



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 data analyst to review 2016 Audit Report of the Federation, analyze and highlight key issues/irregularities from the Report.

PLSI work to increase civic activity around public audit and payments to governments 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 2016 Audit Report of the Federation, analyse and highlight key issues/irregularities as they concern specific Ministries, Departments and Agencies.

Scope of work

Working under the overall guidance of the Executive Director for PLSI, the contractor will be responsible for reviewing, analyzing and highlighting thirty (30) key issues from the 2016 Audit Report of the Federations.

Duties and Responsibilities

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

- Review and analyze 2016 Audit Report of the Federation.
- Highlight 30 key issues/irregularities as they concern specific Ministries, Departments and Agencies of government.
- Examine trends in lack of efficiency, effectiveness and economy in the utilization of public funds through the issues/irregularities highlighted.
- Work with PLSI Program Officer to ensure all required and necessary data are combed and analyzed.
- Summarize observations and comments of the Auditor-General for the Federation on audited development projects examined.
- Create a single view spread sheet of analyzed data of 30 key issues/irregularities from the Auditor-General for the Federation's 2016 audit report.

- Obtain a final sign off (verbal or written) from PLSI
- Prepare the electronic files
- Submit all final files to PLSI on CD-Rom

Duration of Assignment

Contractor is expected to work 30 days during the period from 15th July 2019 to 13th August 2019.

Deliverables

- Preparation of draft spreadsheet of analyzed data of 30 key issues/irregularities from the Auditor-General for the Federation's 2016 audit report.
- Final draft of spreadsheet of analyzed data of 30 key issues/irregularities from the Auditor-General for the Federation's 2016 audit report 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 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