



TERMS OF REFERENCE (TOR)

GRANT PROPOSAL DEVELOPMENT CONSULTANT

I. Background of WATAF

WATAF was established through an adoption of Agreement by the General Assembly of Member States to contribute to the efficacy of tax administration and improved public service delivery in support of development of countries in West Africa. Its inaugural meeting was held in Abuja, Nigeria on September 12, 2011. Membership to WATAF is open to all countries of the Economic Community of West Africa States (ECOWAS).

Article 10 of WATAF Agreement establishes the General Assembly, Council and Secretariat as its key organs. The General Assembly is the highest decision-making body of WATAF and consists of all heads of tax administrations of Member States or their authorized representatives. A Council of six (6) members is elected by the General Assembly to convene meetings of the General Assembly, accept applications of new members, prepare and submit strategic plan and work plans of WATAF to the General Assembly and have an oversight of the Secretariat. The Secretariat is headed by an Executive Secretary who reports to the Chairperson of the Council. The Secretariat is responsible for the day-to-day administration of WATAF operations and for reporting on those operations to the Council on a regular basis.

II. Funding of WATAF

The activities and operations of WATAF are funded by “subscription from member Countries”, “grants from Donors” and “support in kind from Partners”. Recently, the issue of funding has been a clog in the wheels of progress for the Organization. Considering

the high inflation rate and current market realities, WATAF decides to engage a GRANT PROPOSAL DEVELOPMENT (GPD) CONSULTANT to support in strategically sourcing for funds needed to implement its work plans from Donors and Partners of WATAF amidst other responsibilities.

III. Objectives of GPD Consultant

- Set a quality standard for fundraising proposals as developed by Organizations, Institutions, Private sectors or other partners;
- Provide an opportunity for strengthening partnerships between member states through trainings and peer learning opportunities;
- Increase awareness of the public about WATAF activities and operations; and
- Build the capacity of the WATAF Secretariat to access grant applications.

IV. Expected results

- Consultant understands the activities, priorities and challenges of funding for WATAF Secretariat;
- Consultant identifies the set of project themes that fall within the scope of the WATAF current priorities;
- Consultant masters the steps involved in project design and the components of a good fundraising proposal;
- Consultant is able to develop a good project application file (especially the logical framework), in accordance with the expectations of an international donor;
- Consultant develops a project budget and maintain required financial records; and
- Consultant understands due diligence requirements and how to satisfy them.
- Consultant carries out knowledge transfer to WATAF Secretariat Staff within the first year of engagement.

V. Scope of Work

Content

1. The essential elements of a project (intervention logic, indicators and sources of verification, risks and assumptions, budget, sustainability) and project design tools (Stakeholder analysis, the problem tree, the objective tree, the logical framework, the risk analysis table, etc.);
2. Elements of a good fundraising proposal and meeting as agreed with the WATAF Secretariat;
3. Developing a budget to deliver a project plan; and
4. Meeting due diligence requirements.

VI. Evaluation

1. The Consultant is also required to design and deliver an evaluation tool for fund raising.
2. Deliver a training on grant writing workshops to WATAF Secretariat Staff.

VII. Required experience

This consultancy is open to individual consultants or Organizations, National, International or both, that can demonstrate their experience in relation to the following:

- Strong track record in the successful design and delivery of multi-stakeholder grant funds delivered by international donors (20)
- An understanding of tax administration governance, preferably of the negotiation process. (10)
- Experience in working in West African sub region including understanding of the tax environment, cultural, socio-economic and political context (10)
- Demonstrate understanding of resilience and policy issues (10)

VIII. Proposed Method

The Consultant should detail how they intend to achieve the identified objectives and results, including an overview of the agendas of WATAF Secretariat, fund raising processes/methods, supporting documents taking into consideration the peculiarities of the West African sub region. This should also include a proposed detailed evaluation method.

VIII. Financial Proposal

State percentage rates for the Consultant using the format below, which includes all costs that are not reimbursable. This rate will form the basis of the comparative tender assessment. The consultant should also submit indicative costs for reimbursable which will be responded to at the discretion of the WATAF Secretariat.

Fees Per consultant		
1	Percentage rate	2% of Grant or Support
2	Duration	1 year
	Total	

Travel, accommodation, meals and incidentals, printing and materials will be the responsibility of the Consultant.

IX. Application

Interested parties should submit their application in English in the following format:

- Company profile with evidence of work done.
- Up-to-date CVs of all personnel named in the proposal.
- Cover letter (4 pages maximum, detailing suitability against each of the above-mentioned criteria)

Submissions should be made to the address:

West African Tax Administration Forum (WATAF),
No 20, Sokode Crescent,

Wuse Zone 5,
Abuja FCT

or

E-mail to:

wapinu.ndule@wataf-tax.org;

emeka.nweke@wataf-tax.org

Any queries regarding this application, please call
+2347067113055/+2348156410255.

Deadline for applications: Six weeks from date of publication.