

OPEN CALL FOR DATA ANALYST EXPERT

I. Background

CECOP is the European confederation of cooperatives active in industry and services. It has members in 16 European countries, and represents approximately 40,000 cooperative enterprises, employing over 1,3 million workers. CECOP is the voice of its members, mainly vis-à-vis European institutions, as well as other European-level organizations. Besides the advocacy and promotion of cooperatives in industry and services, a crucial role of CECOP is also to produce knowledge about cooperatives in industry and services. CECOP represents democratically owned and managed enterprises, contributing to sustainable and inclusive growth while combining economic performance and social progress.

CECOP has a team of 5 full-time employees, with very complementary profiles. CECOP also hosts and manages the secretariat of CICOPA, the global organization of cooperatives active in industry and services.

You can find more information about CECOP and CICOPA here:

www.cecop.coop

www.cicopa.coop

II. About the call

CECOP is launching an open call for a consultant/external expert to develop a dataset and support the staff in the collection and analysis of members' data on worker and social cooperatives at the European and global levels, for the duration of one year, with possible renewal for a total duration of engagement of 4 years (indicative number of days to be spent on the assignment in the first year – 20 working days).

This consultancy service is funded by the European Union.

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III. Scope of the work

Under the supervision of the Membership Coordinator and Advocacy Coordinator and in collaboration with the rest of the team, the selected candidate would develop a data collection methodology to support the collection, storage and analysis of quantitative data from membership organisations on worker and social cooperatives. A consultancy service agreement shall be signed by the external expert and CECOP in 2022 and subsequently, renewed until 2025 (included), following the yearly confirmation of the assignment¹.

The data collected will be used to enhance CECOP and CICOPA knowledge of the network and feed the content supporting the promotional and advocacy work of CECOP and CICOPA (infographics, reports/publications, event presentations, and general dissemination).

IV. Tasks

The consultant/external expert will have the following tasks:

- Establish a methodology to improve the current data collection system (questionnaire, database, etc) in a user-friendly and simplified way (for the staff and the members)
- If necessary, assess members' data collection capacity in order to adapt the methodology accordingly;
- Support primary data collection: participate in questionnaire design, creation of online surveys, data analysis, and/or interpretation of findings;
- Clean administrative and primary datasets and create all indicators required for analysis;
- Manage databases, integrating various data sources (for example data coming from different questionnaires, administrative data, members' reports);
- Conduct internal training sessions associated with the above tasks.

¹ CECOP has signed a 4-year (2022–2025) Partnership Agreement with the EU, under the EaSI program of the ESF+. The Agreement needs to be validated by the EC on a yearly basis. This activity is part of the 4-year work plan.

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V. Candidate's profile

- Master's degree (completed or ongoing) in sociology, psychology, political science, economics, or related field, with quantitative research skills;
- Interest and/or experience in the cooperative movement is a strong asset.

VI. Skills and attributes

The applicant should satisfy the following criteria:

- At least 1 year of experience with data collection and storage methods and platforms that are user-friendly and low-cost, eg SurveyMonkey;
- At least 1 year of experience in the collection, encoding, and analysis of quantitative data using SPSS, Stata, or R for data processing and analysis;
- Have a good knowledge of existing data collection and storage systems that are user friendly and sustainable for a low budget organisation;
- Additional knowledge in the collection and analysis of qualitative data is a strong asset;
- Have a good understanding of English, preferably knowledge of Spanish or French;
- Be familiar with and undertake to observe the GDPR requirements.

VII. We offer

A collaboration contract of a maximum of 5000 euros for the implementation of the activity in 2022. A possible reconfirmation of the collaboration for the next 3 years for a maximum of 3000 euros (per year).

The selected candidate must have access to data analysis software (SPSS, Stata, or R) to perform some of the required tasks and undertake to observe data handling procedures to ensure no access beyond the organization. There is no budget for a data collection system/database, or for data analysis software.

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VIII. How to apply

Send your CV and Motivational Letter (in PDF) to cecop@cecop.coop before 15 September 2022.

Indicate in the subject of the email: Application for data analyst expert position 2022.