables:

- Monthly data summary reports with KPIs, program outputs, and visualizations.
- Quarterly performance datasets consolidating results across programs.
- Support to annual reports and donor reports.
- Cleaned and validated program datasets ready for analysis.
- Dashboards, charts, and visualizations for internal and external reporting.

The deliverable performance will be submitted **within the first 5 working days of the following month.**

Application Process

Applicants are requested to submit a resume not exceeding three (3) pages, along with a cover letter and references. '

To apply, please click [HERE](#) to submit your application.

Interviews will be conducted on a rolling basis based on organizational needs. Shortlisted candidates may be contacted before the application deadline.

Technical Support:

If you experience any technical issues with the application form, please email burphya@tmassociates.org for assistance.