



Term of Reference

Data Analysis

8th July 2019

Background

Established in 2016, Paradigm Leadership Support Initiative (PLSI) is a civic organization promoting citizen participation in Nigerian public audit to foster public accountability, good governance and development of rural communities. PLSI is seeking a data analyst to work on its Resource Benefits project.

PLSI work to increase civic activity around public audit and other fiscal data in Nigeria. The organization strives to ensure citizens engage with public officials and elected representatives using audit and PtG data to demand accountability and improved service delivery in their respective communities.

Objective

The objective of this assignment is to review, analyze and highlight payments to Nigerian government entities by international oil companies between 2015 – 2018 and highlight thirty (30) payments cases focusing on Niger Delta Development Commission (NDDC), Nigeria National Petroleum Corporation (NNPC), Federal Inland Revenue Service (FIRS), DPR) from 2015 to 2018.

Scope of work

Working under the overall guidance of the Executive Director for PLSI, the contractor will be responsible for reviewing and analyzing 2015-2018 payments to Nigerian government entities by international oil companies and highlight thirty (30) key payment cases to focused MDAs.

Duties and Responsibilities

To achieve the objective stated above, the data analyst will perform the following tasks:

- Review 2015-2018 payment to Nigerian government data to analyze/highlight payments made to focused government entities
- Examine and summarize for simplified visualization 30 payment cases involving focused ministries, departments and agencies.
- Work with PLSI Extractive Program Officer to ensure all required and necessary data are combed and analyzed.
- Create a single view spread sheet of analyzed data of key 2015-2018 payment to government data.
- Obtain a final sign off from PLSI
- Prepare the electronic files

- Submit all final files to PLSI on CD-Rom

Duration of Assignment

Contractor is expected to work 40 days during the period from 15th July 2019 to 23rd August 2019.

Deliverables

- Preparation of draft spreadsheet of analyzed 2015-2018 payments to Nigerian government data.
- Final draft of spreadsheet of analyzed data of 2015-2018 payments to Nigerian government data made to focused government entities reflecting comments by PLSI.

Institutional Setting and Reporting Mechanism

The contractor will be contracted by PLSI and shall report to the Executive Director while working very closely with the Extractive Program Officer. The contractor may be provided with office space if required and will receive necessary support from the Program Officer.

Duty Station

The contractor will be based in Nigeria.

Required Skills and Experience

- At least a University degree in science, social science or other related fields
- Evidence of previous work done
- Experience with Microsoft office application
- Ability to prioritize and deliver a variety of task on time
- *Ability to plan for and produce quality result meeting deadline*
- *Good written and communication skills*

Application Procedure

Deadline for Submission

All interested applicant(s) are expected to submit Expressions of Interest on/or before **Friday 12th July 2019**. Only e-application(s) will be welcomed.

The application should contain the following:

- *Letter of confirmation of interest and availability indicating why s/he is the best candidate for the job.*
- *Personal CV with a minimum of two (2) professional referees with their email addresses.*
- *Submission of previous work done in related field.*
- *Financial proposal with a breakdown of service fee and other cost that are expected to be incurred.*

These documents should be addressed to the Executive Director & sent to info@plsinitiative.org. Kindly *note that only shortlisted candidates will be contacted after the deadline.*

Selection process

In the selection process, PLSI shall ensure:

- Fairness
- Non-discrimination
- Confidentiality
- Transparency