

Date: 2nd March, 2021

## **Request for Proposal - Consultant**

### **About Praja**

Founded in 1997, Praja is a non-partisan organisation enabling accountability in governance. Praja empowers citizens to participate in governance by providing knowledge and perspective so that they can become politically active and involved beyond the ballot box. It undertakes extensive research and highlights civic issues to build the awareness of, and mobilise action by the government and elected representatives. Praja believes that uninformed and disengaged elected representatives and administration, rather than existing systems or policies, are responsible for the lack of good governance. Additionally, there is a paucity of tools to facilitate effective interaction between citizens and the local government. Praja conducts data driven research and provides information on civic issues to citizens, media, and government administration and works with elected representatives to identify and address inefficiencies in their work processes, bridge the information gaps, and aid them in taking corrective measures.

Praja is looking for a consultant who will help the organisation in the making of the white paper and report cards. White paper is an Annual Report on issues like Civic, Health, Education, Housing and Crime in cities like Mumbai and Delhi/ or Report card of Councillors of Mumbai and Delhi (as per Praja's Report Card Matrix). The role the consultant will be to help the Data research team to get the data collected and collated as per respective white papers or reports. The consultant will coordinate with the Team Head and co-ordinator of Data and Research team for all the processes. Below is the detail of the work to be performed by the consultant. To know more about our work and goals, please visit [www.praja.org](http://www.praja.org).

The above mention White Papers and Report Cards will be between from January 2021 to December 2021. The selected Consultants will be given four to five white paper or Report cards as per decision of Praja. The consultant will be informed beforehand of the white paper/report cards given to them to work on. The timeline to complete the work is one month per white papers/ Report cards.

### **Key Responsibilities**

- Help in crunching numbers and analysis, to draft organisation's yearly reports.
- Identifying research gaps and needs for each vertical and developing a strategy to fill those needs in conjunction with the unit and project co-ordinators.
- Supporting the co-ordinators with data management, analysis along with MIS and Master Cycle control for that specific report.
- Take charge and control raw data files for analysis to draft our yearly reports /whitepapers.
- Be willing to travel within the city and outstation as required. Praja has offices in Mumbai and New Delhi and travelling between the two cities would be required if needed.
- To come out with full white paper/ report at the end of the contract.
- To give a report at the end of each work given as per white paper / report card.

**Additional Skills**

- Comfortable with quantitative and qualitative research methodologies.
- Good computer skills: Microsoft Word/ Excel/ PowerPoint and Internet.
- Good data visualisation skills.
- Good communication skills (written and oral) in English.
- Basic working knowledge of Hindi and Marathi is preferred.

**Educational Qualifications**

- Graduate or Post graduate, preferably, in Public Administration/ Social Work/Political Science/Management/ Public Health/ Criminology/ Law. Even graduate/ Post-graduate in other subjects with an inclination towards development sector/ public policy work will be considered.
- Previous work in the development sector or voluntary experience/ exposure to the sector would be an added advantage.

Please send the quotation on your letterhead mentioning the specifications of service and charges including taxes as applicable, via e-mail or in a sealed envelope by 15<sup>th</sup> March, 2021. For any queries kindly contact Mr. Yogesh Mishra (+91-022-6666 1442) or Ms Ashwini Agavne. You can also e-mail us at [yogesh@praja.org](mailto:yogesh@praja.org) or [ashwini@praja.org](mailto:ashwini@praja.org)