**Consultants title:** *Business Analyst; Information Management System (IMS)*

**Location:** *Remote; Meetings can be arranged in the Bristol, UK, office*

**Duration:** *+/- 15 days*

**Salary:** *based on agreed contract with successful applicant*

**Closing date:** *Friday 30th July 2021*

**Frequenty Asked Questions (FAQs)**

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| **Question** | Do you have a timeframe or deadlines in mind for the consultancy? Are you expecting 15 consecutive days +/- |
| **Answer** | Timeframe: Aug-Sept-Oct.  No they do not have to be consecutive days.  We can agree a schedule which spreads the days across a number of weeks – which takes into account availability of consultant + TA staff. |

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| **Question** | What type of account do you have with ONA (Free, Standard, Pro or Enterprise)? and are you using integrations between ONA and Third party software currently; if not do you have the scope to change account types? |
| **Answer** | We have a PRO account with ONA.  Not currently using integrations between ONA and Third party software.  Yes, we could change account type with ONA, or take the data elsewhere, if preferable/advantageous. |

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| **Question** | Are you expecting a list of potential suppliers in the addition to the request for Proposal |
| **Answer** | Yes. Reference to potential suppliers would be valuable. |

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| **Question** | Will you share the details of the operating budget you have for this information system with the successful candidate, so that they propose a realistic solution. |
| **Answer** | Conversations over this will be transparent and we will work with the consultant to help tailor the solution to available resources  We don’t have a budget figure for the IMS as yet. |

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| **Question** | Would your partners interact with the system or not? |
| **Answer** | Our priority would be for TA country offices to be able to work off the same system.  Perhaps elements of the system could be available to local partners i.e. ability to upload data; ability to view certain dashboard components. |

**About Tree Aid:**

Tree Aid is an international development organisation working with people in the drylands of Africa to tackle poverty and the effects of the climate crisis by growing trees, improving people’s incomes, and restoring and protecting land.

We are looking to recruit a *Business Analyst.* This is a fantastic opportunity to support transformational change for some of the world’s most vulnerable people who are living on the frontline of the climate crisis. Tree Aid works in partnership with communities in the drylands of Africa, using forestry and natural resource management to relieve poverty and protect the environment. We are values led, unique in what we do and are growing fast.

**About the role:**

TREE AID is an international development organisation - founded in 1987 - that helps villagers living in the drylands of Africa unlock the potential of trees to reduce poverty and protect the environment. It currently has operations in 6 countries: Burkina Faso, Ethiopia, Ghana, Mali, Niger and Senegal with a turnover of £9m.

Tree Aid is a fast growing international development NGO.

We are collecting and using increasing amounts of data for (a) project implementation, and (b) project monitoring. We need our data systems and processes to be ‘fit for purpose’, to deliver high quality outcomes.

Tree Aid currently use an RDS (Remote Desktop Server) for UK staff, and separate servers for (five) country teams. We are in the process of migrating the filing system across to Sharepoint and OneDrive (Microsoft Teams) in 2021.

Data currently collected by the Operations Team includes narrative reports in word, financial/statistical information in excel, digital monitoring forms in CSV format (stored on ONA website), GPS data for project site location and shape, photographs, case studies, and focus group discussions.

Data analysis and visualisation is limited to excel. We have started to look at developing processes and code (using R and Python) with groups of volunteers for data analysis. We are looking to improve data visualisation and dashboard functionality for project logframes and Key Performance Indicators (KPIs).

Our two primary needs are to:

- Automate and integrate incoming M&E data streams, storage and analysis

- Centralise project life cycle data (currently located across a range of platforms including Salesforce, Microsoft Teams and RDS), and link to Key Performance Indicators (KPIs)

**Key documents:**

The full job description and person specification, and equal opportunities monitoring form can be downloaded by clicking the links below:

* Job description and person specification
* Equal opportunities monitoring form

**Key dates:**

* Closing date: *9am Friday 30th July 2021*
* Start date: *as soon as possible*

**How to apply:**

In order to respond to this TOR, please submit the following to  recruitment@treeaid.org.

* *A technical proposal (max. 8 pages) outlining approach and methodology*
* *A detailed financial proposal*
* *Work plan (breakdown of days per task and days per consultant)*
* *CVs of proposed personnel with company referees*
* *Equal Opportunities Monitoring Form*

**Our approach to recruitment:**

We recruit with openness and transparency and employ people based on their ability to carry out the role being recruited for. We ensure that no applicant receives less favourable treatment on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

We value diversity and welcome applications from applicants from all backgrounds. We particularly welcome applications from people with a Black, Asian or minority ethnic (BAME) background.

Tree Aid is committed to safeguarding people within our programmes from exploitation and abuse and has signed up to the Misconduct Disclosure Scheme. The jobholder will be expected to sign Tree Aid’s Safeguarding Policy and agree to conduct themselves in accordance with the provisions of these policies.