



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 accountability, good governance and development of rural communities. PLSI is seeking data analyst to review and analyze taxes not remitted to the federation account by ministries, departments and agencies of government with a view to highlight cost of weak fiscal regulations and poor implementation monitoring to increased revenue and improved quality of life for citizens.

P 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, Payments to Government and other fiscal data to demand accountability and improved service delivery in their respective communities.

Objective

The objective of this assignment is to review and analyse taxes not remitted by Ministries, Departments and Agencies as contained in the 2016 Audit Report of the Federation to highlight cost to government and citizens.

Scope of work

Working under the overall guidance of the Executive Director for PLSI, the contractor will be responsible for reviewing and analyzing 50 cases of taxes not remitted by by Ministries, Departments and Agencies as identified in the Auditor-General for the Federation's 2016 audit report.

Duties and Responsibilities

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

- Review and analyze 50 cases of various taxes not remitted as contained in the Auditor-General for the Federation's 2016 audit report.
- Work with PLSI Program Officer to ensure all required and necessary data are combed and analyzed.
- Summarize observations and comments of the Auditor-General on cases highlighted.
- Create a single view spread sheet of analyzed data of 50 cases of various taxes not remitted to the federation account as contained in 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 25 days during the period from 15th July 2019 to 8th August 2019.

Deliverables

- Preparation of draft spreadsheet of analyzed data of 50 cases of various taxes not remitted into the Federation account.
- Finalized spreadsheet of analyzed data of 50 cases of various taxes not remitted to the federation account as contained in 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