REQUEST FOR EXPRESSIONS OF INTEREST
INDIVIDUAL CONSULTANT – ATAF REGIONAL CAPACITY BUILDING HUBS

Financing Agreement reference: African Development Bank Grant no: 2100155032416
Project ID No.: P-Z1-K00-059

African Tax Administration Forum (ATAF) has received financing from the African Development Bank toward the cost of the Regional Institutional Support Project on Public Financial Governance (RISPFG).

ATAF seeks to procure the services of an Individual consultant to conceptualise the Regional Capacity Building hubs

The responsibilities of the individual consultant are as follows;
I. Conduct a benchmark with other similar organisation to ATAF;
II. Develop a strategic framework for the regional capacity building hubs;
III. Develop governance documents (including reporting and operating guidelines);
IV. Develop a terms of reference to guide the establishment of the hubs (including the methodology to be used for ATAF members to apply and be awarded the hosting of the regional hub);
V. Draft the legal instruments for the establishment of the regional capacity building hubs;
VI. Design a draft work programme outlining incremental implementation;
VII. Prepare a draft budget for the regional hub with funding model and possible sources of funding;
VIII. Provide ATAF management with progress reports on the project; and
IX. Advise the ATAF Senior Advisor regularly on next steps to ensure optimal results of the project.

ATAF now invites eligible candidates to indicate their interest in providing these services. Interested applicants must provide information indicating that they are qualified to perform the services.

The Individual Consultant is expected to have among others the following key competencies;
i. A Master’s degree or equivalent in Taxation, Law, Business administration and any other related field;
ii. Minimum 7 years of demonstrated work experience in analysis of capacity building and leadership;
iii. At least 5 years of demonstrated experience in undertaking similar work within the African region;
iv. Demonstrable work experience in undertaking research activities/field work;
v. Should have an in-depth knowledge of the capacity building in Africa;
vi. Experience in designing and facilitating multi-stakeholder seminars and meetings for international regional or bilateral development organisations.
vii. Good command of the written and spoken English language; and or French and a good working knowledge of the other. Knowledge of Portuguese will be an added advantage.
viii. Computer literacy and good report writing skills

Interested individual consultants may obtain further information at the email address below during office hours.

Expressions of interest must be sent via email to the address below by the 25th of February 2021. The email subject should be **Individual Consultant – ATAF Regional Capacity Building hubs**

**Attn: Procurement**
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