



AGA KHAN FOUNDATION  
CANADA

## Gender Equality Tracking and Project Monitoring Specialist

(In Country Placement)

*Host Agency: University of Central Asia, School of Professional and Continuing Education*

*Placement: Bishkek, Kyrgyz Republic*

*Duration: 9 months*

### **About AKF Canada**

Aga Khan Foundation Canada (AKFC) is a leading global development organization and registered charity working to tackle the root causes of poverty. Since 1980, we have helped create strong community institutions that support sustainable, locally-driven initiatives to improve the lives of millions of people in Africa, Asia, and the Middle East. By combining local knowledge with global best practices, we strive to bring about transformative and long-lasting improvements to quality of life. In Canada, AKFC mobilizes funding and expertise, and promotes awareness of global issues. In all of our work, advancing gender equality, inclusion and pluralism are key objectives and approaches.

Working alongside the agencies of the Aga Khan Development Network and through partnerships with local communities, civil society, and business as well as governments and international aid agencies, we are building a future where we all thrive together.

### **About UCA**

The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Tajikistan, Kyrgyzstan and Kazakhstan, and His Highness the Aga Khan; ratified by their respective parliaments and registered with the United Nations. The Presidents are the Patrons of the University and His Highness is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education, and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information, visit: [www.ucentralasia.org](http://www.ucentralasia.org)

### **Consultancy Summary**

The University of Central Asia (UCA) recognizes the critical role that data plays in enhancing our impact. Improving the standardization, quality, and consistency of the program data we collect, along with the systems and practices used to manage and analyze this data, is a top priority. We are seeking a consultant to strengthen UCA's institutional capacity to effectively collect, manage, analyze, and utilize program data. This role at UCA'S School of Professional and Continuing Education (SPCE) will significantly contribute to UCA's goal of becoming a data-driven organization, thereby enhancing the quality of programming for the communities we serve.



## **Responsibilities**

- Supporting local staff to develop project proposals
- Supporting the design and implementation of an integrated program data architecture pilot. This initiative focuses on standardizing and centralizing data collection, management, storage, analysis, and usage across Kyrgyz Republic, with potential expansion to other UCA countries.
- Reviewing existing data collection tools, identifying opportunities for standardization, and refining data collection methodologies.
- Developing a comprehensive library of digitized survey tools within a shared data collection platform (e.g., ONA).
- Assisting country units in developing data visualization dashboards using Microsoft Power BI.
- Supporting the preparation and facilitation of learning sessions for the Results and Learning Community of Practice.
- Conducting training sessions on digital platforms such as Power BI, ONA, Kobo, and Salesforce to enhance data capacity within UCA Country Offices.
- Drafting "Insights for Action" stories that highlight the use of data in decision-making processes in Kyrgyz Republic.
- Supervising short-term interns and volunteers as appropriate.
- Supporting the data architecture pilot in collaboration with partners and Aga Khan Development Network (AKDN) agencies in Kyrgyz Republic.
- Assisting in the design and implementation of Data Quality Assessments (DQAs) at both the UCA and implementing agency levels.

## **Required Qualifications and Experience**

- A degree in international development, development studies, social sciences, data science, data analytics, or a related field.
- Significant experience in project/program-related data collection, management, monitoring, evaluation, and analysis.
- Familiarity with digital data collection platforms (e.g., SAP, Kobo, ONA Data, Microsoft Forms).
- Proficiency in data analytics platforms, particularly Microsoft Power BI.



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- Competence in Microsoft applications including Word, Outlook, OneDrive, and Power Apps.
- Strong written and verbal communication skills in English.
- Proven ability to manage multiple tasks simultaneously, prioritize effectively, and meet deadlines.
- Experience in the not-for-profit sector is a plus.

### **Language**

English proficiency required, Kyrgyz and/or Russian will be an added advantage.

### **Apply**

Interested applicants are encouraged to apply by clicking the link below. Applications will be reviewed when received. Early applications are strongly encouraged.

<https://akfc.submittable.com/submit/304590/cadex-2024-gender-equality-tracking-and-project-monitoring-specialist-uca-kyrg>

**Deadline: September 20<sup>th</sup>, 2024, by 11:59pm EDT**

**Please note that due to the nature of funding for this position, the placement is only open to Canadian citizens or permanent residents. Only shortlisted candidates will be contacted.**

*AKFC is committed to advancing gender equality and inclusion through our programming and operations in Canada and overseas. AKFC requires all employees to review and abide by the AKFC Gender Equality Policy.*

*AKFC recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates and the organization as a whole are kept safe from harm.*

*AKFC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*