

Request for proposals

Terms of Reference for Programme Data Audit Consultant

Background

Anushkaa Foundation ([Anushkaa Foundation for Eliminating Clubfoot - Clubfoot Organization](#)) is a non-profit organisation implementing programmes across multiple districts in partnership with government institutions and frontline health workers. Programme information is captured through a web-based Management Information System (MIS) by nearly 100 staff members working across different locations.

The information generated through the MIS is central to how AFEC manages its programmes, measures performance and reports to donors, government partners and its Board. Reports are prepared at district, state, program administrative units and organisational levels on a monthly, quarterly, half-yearly, annual, project duration and since inception basis. There could be other durations as well.

As Anushkaa Foundation continues to grow, ensuring that programme data is accurate, consistent and reliable has become increasingly important. We are therefore seeking to engage an independent Programme Data Audit Consultant to review programme reports before they are released and provide assurance on the quality of the underlying data.

Purpose of the Assignment

The purpose of this assignment is to provide an independent review of programme reports and the reporting process to ensure that published information accurately reflects the data contained within the MIS.

The consultant will verify reported figures, identify inconsistencies or anomalies, assess whether reporting guidelines have been followed and provide timely feedback so that any discrepancies can be addressed before reports are certified and finalised.

Scope of Work

The consultant will review reports generated from the AFEC's MIS together with the raw data used to prepare those reports.

The review is expected to include:

1. Verifying that reported figures accurately match the underlying data.
2. Reviewing data for completeness and identifying missing information.
3. Identifying duplicate records, unusual patterns or unexpected trends.
4. Confirming consistency between district, state and organisation-wide reports.
5. Reviewing whether standard reporting definitions and indicator guidelines have been applied consistently.
6. Highlighting any discrepancies, logical inconsistencies or data quality concerns that require clarification.
7. Identifying recurring reporting errors or process gaps that could be addressed to strengthen future reporting.

The consultant is not expected to correct the data but rather to identify issues requiring clarification or correction by the programme team.

Deliverables

For every report assigned for review, the consultant will provide:

1. A concise Data Audit Report summarising the significant findings.
2. A detailed log of discrepancies, including the nature of each issue, its location within the report, supporting observations and recommended corrective action.
3. A final certification of the report which can be released.

Where appropriate, the consultant may also recommend improvements to reporting practices or data quality controls.

Turnaround Time

Programme reporting follows strict timelines. The consultant will therefore be expected to work within short review windows.

Reports will be shared electronically. The consultant should acknowledge receipt promptly and complete the review within two days of receiving the report.

Expected Volume of Work

The consultant is expected to verify and certify approximately

1. Approximately 100 reports per annum
2. Each report covering seven to fifteen quantitative parameters
3. Data volume for most parameters would range between a
 - a. few 100s to a few 1,000s,
 - b. barring a couple which could range between 10,000s to 100,000s.
4. Additional reviews may occasionally be required for donor reports, government submissions or management requests.

The reporting schedule will be shared in advance other than unscheduled reports.

Working Arrangements

The assignment will primarily be undertaken remotely.

Anushkaa Foundation will provide access to the reports, relevant data extracts, reporting templates, indicator definitions and other documentation required for the review. Programme and MIS staff will be available to respond to queries and provide clarification where necessary.

Qualifications and Experience

Applicants should have demonstrated experience in programme data quality assurance, data audits or monitoring and evaluation within the non-profit, public health or development sectors.

Experience working with large programme datasets and Management Information Systems is essential. Applicants should have strong analytical skills, advanced proficiency in Microsoft Excel and the ability to interpret and validate data from multiple sources.

The ability to work independently, manage competing deadlines and produce clear, findings is essential.

Desired Competencies

The successful consultant should demonstrate:

1. Excellent attention to detail.
2. Strong analytical and problem-solving skills.
3. A systematic approach to reviewing data.
4. Professional judgement and discretion.
5. Reliability and responsiveness.
6. A commitment to maintaining confidentiality.

Confidentiality

All programme data, reports and supporting documentation shared during this assignment will remain the property of Anushkaa Foundation. The consultant will be expected to maintain strict confidentiality and must not disclose or use any information obtained during the assignment for any purpose other than fulfilling the requirements of this engagement.

Submission of Proposals

Interested applicants are requested to submit their proposal by the 14th of August at the following email id: info@anushkaafoundation.org mentioning “**Proposal for Programme Data Audit Consultant**” in the subject line and include the following:

1. A brief organisational profile.
2. A summary of relevant experience Including similar assignments completed in the past.
3. A proposed approach to undertaking the assignment, not exceeding three to five pages.
4. Availability to meet the required turnaround timelines.
5. A financial proposal indicating the preferred fee structure, whether on a per-report, daily or retainer basis and associated costs.
6. Contact details for two professional references.

Evaluation of Proposals

Applications will be assessed on the basis of relevant experience, understanding of programme data quality assurance, the proposed methodology, demonstrated ability to meet short turnaround timelines and overall value for money. Only shortlisted applicants will be contacted.

It is expected that a final decision on awarding the contract will be taken by the end of August and work to begin by the second week of September 2026.