Description:
Counterpart International is currently seeking an Innovation Data Capture Consultant based in the USA, for approximately three months with the possibility of extension. The Innovation Data Capture Consultant is responsible for capturing and processing data received. S/he will be working with the Innovation for Change (I4C) Counterpart International team to assist with the project reporting documents and data from seven innovation hubs' innovations on the I4C website. Responsibilities include, but are not limited to:

- Compilate and enter innovations from all reporting documents and data from seven innovation hubs' innovations on the I4C website
- Review data sets for errors
- Clean out mismatching data from data sets
- Assist in the development of data set batches
- Assist in data set reporting
- Contact innovation form respondents to resolve incorrect data

Required skills for the candidate

- Previous administrative/ data entry experience
- Demonstrated experience with high volume of data entry workloads and working against deadlines for programs which rely on accurate and timely processing
- Ability to perform work at a desk in front of a computer
- Ability to learn quickly and manage own workload with initiative
- Capability to identify routine data errors, research solutions and make corrections with effective judgment
- Demonstrated success working on a team reflecting strong teamwork skills
- Language skills in Spanish, French, Arabic, and/or Russian preferable
**Deliverables**
To be determined after selection.

**Requirements for Submission**

The candidate must be compliant with all federal and local labor laws in order to be eligible to submit an application. Please submit a resume and hourly rate. List at least three (3) references that are familiar with your ability to provide the required services. Include contact names, addresses, and phone numbers.

Counterpart may interview the shortlisted candidates. We anticipate the work to start shortly after the contract is issued.

This document is not a commitment to purchase on the part of Counterpart International. Should your offer be successful, a purchase order or a contract will be issued. Any order arising from this Request for Quotations will be subject to Counterpart International terms and conditions for procurement. Counterpart reserves the right to accept or reject any offer.