



Project  
Last Mile



**Project Coordinator:** Data Support: Sierra Leone – Scope of Work

**Level of Effort:** 100 hours monthly

**Contract Type:** Independent Contractor

**Duration:** 1 October 2024 – 31 August 2025 (11 months)

**Location:** Sierra Leone or Remote

Global Environment & Technology Foundation (GETF) is a non-profit organization with over 30 years' experience building and administering public-private partnerships for social impact at scale. Project Last Mile (PLM) is a public-private partnership administered by GETF, that leverages the supply chain and marketing expertise of The Coca-Cola Company and its network to improve medicine distribution and uptake of health services across Africa. In Sierra Leone, Project Last Mile has worked with USAID, the National Medical Supply Agency (NMSA), and Ministry of Health (MoH) to strengthen last mile delivery and test integrated digital inventory management solutions.

Project Last Mile is seeking a Project Coordinator: Data Support to support this program in-country. The Project Coordinator will support the implementation of the project activities across multiple districts and Selected Hospitals comprising of 200+ sites.

The Project Coordinators: Data Support will report directly to the Project Manager.

Business-related travel expenses will be reimbursed based on actuals. Ahead of any business-related travel, a proposed budget for required travel needs to be submitted and approved by the Project Manager + Delivery Manager prior to invoicing for any business-related travel. Travel will only be reimbursed up to the maximum approved for each trip by the Project Manager and Delivery Manager.

### **Key Responsibilities:**

- Support baseline assessments and SSV data cleaning, analysis and reporting.
- Liaise with the project digital resources to understand and translate stakeholder data requirements.
- Review data extracted from the mSupply platform to ensure data integrity.
- Identify, analyse, and interpret trends in the data extracted from the platform.
- Produce reports based on data on the platform.
- Work closely with the Data Analyst to maintain the project KPI Dashboard.
- Serve as the data focal point within the project.
- Support other PLM team activities as needed.
- GETF reserves the right to extend or change the responsibilities and deliverables as appropriate throughout the duration of the project.

**Deliverables:**

- Baseline assessment and supportive supervision visit (SSV) data analysis and reports.
- Weekly system/user usage reports.
- Data contributions to project reports - monthly, bimonthly and quarterly reports.
- Ongoing maintenance and update of the Project KPI Dashboard under the direction of the Data Analyst.
- Support to all data clean-up, analytics, visualization and reporting of the project data.

**Essential skills and experience:**

- A minimum of 3 years of related experience in data, statistical support or similar roles.
- Background and experience working on health, supply chain data, across either the public or private sector.
- Experience with data collection, data quality assessment and data analytical work.
- Good administrative and organizational skills with the ability to meet deadlines and manage multiple tasks effectively and efficiently.
- Strong interpersonal and communicative skills – fluency in written and oral English is essential.
- Familiarity with mSupply, DHIS2, or similar platforms would be considered an asset.
- An undergraduate or master's degree or equivalent in a relevant field such as Management, Business Administration, Data Science, and/or Supply Chain Management is an asset.