1. PURPOSE
To procure the services of a consultant, to support the delivery of demand driven technical assistance to ATAF member countries.

2. INTRODUCTION
The African Tax Administration Forum (ATAF) is a network promoting cooperation, knowledge sharing, capacity building, and technical support to African revenue authorities. It further seeks to ensure greater synergy and cooperation in capacity development amongst all relevant stakeholders to reduce duplication and give greater support to African Tax Administrations. From its beginning in 2009, when it was formally launched, ATAF is steadily growing in stature and in influence. Today ATAF is an important voice on tax affairs in Africa and the world. It has achieved the status of an international organisation and its membership has grown to 38 African tax administrations.

3. BACKGROUND OF THE ASSIGNMENT
- ATAF’s Technical Assistance Unit (TAU) objective is to enhance the effectiveness of member revenue administrations through strengthening the capacity in the member states. The TAU aims to harness all benefits from the programs and to ensure that the technical assistance provided, enables the member states to fill gaps in their own administration thus expanding their revenue base and revenue collection. The technical assistance work is at the heart of ATAF’s core business and mandate.
- To achieve this, the Strategic Plan indicates as a key output item under its second objective of (fostering efficient and effective African tax administrations), the provision of tailor made technical support and advisory services, delivered by internal and external experts, and
facilitated through the Technical Assistance Unit operationalized within the Secretariat. To ensure that this is meeting the needs of its membership, ATAF must therefore provide technical assistance that targets building the effectiveness and efficiency in revenue mobilization, both in the short, medium and long term.

To fulfil the above objective and to meet that demand, ATAF is looking to for a consultant to support the delivery of technical assistance programmes. Under the supervision of the Manager, Technical Assistance, the consultant will be responsible for supporting the unit in providing assistance as outlined under Objective IV of the ATAF strategic plan 2021-2025 - Fostering efficient and effective African tax administrations

4. GENERAL SCOPE OF SERVICES

To fulfil the mandate of the Technical assistance requests effectively, the Consultants key deliverables will be to support the Manager, TA in the provision of demand driven technical assistance to ATAF member countries by:

- Compile background information on the project to support the delivery of customised technical assistance.
- Assisting in the identification of and outreach to potential implementing partners, the conducting of needs assessments with target beneficiaries and relevant stakeholders.
- Assist in the management of the Technical Assistance Unit (TAU) activities
- Draft and follow-up correspondences with relevant parties in preparation for trainings and technical assistance workshops
- Development of terms of references for experts and facilitators used in the delivery of technical assistance
- Responsible for drafting training agendas, orientation briefs and compiling relevant documents for participant information packs.
- Submit project briefs, event reports to the TAU manager on completion of the technical assistance missions.
- Liaising with the ATAF travel desk and Procurement Manager on logistics and procurement needs for the delivery of technical assistance, under the guidance of the Manager, TA.

5. EXPECTED OUTPUTS/DELIVERABLES

The following outlines the key expected deliverables:
• Provide support to the management of projects and the administration (as per the general scope of activities) for the effective and efficient delivery of customised technical assistance to ATAF member countries
• Develop TORs for the procurement of experts and facilitators used in the delivery of the customised technical assistance and concept notes for specific components of the workplan.
• Contribute to the organisation and delivery of a number of workshops to ATAF member countries
• Reviewing Experts and Facilitators workshop reports
• Produce regular reports covering TAU activities.

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<thead>
<tr>
<th>Id No.</th>
<th>Description of Deliverable</th>
<th>Estimate Number of Days to complete task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1</td>
<td>Prepare TOR's for 10 consultancies</td>
<td>5</td>
<td>15 -30 January 2021</td>
</tr>
<tr>
<td>2</td>
<td>Preparation/Planning of delivery of technical assistance for 10 workshops i.e (plan of action, response letters to CG’s, liaising with the Revenue Administration regarding logistics such participants, access to training, internet connectivity, focus areas etc, set up of training, engagements with communications, reviewing agenda’s and concept notes from the consultants, etc) (2.5 days per workshop)</td>
<td>25</td>
<td>01 February -30 May 2021</td>
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<td>3</td>
<td>Ensure delivery of the training, prepare evaluation forms, review technical assistance reports for each of the trainings. (2 days per workshop)</td>
<td>20</td>
<td>01 February - 30 May 2021</td>
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<td><strong>TOTAL N0 DAYS</strong></td>
<td><strong>50</strong></td>
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6. KEY REQUIREMENTS OF CONSULTANT

The Consultant is expected to have the following key competencies:

- A graduate degree in business administration/management, project management, or any other related field;
- Minimum of 5 years of demonstrated work experience in project/program management, preferably in an international organisation.
- Should have good knowledge of the tax systems in Africa;
- Ability to manage effectively tasks of various sizes, from small to complex, and simultaneous competing demands, and to deliver on time.
- Good report writing skills;
- Good communication and presentation skills;
- Good command of the written and spoken English; and
- Computer literacy.
- A proactive problem-solving mindset directed towards results delivery
- Strong project management skills, with good time management.
- Excellent interpersonal skills and demonstrated ability to work as part of a team

Therefore, the Consultant with these competencies and proven experience of similar or related assignments is eligible for the position.

7. DURATION OF THE CONTRACT

The assignment shall commence from January 2021 till 30 June 2021

8. REPORTING STRUCTURE

To execute his/her responsibilities and attain the expected deliverables the Consultant is expected to work together with the Manager: Technical Assistance to perform all tasks listed above and any other tasks given by the Manager: Technical Assistance, as deemed relevant for the success and smooth running of the assignment.

9. RESTRICTIONS

In addition to the standard conflict of interest restrictions specified in the consulting 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 consultant shall have no material interests in any of the outputs of this assignment.

On the commencement of the assignment, the Consultant will sign a statement of confidentiality that will bind the Consultant to non-disclosure of any sensitive information that the Consultant may obtain knowledge of during the project.

10. REMUNERATION
The remuneration will be deliverable based and this will be agreed upon prior to signing of the contract.

11. EVALUATION CRITERIA

<table>
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<tr>
<th>Id No</th>
<th>Description of evaluation criteria</th>
<th>Maximum points</th>
</tr>
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<td>Ability to manage effectively tasks of various sizes, from small to complex, and simultaneous competing demands, and to deliver on time;</td>
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<td>Good report writing skills; Good communication and presentation skills; Good command of the written and spoken English; and</td>
<td>10</td>
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<td>A proactive problem-solving mindset directed towards results delivery; Strong project management skills, with good time management.</td>
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