REQUEST FOR EXPRESSIONS OF INTEREST FOR FACILITATOR ON EXCHANGE OF INFORMATION FOR TAX PURPOSES

Exchange of Information (EOI) plays a vital part in revenue administration operations, particularly as jurisdictions engage in cross border trade and activities. The importance of the work conducted by EOI units is visible in audit processes, but also there is a role EOI plays in increasing transparency and countering tax avoidance and evasion. As such, the African Tax Administration Forum (ATAF) has recognised the vital need for African tax administrations to develop capable EOI units that will assist auditors but also align to the recommendations of the High-Level Panel Report on Illicit Financial Flows (IFFs) to combat and prevent IFFs on the African continent.

ATAF is in the process of hiring a Facilitator for a period of 5 months and exploit the potential of EOI program among the ATAF member countries across the African Continent.

The African Tax Administration Forum now invites eligible experts to indicate their interest for the assignment in providing these services.

b. Provide support to EOI Technical Committee meeting
d. Review the member countries progress in migrating (Uganda, Cameroon and Kenya)
e. Provide any other support to EOI as may be required by Tax program

The following are the expected key deliverables:

a. Provide an EOI country status report
b. Provide a time bound action plan for the duration of the assignment, including a detailed training program
c. A final report with recommendations summarising all activities, analysing and evaluating the achieved results.

The Facilitator is expected to have the following key competencies;

a) Should have knowledge of the tax systems in Africa
b) Full knowledge of EOI and Tax transparency
c) Should have good command of the written and spoken English language. French or Portuguese will be an added advantage.
d) Cultural sensitivity and experience in moderating meetings of culturally diverse and international groups
e) Strong project coordination skills, organisational skills and networking skills; and
f) Strong use of computer software such as Excel and Gantt Chart Management

Interested Experts may obtain clarification at the email address below. The detailed Terms of Reference are in Annex I of this Request for Expression of Interest.

Expressions of interest must be sent to the email address below by 14th July 2020 and the email subject should clearly indicate “Expression of Interest for Facilitator in Exchange of Information for Tax Purposes”.

Attention:

The Procurement manager

E-mail: procurement@ataftax.org
ANNEX I

Individual CONSULTANT/Facilitator, Exchange of Information for Tax purposes

Pretoria, South Africa

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1. Background

Exchange of Information (EOI) plays a vital part in revenue administration operations, particularly as jurisdictions engage in cross border trade and activities. The importance of the work conducted by EOI units is visible in audit processes, but also there is a role EOI plays in increasing transparency and countering tax avoidance and evasion. As such, the African Tax Administration Forum (ATAF) has recognised the vital need for African tax administrations to develop capable EOI units that will assist auditors but also align to the recommendations of the High-Level Panel Report on Illicit Financial Flows (IFFs) to combat and prevent IFFs on the African continent.

Through the ATAF Technical Assistance unit, a number of countries have received technical assistance to bolster their EOI capabilities. Additionally, ATAF has formed an EOI Technical Committee comprising of Cameroon, Eswatini, Kenya, Mauritius, Morocco, Senegal, Togo, and Uganda. The aim of the Technical Committee is two-fold namely, developing content, reviewing the transparency processes and advising the ATAF Secretariat on how best to enhance Africa’s voice in the global tax debate. Secondly, the Technical Committee is a capacity building programme tailored to enhancing the technical skills of its members so that they can provide other countries with technical assistance. Lastly, the ATAF Secretariat also has a training programme with EOI topics emerging as more countries strive to combat IFFs and tax evasion and avoidance schemes.

Through its evolution, the ATAF EOI Programme has been able to set up the Technical Committee, develop a comprehensive strategy for the rollout of EOI activities and standards for the next ten years and develop a capacity building programme for TC members countries. Despite the above mentioned modest achievements, ATAF has faced some challenges such as; Lack of exchange of information framework, poor coordination of information exchange among African countries, non-functional or non-existing competent authority offices, poor IT infrastructure, poor governance of ICT especially data warehousing and information security as well as non-alignment to BEPS-outcomes such as the Inclusive Framework.
2. General Scope of the Project

Considering the challenges mentioned, ATAF is in the process of hiring a facilitator for a period of the next 5 months and exploit the potential of EOI program among the ATAF member countries across the African Continent.

The assignment at hand aims to support ATAF to efficiently conduct EOI activities in member countries and to build EOI capacity in a number of African countries as well as to guide identified ATAF member countries to implement Automatic Exchange of Information (AEAI). The expert/Facilitator will also conduct related EOI activities in the role of the lead technical expert on EOI.

All activities will be done in close collaboration with experts from the Global Forum and other stakeholders.

The scope of work for 5 months will include among other:


f. Provide support to EOI Technical Committee meeting

g. Work with Global Forum and ATAF to organize training of African Assessors in the second half of 2020.

h. Review the member countries progress in migrating (Uganda, Cameroon and Kenya)

i. Provide any other support to EOI as may be required by Tax program

3. Outputs/ Deliverables

The following are the expected key deliverables:

- Provide an EOI country status report
- Provide a time bound action plan for the duration of the consultancy, including a detailed training program
- A final report with recommendations summarising all activities, analysing and evaluating the achieved results.

4. Timeframe, duration and location of assignment

Contract time frame: 20 July 2020 to 31 December 2020
Location: South Africa /virtually or any other ATAF member countries/ Other stakeholders such as OECD
Skills/Requirements needed to be possessed by the Expert/Facilitator

g) Should have knowledge of the tax systems in Africa
h) Full knowledge of EOI and Tax transparency
i) Should have good command of the written and spoken English language. French or Portuguese will be an added advantage.
j) Cultural sensitivity and experience in moderating meetings of culturally diverse and international groups
k) Strong project coordination skills, organisational skills and networking skills; and
l) Strong use of computer software such as Excel and Gantt Chart Management

5. Duration
The assignment shall commence in the second half of 2020 to 31st December 2020. The Facilitator will operate virtually for the entire duration of the assignment and perform the assignment’s activities as described above.

6. Institutional and Organisational Arrangements
The programme is funded by the African Development Bank. The African Tax Administration Forum as the grant recipient will have the primary responsibility for overseeing and evaluating the Facilitator. The Facilitator will report to and work under the direction of the manager for resource mobilisation.

7. Restrictions
In addition to the standard conflict of interest restrictions specified in the contract, all materials created under the Contract will remain the sole property of the African Tax Administration Forum. Reuse of the materials will require the formal, written approval from ATAF. The Facilitator shall have no material interests in any of the outputs of this project. The Facilitator will also sign a statement of confidentiality that will bind him/her to non-disclosure of any sensitive information that the Facilitator may become knowledge of during the project.