CALL FOR EXPRESSION OF INTERESTS FOR EXPERT FACILITATOR TO DELIVER RESEARCH METHODS CAPACITY BUILDING TRAINING

1. About ATAF

The African Tax Administration Forum (ATAF) is a platform for promoting and facilitating mutual cooperation among African Tax Administrations and other relevant and interested stakeholders with the aim of improving the efficacy of their tax legislation and administration. ATAF’s objectives are: (i) developing a sustainable, member-orientated African organisation on tax matters; (ii) fostering efficient and effective African tax administrations; (iii) driving the knowledge hub on African tax matters and (iv) informing and influencing the regional and global dialogue as the African voice in the field of taxation.

2. Background of the Research Methods

The ATAF tax research methods training aims at building and strengthening the capacity of researchers who are already working on taxation and development, but who feel their work could be improved with more rigorous and internationally accepted research skills. It provides an opportunity to the researchers to reflect on their work in a critical way and improve on their research work/papers. It is a “hands-on” learning process where researchers think about their work more rigorously in the presence of experts and receive practical feedback on how to improve their research papers in progress.

The tax research methods capacity building will be delivered in three modules, qualitative research techniques, quantitative and dissemination. Participants will have the opportunity to present their work and be guided in areas requiring further improvements.

3. Scope of the Assignment

The main objective of the assignment is to facilitate learning on research methods techniques in the three orientations. Firstly, the research dissemination component, which illustrates the key concepts of knowledge translation as relevant to implementation research. It provides structured guidance on the preparation of research reports, peer-reviewed papers, press releases, research blogs, conference presentations and policy briefs. Secondly, experts’ facilitators are expected to guide
participants on how to apply quantitative research methods techniques to establish generalizable facts about a topic expressed in numbers and graphs to test and confirm theories and assumptions. Thirdly, participants are expected to be guided on how to apply qualitative research method techniques through in-depth insights on topics expressed in words, paradigms, concepts, thoughts, and experiences in drawing conclusions on various thematic areas. Specific activities will include:

- **Training Materials:** Development, review, and update of training materials for a specific module (qualitative, quantitative, and dissemination). (up to 3 working days)
- **Facilitation Training:** Co-facilitate the research methods capacity-building event with other facilitators as per the annual calendar and delivery mode. The delivery mode may either be face-to-face where travel will be required to a country which will be hosting the training event or maybe delivered virtually. (up to 5 working days of active delivery)
- **Review Papers:** Review participant’s papers in progress and provide them with practical guidance on how to advance such papers to fit the intended objective. (up to 2 days)
- **Reporting:** Prepare a summary report of the training programme soon after each training. (up to 1 working day).

4. Qualification, Expertise and Key Competencies

The individual facilitator is required to meet the following criteria:

- **Desired**
  - A Master’s degree in Statistics, social sciences, Accounting, Finance, Taxation, Economics, or any other related field.
  - A minimum of 5 years working experience in research, planning in the tax administration or academia working with a university.
  - Evidenced knowledge of the subject matter (Training on research methodology with hands-on research experience).
  - Evidence of published work in peer reviewed journals.
  - A demonstrable experience in developing training materials and classroom delivery of Training.
  - Evidence of previous research work, peer-reviewed papers and published journal articles.
  - Able to communicate in French or English or Portuguese.
- **Advantageous/Added Advantage**
  - PhD holder
  - Knowledge of ATAF’s working languages; English, French or Portuguese

Skills required

- Excellent presentation skills
- Excellent written and verbal communication skills
- Ability to use the e-learning platform
- Excellent organization skills – ability to prioritize
- Ability to work in a highly diversified team
- Flexible

N.B: Interested individuals are requested to indicate the module preferred to deliver - qualitative, quantitative or research dissemination.
5. **Duration of the Assignment**

The engagement is based on delivery and performance. The contract duration will be from 1\textsuperscript{st} March to 30\textsuperscript{th} June 2022.

6. **Intellectual Property**

All information pertaining to this programme (training materials, presentation slides, case studies, logos, etc), which the facilitator may come into contact with and/or develop in the performance of his/her, duties under this engagement shall remain the property of ATAF, who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission from ATAF.

7. **Contractual arrangements & Remuneration**

The expert facilitator will be hired by ATAF and supervised by ATAF’s Director: Tax Programmes in collaboration with ATAF’s Training Managers to deliver the above outputs, within the agreed time frame.

The assignment is delivered by a team of Co-facilitators who bring different expertise in the team, co-facilitation also caters for load sharing. The assignment comprises a total of up to 11 working days per co-facilitator for delivery of each module. An honorarium amount is payable to the facilitator per leg of engagement.

The facilitator shall deliver all duties and activities in close cooperation and agreement with the ATAF Secretariat, especially the Director: Tax Programmes. The working language will be English, French and Portuguese.

8. **Application process**

The application will be submitted online using the link below, and applicants shall upload the following documents:

- Curriculum Vitae, not more than 5 pages.
- Cover letter (not exceeding 500 words) that provides detailed information on why the applicant is qualified for this job and is a strong match for our job requirements.

Applicants must complete and submit the evaluation criteria table and explain how they meet the specified criteria in this link: [https://form.123formbuilder.com/6035740/eoi-research-methods-capacity-building-training](https://form.123formbuilder.com/6035740/eoi-research-methods-capacity-building-training)
No applications will be received by email but only through the link provided above.

Deadline for receiving applications is **3 December 2021**.

Kindly direct any request for clarification to the Procurement Manager at: Tel: +27 (0) 12 451 8837 or on **E-mail: procurement@ataftax.org**

9. **Evaluation criteria**

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<tr>
<th>Id No</th>
<th>Description of evaluation criteria</th>
<th>Maximum points</th>
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<tbody>
<tr>
<td>1</td>
<td>A Master’s degree in Statistics, social sciences, Accounting, Finance, Taxation, Economics, or any other related field.</td>
<td>20</td>
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<td>2</td>
<td>A minimum of 5 years working experience in research, planning in the tax administration or academia working with a university.</td>
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<td>3</td>
<td>Evidenced knowledge of the subject matter (Training on research methodology with hands-on research experience)</td>
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<td>A demonstrable experience in developing training materials and classroom delivery of Training.</td>
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<td>5</td>
<td>Evidence of previous research work, peer-reviewed papers and published journal articles.</td>
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<td>6</td>
<td>Excellent presentation skills and Excellent written and verbal communication skills</td>
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<td>7</td>
<td>Ability to use e-learning platform to deliver training</td>
<td>5</td>
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