**Request for Bids**

SCOPE OF WORK: Data Analyst for Community Needs Assessment

**Project description**

ACCESS seeks a data analyst to lead the data analysis for a client survey. The consultant will work directly with the Center for Arab Narratives and the evaluation and research staff at ACCESS, the largest Arab American community nonprofit in the country.

Project start date is approximately April 15, 2024 and the consultant will be needed for approximately 60 days.

In March, 2024, ACCESS will launch a 52 question survey to better understand how clients’ socio-economic and community experiences. This information will better inform ACCESS about the needs of our clients and how to improve programs to better support the community.

Analysis will be guided by the following questions, with overall data disaggregated by race and ethnicity, education, language spoken, gender identity and nativity:

1. What is the most accessible format for clients to receive services?
2. What is the physical and mental health status of the community we are serving?
3. What are the primary barriers to accessing physical and mental health services?
4. What are the most prevalent challenges facing the communities we serve within the social determinants of health, including housing, food security, access to medical care, transportation, income and employment?
5. Do clients have a stable income to meet family needs and emergency expenses as they arise?
6. Do clients feel supported and have a sense of belonging in their community?
7. Are clients experiencing discrimination and what do they attribute the discrimination to?
8. What are clients prioritizing as important to improve their communities?

**Project services**

1. Clean and assess the quality of the survey data.
2. Conduct descriptive analysis of quantitative data from a 52-question survey. This analysis will include cross tabulation of data across demographic information, including zip code of residence, race and/or ethnicity, age, education and primary spoken language.
3. Develop visualizations of the data analysis for a needs assessment report
4. Meet with ACCESS team to present analysis and explore additional analysis as needed.

**Payment for services**

Payment will be delivered in 2 installments. The first payment will be delivered after 30 days. The final payment will be delivered after 60 days or after the completion of the work, whichever comes first.

**Qualifications**

High level experience working with quantitative data sets.

High level experience with data analysis and data visualization tools, including Excel and Power BI.

Most of the work can be completed remotely, but some travel to ACCESS in Dearborn, MI, may be required. Domestic travel expenses will be covered by ACCESS.

Must be authorized to work in the United States.

Submitted bids should include a total cost to complete all required services (including anticipated number of hours this project will require) as well as an updated CV/resume, a cover letter describing your experience, and any relevant work samples.

Please submit bids to Jamie Kim at [jkim@accesscommunity.org](mailto:jkim@accesscommunity.org).

Deadline to submit bids is March 18, 2024.

Winning bidder will be notified by April 1, 2024.

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