

Date: 2nd March, 2021

Request for Proposal – Consultant Data Checking and Analyst

About Praja

Founded in 1998, 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 Data checking and Data Analyst Consultant who will help Praja 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. Report card of MLAs and Councillors of Mumbai and Delhi (as per Praja's Report Card Matrix). The Role of the consultant will be to help the Data Research team to get the data collected and collated as per respective white papers or reports, as the data is collected from RTIs from different departments of government. Post data entry, it needs to be checked and verified to make sure that the data is rightly entered. After the checking the data has to be downloaded from the CMS and analysed in a given way of the reports, for the consultant, who is going to make the final white paper with proper inputs of policy, programme, graphs and info graphs. He/she will coordinate with the Team Head and Co-ordinator of the 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.

The above mention White Papers and Report Cards will be between from January 2021 to December 2021. The selected Data Checker & Analyst Consultants will be given four to five white paper or Report cards as per decision of Praja. The Data Checker & Analyst 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

- Will check the RTI data collected and entered by Praja.
- Will crunch the numbers and analyze to make the draft for the organization's yearly reports.
- Supporting the coordinators 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.
- Help the team to come out with the full white paper/ report at the end of the contract.
- Produce a report at the end of the contract.

Additional Skills

- Comfortable with quantitative and qualitative research methodologies.
- Good computer skills: Microsoft Word/ Excel/ PowerPoint and Internet.
- Good data checking skills.
- Basic working knowledge of Hindi and Marathi is preferred.

Educational Qualifications

- Graduate or Post graduate, preferably.
- 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 email or in a sealed envelope by 15th 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 or ashwini@praja.org