



TERMS OF REFERENCE CREATIVE ILLUSTRATOR - INFOGRAPHICS 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 creative illustrator to work on its Value for Money project – **Tax Dodging**.

PLSI work to promote citizens' participation and engagement in public audit and other public finance data in Nigeria. The organization strives to ensure citizens engage with public officials and elected representatives using audit data and other relevant data to demand accountability and improved service delivery in their respective communities.

Objective

The objective of this assignment is to create simplified infographics using data and indicators provided in the **tax dodging** data analysis report to provide an original and thought-provoking illustrations of corporate and individual taxes not remitted into the federation account as highlighted in the 2016 audit report of the federation.

Scope of Assignment

Working under the overall guidance of the Executive Director for PLSI, the contractor shall conceptualize and design top notch digital work to provide an original and thought-provoking illustration of corporate and individual taxes not remitted as contained in the 2016 audit report. In particular, s/he is expected to prepare draft version of the infographics each for all data analyzed capturing taxes not remitted into the federation account.

Duties and Responsibilities

To achieve the objective of the assignment, the Creative Illustrator/designer will perform the following tasks:

- Crafting original digital content like infographics of all analyzed data of taxes not remitted into the federation account.
- Creating the infographics to simplify highlighted taxes
- Ensure all data representation are properly interpreted and void of error and ambiguity
- Submit the preliminary layouts/infographics for discussion with PLSI
- Help PLSI team prepare presentation slides using the infographics as requested

- Incorporate valid comments and suggestions to prepare a high-quality final draft of the infographics
- Ensure all corrections are inserted
- Obtain a final sign off (verbal or written) from PLSI
- Prepare the electronic files
- Create PDF from final electronic file for PLSI web posting
- Submit all final files to PLSI on CD-rom

Duration of Assignment

The contractor is expected to work 30days during the period from Monday 12th August 2019 to Tuesday 10th September 2019.

Deliverables

- Preparation of draft of at least one digital infographics for all data captured in the analyzed report of taxes not remitted into the federation account as contained in the 2016 audit report of the federation.
- Compiled Infographics in a PDF and JPEG formats
- Final draft of at least one digital infographics for all data captured in the analyzed report of highlighted taxes not remitted.

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 or equivalent in creative art or other related fields
- Evidence of previous work done
- Experience with Corel Draw, Adobe Photoshop, In-Design and other related applications
- Ability to prioritize and deliver a variety of task on time
- Ability to plan for and produce quality result in 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 **11th August 2019**. Only electronic application(s) are 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/Resume.
- 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** and 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