



Power BI & Technical Consultant SOW

Location: India, Home-based

Time Period: Estimate of 60 hours over 3 months

BACKGROUND

Seva is a global nonprofit eye care organization that transforms lives and strengthens communities by restoring sight and preventing blindness. We train local eye care providers and develop self-sustaining eye programs around the world. Together we provide critical eye care to underserved communities, especially women, children, and indigenous peoples. Seva has helped 5 million blind people regain their sight in more than 20 countries.

Seva works with more than 100 eye hospitals around the world as part of the Global Sight Initiative (GSI). This network partners with hospitals to improve their eye care delivery and provision of quality of care. Hospitals in the GSI network see 3 million people annually. The 100+ hospitals in the GSI network submit quantitative data to Seva on a quarterly basis via an excel data report template. The data reflects a hospital's performance and includes metrics such as: patients seen, surgeries advised and performed, surgical outcomes, glasses advised and performed, and income and expenses. To help the hospitals use their data to make informed decisions, Seva developed Power BI dashboards that reflect the data submitted to Seva. The Power BI dashboard includes 14 pages that reflect the metrics noted above. Each page includes one to three visualizations.

CONSULTANCY DESCRIPTION

Seva seeks a person with experience working with Power BI, creating appealing and interactive data visualizations, dealing with compatibility issues, and providing support to troubleshoot application issues.

There are four main components to the project:

1. Provide technical support troubleshooting data template issues in support of Seva's partner in India and Bangladesh
2. Provide Power BI technical support for Seva's partners in India and Bangladesh
3. Ensure data integrity across Seva's global partners
4. Conduct a virtual Power BI training for Seva partners

This consultancy will be paid by monthly. The successful candidate should be comfortable working independently and be able to represent the organization.

SCOPE OF WORK

Objective 1: Provide technical support for Seva's partners across India and Bangladesh for troubleshooting issues with the excel data report template.

As needed, provide partner users introductory training to the excel data report template and answer questions that come up regarding partners' reporting and data management. This includes addressing compatibility issues across varying versions of Microsoft Excel.

Estimate: 20% time

Objective 2: Provide technical support for Seva's partners across India and Bangladesh in accessing and orienting to the Power BI dashboard.

Seva developed and rolled out customized Power BI dashboards to partners in July 2020. Representing Seva, the consultant will provide technical support for Seva's partners in the region to ensure they are able to access their organization's Power BI dashboard as well as orient them to its features. This includes, but is not limited to, holding introductory calls with partners across India and Bangladesh and being responsive to email inquiries.

Estimate: 30% time

Objective 3: Ensure data integrity across all of Seva's partner Power BI dashboards.

Ensure accuracy and consistency of data in Power BI by cross checking the data in Power BI with the raw data sets. Reconcile any data that is not accurately reflected in Power BI.

Estimate: 30% time

Objective 4: Conduct a virtual Power BI training for Seva's partners.

Conduct a virtual training to further orient and engage partners with Seva's Power BI dashboards. Training will showcase 1-2 use cases from Seva partners.

Estimate: 20% time

QUALIFICATIONS

- Well-versed in Microsoft Power BI and Excel
- Comfortable working independently
- Able to represent the organization professionally
- Experience conducting virtual trainings that are interactive and engaging
- Able to be available for web conferencing or phone calls to troubleshoot during partner's local business hours across time zones

APPLICATION PROCESS

Please submit your cover letter and resume to jobs@seva.org with the Subject: "Power BI & Technical Consultant."