Terms of Reference (ToR) for Data Talent Development Lead

Position: Data Talent Development Lead
Type of Engagement: Consultancy
Ref No: TG-CONS-003-25
Location: Nairobi, Kenya

1. ABOUT US

Tectona Group is a thought leader in **change and results-based management** that explores and unlocks quality data to empower underserved communities and emerging economies in Africa as they undergo sustainable transformations.

We are people-centered changemakers using quality data and digital transformation tools to prepare people within underserved communities and emerging markets in Africa for change, to adopt and adapt to emerging sustainable livelihoods.

Our **solutions**, are at the forefront of this mission. Explore our profile to gain a deeper understanding of our innovative solutions, sector focus, target audiences, and our holistic approach to development. Our primary clients include Non-Governmental Organizations (NGOs), Civil Society Organisations (CSOs), government agencies, research institutions, Entrepreneur Support Organisations (ESOs), Startups, private sector companies operating in Africa. These entities are focused on socio-economic development, sustainable change initiatives, and data-driven decision-making processes. They require robust platforms for monitoring and evaluating projects, as well as access to skilled data professionals to ensure the accuracy and reliability of their data.

Our Vision: A transformed, adaptive, safer, and sustainable world for all.

Our Commitment: Use quality data and digital tools to prepare and equip people in underserved communities in Africa for change, to adopt and adapt to emerging sustainable livelihoods and new markets.

2. OVERVIEW OF OUR DIGITAL SOLUTIONS

1. **Wadata** - ***Decentralised Marketplace for Data Workforce and Fair Data Economy in Africa*** through cost-effective and inclusive access to High-Quality, Localised, Credible and Context-Specific Datasets.
   We are empowering and investing in African Youth and Local Communities through Data, Digital and Green skilling for decent job opportunities, fair data economy, climate action, and inclusive socio-economic growth.

2. **melbox** - ***Integrated Digital Platform for Monitoring, Evaluation and Learning (MEL)*** tailored for Results-based Management and Evidence-Based Impact Tracking.
   Built to empower MEL Professionals, Programme/Project Managers, and Entrepreneurs to optimise their processes and results, deliver evidence-based impact, and strengthen social accountability to all stakeholders in underserved communities and emerging markets in Africa.

3. JOB SUMMARY

As a Data Talent Development Lead, you will lead the overall development, coordination and implementation of strategies and activities for: (a) coordinate the design and operationalisation of the decentralised data marketplace to ensure adherence to data governance, protection protocols, and quality assurance frameworks for ethical data collection and distribution (b) mass enrollment, verification, onboarding, job-readiness skilling, and ongoing data talent development on Wadata platform for young community-based, **skilled and ethical Data Workforce Talents** (referred to **Data Champs**), (c) developing and managing curriculum and short-course modules delivered on Wadata platform through in-person trainings and online microlearnings; (d) linking skilled Data Talents to curated job opportunities, (e) conducting onboarding trainings for clients/users and stakeholder engagements on melbox platform.

4. KEY RESPONSIBILITIES

4.1. Support Service Design Optimisation of the Wadata Data Marketplace
a) Contribute to the co-design and implementation of a decentralised digital marketplace for community-based data talents.
b) Work closely with the software development teams, product managers, and stakeholders to ensure the Wadata platform is responsive, inclusive, accessible, and scalable.
c) Continuously review and implement user journeys, verification and quality assurance mechanisms for data talents onboarding, quality course delivery, and inclusive jobs/tasks access.
d) Support the integration of smart contracts, data ethics, and community governance within the decentralised data marketplace ecosystem.

4.2. Enrollment, Recruitment and Platform Onboarding
a) Design and implement strategies for mass enrollment/recruitment of young community-based data talents in Africa.
b) Conduct outreach activities to attract potential candidates.
c) Ensure inclusivity in onboarding, specifically targeting marginalized/underserved demographics, including youth, women, persons with disabilities (PWDs), and refugees.
d) Sign-up recruited talents on Wadata platform based on the set targets.
e) Ensure a smooth onboarding and verification process for new recruits.

4.3. Job-Readiness Skilling, Data Talent Development, and Continuous Learning
a) Identify learning needs and skill gaps among recruits.
b) Develop and deliver comprehensive training/skilling programmes covering data, digital, and green skills.
c) Create and maintain relevant skilling contents, including delivery manuals, online short-courses, self-paced microlearnings, and gamified tests.
d) Plan and conduct Trainer of Trainers (ToTs) for Talent Development Officers, Facilitators, Trainers, Instructors, and Community Coordinators/Mobilizers.

e) Coordinate training of selected candidates on relevant skills to become verified, skilled, and ethical Data Champs on Wadata platform based on the set targets.

f) Implement certification processes to validate the skills and competencies of recruits in the job market.

g) Ensure continuous skill development through personalised and self-paced continuous microlearnings, ongoing trainings and support.

h) Ensure the self-paced microlearnings are updated, market-driven, accessible, effective and user-friendly for a diverse audience, and upskilling/reskilling needs.

i) Design and implement an incentive-based system such as continuous learning to enhance continuous learning among the Data Champs e.g. by rewarding the learners Continuous Learning Points (CPLs) to upskill/reskill, boost career development, and job-readiness.

j) Monitor and evaluate the effectiveness of the skilling programmes and make necessary adjustments for optimal value to learners, clients, and other stakeholders.

