Data Steward
Statement of Work

Definition: The term "Data Steward" refers to a role assigned to a USAID staff member under their existing position. A Data Steward provides guidance to their operating unit (OU) to ensure that the OU's USAID-funded data is made open to the public and machine readable by default, in accordance with White House Executive Order 13642 and Office of Management and Budget (OMB) Policy M-13-13 on Open Data. The Data Steward also provides periodic reports to their operating unit and USAID leadership on data inventoried by their operating unit and cleared for public release.

Summary: USAID is appointing Data Stewards in its operating units worldwide to help catalog the Agency's extensive data assets[1] in its Enterprise Data Inventory (EDI)and to make many of them publicly available, in accordance with White House Executive Order 13642 and Office of Management and Budget (OMB) Policy M-13-13 on Open Data, released in May 2013. Data cleared for public release will be posted at USAID's Open Data Listing at www.usaid.gov/data. The Data Steward's primary role is to guide their operating unit on USAID's implementation of the Executive Order, as outlined in ADS 579. A Data Steward does not need to be an expert on all data within their operating unit. Neither are they responsible for reporting data to the EDI or clearing data for public release. These responsibilities ultimately fall to the COR/AOR (or system owner, where Agency information systems are concerned). However, Data Stewards do need to know how to guide their operating unit in cataloging data in the EDI and, where applicable, making it publicly available. *Monitoring and evaluation specialists are often strong candidates; the ideal candidate is anyone with a passion for data and for unlocking its potential.*

Reporting Structure

- The Data Steward reports through the existing hierarchy applicable to their job title but may be asked to provide reports on their operating unit's open data efforts directly to leadership at the office director level or above.
- **Note:** Larger operating units may find it helpful to appoint a Senior Data Steward, to whom several "sub-stewards" provide periodic reports on data that has been inventoried and/or released publicly.

Qualifications:

- USAID staff on any hiring mechanism.
    - Staff on short term contracts and those serving on (or likely to serve) on details or rotations are generally not recommended. This ensures the necessary continuity to fully understand the data landscape in a given operating unit.
    - Generally a GS-13 to GS-15 equivalent
- Must have a usaid.gov email address
- An interest in learning about or a background in data analysis, metadata standards, database administration, quantitative research, and familiarity with multiple data formats

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[1] Data Asset (as defined by the Project Open Data Implementation Guide): A collection of data elements or datasets that make sense to group together.

- Ability to develop a strong understanding of the way data is managed within their operating unit, from the point at which data assets are generated to the point at which they are inventoried and/or made publicly available, if appropriate
- Monitoring and evaluation specialists are often strong candidates; the ideal candidate is anyone with a passion for data and for unlocking its potential

Primary Duties:

- Read and understand USAID's guidance on Development Data, including ADS 579 and supplemental guidance issued by the Permanent Working Group (PWG) of USAID's Information Governance Committee (InfoGov)
- Provide guidance to CORs/AORs, and others within their operating unit on their responsibilities for identifying, cataloging, and clearing data for public release
- Provide reports to their leadership regarding open data efforts within their operating unit
- Attend monthly Data Steward meetings to gain increased understanding of USAID's progress on Open Data and to share best practices within their operating unit
- Participate in trainings offered by the PWG to assist with the duties outlined herein and identify needed training, materials, support staff, or other resources required to meet the Executive Order

Other Duties:

- Collaborate with InfoGov and the PWG to facilitate and enhance the integration of current and future data collection systems, including but not limited to driving awareness of USAID's Development Data Library as the Agency's repository for USAID-funded data
- Identify users to test data management platforms and provide feedback and requirements to the PWG
- Promote a culture of data transparency and openness and highlight the benefits of open data.
- Encourage the inclusion of information about the availability of the operating unit's data and creative uses in ongoing communications
- Provide feedback to the PWG on strengths and weaknesses of USAID's open data framework
- Identify and remove internal roadblocks impacting data openness within the operating unit and providing recommendations and policy options to the PWG
- At time and interest allow, lead or participate in sub-working groups with others across USAID, including those from the USAIDs' Data Interest Group (DIG)