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## **REQUEST FOR PROPOSAL (RFP)**

### **Provision of Data Analyst Consultancy Services**

**Call Title:** Data Analysis Consultancy Services

**Issuing Organization:** New Initiative for Social Development (NISD)

**Closing Date:** 20th April 2026

**Contact Email:** [procurement@nisd.org.ng](mailto:procurement@nisd.org.ng)

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### **A. PURPOSE**

The purpose of this RFP is to invite qualified vendors and services of **Data Analyst**, for the New Initiative for Social Development (NISD). The selected vendor will be responsible for Support data collection, cleaning, and management processes data of needs for a Project.

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## **B. OBJECTIVE OF THE ASSIGNMENT**

The objective of this consultancy is to:

- Support data collection, cleaning, and management processes
  - Analyze quantitative and qualitative data for programme insights
  - Develop dashboards, reports, and visualizations
  - Strengthen data-driven decision-making within the project
  - Ensure data quality, integrity, and compliance with standards
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## **C. SCOPE OF WORK**

The Data Analyst Consultant(s) will be required to:

- Design and manage databases for programme data
  - Clean, validate, and organize datasets from field activities
  - Conduct statistical and thematic data analysis
  - Develop data visualization tools (charts, dashboards, infographics)
  - Produce analytical reports (monthly, quarterly, and ad-hoc)
  - Support Monitoring & Evaluation (M&E) activities
  - Provide insights and recommendations for programme improvement
  - Ensure compliance with data protection and confidentiality standards
  - Collaborate with programme teams and partners across project locations
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## **D. DELIVERABLES**

The consultant(s) will be expected to deliver:

- Cleaned and validated datasets
  - Data analysis reports (monthly/quarterly/final)
  - Dashboards and visual data presentations
  - M&E support outputs (indicators tracking, performance summaries)
  - Data quality assessment reports
  - Documentation of methodologies and tools used
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## **E. DURATION OF ASSIGNMENT**

The consultancy will run for a period of **6–12 months**, with the possibility of renewal based on performance and project needs.

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## **F. ELIGIBILITY & QUALIFICATIONS**

Interested consultants/firms must demonstrate:

- A degree in Statistics, Data Science, Economics, Computer Science, or related field
- Minimum of 3–5 years' experience in data analysis or related roles
- Strong proficiency in tools such as Excel, SPSS, STATA, R, Python, or Power BI/Tableau
- Experience working with NGOs, development projects, or government programmes
- Demonstrated ability to analyze large datasets and produce actionable insights
- Knowledge of Monitoring & Evaluation frameworks is an added advantage
- Strong report writing and communication skills
- Understanding of data protection and ethical standards

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## **G. PROPOSAL REQUIREMENTS**

Proposals should not exceed **10–15 pages (excluding annexes)** and must include:

### **1. Technical Proposal**

- Understanding of the assignment
- Methodology and analytical approach
- Tools and software to be used
- Work plan and timeline
- Relevant experience and past assignments

### **2. Financial Proposal**

- Daily or monthly consultancy rate
- Breakdown of costs (if applicable)
- Any additional expenses

### **3. Annexes**

- CV(s) of consultant(s)
- Academic and professional certificates
- Evidence of previous similar work (reports, dashboards, etc.)
- References from previous clients
- Company profile (for firms)

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## **H. EVALUATION CRITERIA**

Proposals will be evaluated based on:

**Technical Evaluation (70%)**

- Understanding of assignment – 15%
- Methodology and analytical approach – 20%
- Experience and past performance – 20%
- Technical capacity/tools – 15%

### **Financial Evaluation (30%)**

- Cost-effectiveness and value for money

Only applicants meeting the minimum technical threshold will proceed to financial evaluation.

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## **I. SUBMISSION INSTRUCTIONS**

All proposals must be submitted electronically in **MS Word or PDF format** to:

**procurement@nisd.org.ng**

**Subject:** “*RFP – Data Analyst Consultancy (Applicant Name)*”

**Deadline:** 20th April 2026

Late submissions will not be considered.

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## **J. CONFIDENTIALITY & OWNERSHIP**

All information shared during this process and outputs generated under the contract shall remain the property of NISD. The selected consultant(s) must maintain strict confidentiality.

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## **k. CONTACT INFORMATION**

For inquiries and clarifications, please contact: **Igber Grace** |+234 816 486 7841

## **L. DISCLAIMER**

NISD reserves the right to accept or reject any proposal and is not obligated to award the contract to the lowest bidder.