4.4. Event Planning, Organization, and Community Management

a) Identify, plan, and organize events such as activations, campus programmes, roadshows, and conferences to promote the talent development programme.

b) Coordinate logistics, marketing, and execution of these events to maximize outreach and impact.

c) Effectively collaborate with various team members to identify and implement impactful community engagement activities, stakeholder roundtables, workshops, and conferences to boost business development opportunities and strengthen partnerships relationships with all stakeholders.

d) Foster a supportive and engaging community environment for Data Champs.

e) Manage and coordinate community activities, events, and communications.

4.5. Linking Data Talents to Job Opportunities

a) Liaise with the Business Development Team to conduct stakeholder mapping, identify and pursue strategic partnerships for linking Wadata Data Champs to job opportunities and placements post-job readiness skilling; including small-medium-large data consumers, organisations and businesses seeking data talent workforce.

b) Facilitate job placements and data gigs for the verified Data Champs based on the set targets.

c) Provide career guidance and job transition support to help Data Champs secure quality and decent employment (full-time equivalent jobs).

4.6. Onboarding Training and Stakeholder Engagement on Melbox Platform

a) Conduct platform demo, onboarding induction, and trainings for new and existing clients.

b) Plan and facilitate stakeholder engagements, roundtables and workshops with strategic partners, clients, and users.

4.7. Business Development and Market Expansion
a) Liaise with the Business Development Team to identify strategic regions within the new markets for Data Champs mass onboarding/recruitment and data workforce talent development.
b) Identify potential African markets and countries for expansion of the Wadata talent development programme.
c) Develop Go-to-Market strategies to enter and establish a presence in these new markets for Wadata Learn-to-Earn talent development model.

4.8. Monitoring, Evaluation, and Learning (MEL)
a) Co-create, review and implement MEL frameworks for performance measurement and reporting of expected results and KPIs of the talent development initiatives.
b) Track and report on the progress and outcomes of post-recruitment and training initiatives.
c) Regularly collect, analyze, and report performance data on talent development programme.
d) Use MEL findings to inform overall programme improvements and strategic decision-making.
e) Provide regular updates and reports to the Line Supervisor.

4.9. Quality Control and Data Protection Compliance
a) Ensure strict adherence to quality standards in all skilling and talent development activities.
b) Enforce data protection policies and practices to safeguard personal and sensitive information of the Wadata users.

4.10. Leadership and Management
a) Lead and manage a team of Talent Development Officers, Facilitators, Trainers, Mentors, and Community Coordinators/Mobilizers.
b) Ensure effective communication and collaboration within the team.
c) Oversee the administrative aspects of the talent development programme.
d) Any other related duties that maybe assigned to you from time to time.

5. QUALIFICATIONS AND EXPERIENCE

- Minimum of 8 years of work experience in a similar role.
- Proven experience in talent development, skills development, youth training programmes, recruitment and talent acquisition, job-readiness skilling and placement, curriculum development and instructional design, or a similar role.
- Familiarity with Learning Management Systems (LMS), e-learning tools, and microlearning approaches.
- Experience in data marketplaces, job-tech marketplaces or gig work models is an added advantage.
- Experience in working with youth, women, and Persons with Disabilities (PWDs) within underserved communities and emerging markets in Africa.
- Skills in Monitoring, Evaluation and Learning (MEL), Data Management, Project Management, Research, Data Analytics, or related field will be an added advantage.
- Experience in working with/supporting Entrepreneur Support Organizations (ESOs), startups, MSMEs, development partners, NGOs, and government agencies will be highly considered.
- Bachelor's degree in Human Resources and Management, Data Management, Information Technology, Business Administration, Economics, or a related field Social Sciences will be an added advantage.

6. CORE COMPETENCIES

This role requires a person who can demonstrate the following:

- High integrity to strictly comply with the company's quality control SOPs, data protection framework and policies.
- Problem-solving skills - "We-Can-Do-It Attitude"
- Creative, and analytical abilities.
- Strong understanding of data, digital, and green skills.
- Strong communication and interpersonal skills.
- Excellent organizational and project management skills.
- Teamwork and collaboration skills.
- Ability to work effectively with diverse communities and stakeholders.
- Ability to build and manage relationships with team members and external stakeholders including partners and local communities.
- Highly adaptable and willing to travel to the field on a need basis.

7. HOW TO APPLY

- If you meet the above requirements for the role, please submit your Cover Letter and CV via the application portal here **HERE**, click "**DOWNLOAD**" the ToR to view the detailed job description, then click **"APPLY NOW"** to submit your application.
- Submissions will close on **Friday, 14th March 2025**.
- Applications will be reviewed on a rolling basis and please note that only shortlisted candidates will be contacted.
- Tectona Group is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of race, gender, disability, or any other status.