CALL FOR EXPRESSION OF INTERESTS FOR EXPERT FACILITATOR TO
FACILITATE TRAIN THE TRAINER WORKSHOP

1. About ATAF

The African Tax Administration Forum (ATAF) is a platform for promoting and facilitating mutual co-operation 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 Programme

Africa Tax Administration Forum (ATAF) delivers its mandate to its members through a wider range of expertise drawn locally and internationally. One major area of capacity building and knowledge transfer is geared towards peer learning initiatives by utilizing resources and expertise available in the continent to deliver programmes and provide home grown solutions to continental challenges. The practice of learning from and with each other has a couple of benefits including unleashing latent potentials available in the continent, maximizing resources utilization but also creating and growing a pool of expertise from within that provides for sustainable progress and development required to capacitate the continent in as far as human capital is concerned.

ATAF recruits and engages experts from tax administrations to deliver some of its training programmes. These experts from tax administration are largely selected basing on their technical capability, so they occasionally require refresher courses to sharpen also improve their confidence on presentation skills and other emerging issues which are pertinent to delivery and handling of trainings.

Basing on this backdrop, an expert facilitator is being sourced to train trainers for four (4) days as per the detailed scope of work provided in the next session.

3. Scope of the Assignment
Proposed activities for the assignment include conducting four (4) days training for ATAF experts and facilitators who deliver trainings to ATAF members. Specifically, the Consultant will be expected to design a course and deliver on the following aspects:

- Development of training manuals and training presentations.
- Preparation of case studies and scenarios.
- Classroom/audience management.
- Self-management/understanding of personal strengths and weaknesses.
- Mastery of subject matter.
- Personal grooming and appearance.
- Significance of voice tone and pitch (voice projection).
- Mannerism in front of audience.
- Stage management.
- Use of Training/teaching and Audio-Visual aids (PPT slides, projectors, screens, Flip Charts, Blackboard).
- Managing adults learning.
- Barriers of communication/learning destructors.
- The power of persuasion.
- The training Process
  - Preparation
  - Actual delivery (how to start, structure of presentation, question handling, managing too talkative and passive participants, training environment).
- Eye Contact, Gestures, Body language and movements
- Delivery of training on virtual platforms (Zoom, Teams, WebEx, etc).

4. Expected Deliverables

The Consultant(s) key deliverables will include:

- Well-developed training materials as per the scope of the assignment above.
- Sample training manuals, case studies and scenarios.
- Facilitate a four-day workshop for all expert trainers that ATAF engages to deliver training and capacity building interventions.
- Prepare and submit final training report (seven days after the assignment).

5. Qualification, Expertise and Key Competencies

The expert facilitator is expected to possess the following key competencies:

a) At least a university graduate in Education, Adult learning, Knowledge management, Curricula development, Communication, Sociology, Public Administration, Corporate Governance, Social Science, Law or other but related disciplines.

b) Proof of delivery of at least five (5) similar assignments with reputable organization.

c) Expertise in the field of andragogy and Organization Development.

d) Proven experience in developing training manuals.

e) Prior work/engagement with tax administration will be an added advantage.

f) Fluency in either English or French.
Added advantages:

g) Cultural sensitivity and experience in moderating workshops of culturally diverse and international groups.

Thus, an individual with these competencies and proven experience of similar or related assignments is eligible for the position. Applications should be supported by no less than three traceable referees.

6. Duration of the Assignment

The assignment is only for four (4) days to a group of about twenty experts from around the continent working with revenue authorities. The assignment will be delivered between 1st to 30 March 2022.

7. 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.

8. 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 for the purpose of delivering the above outputs, within the agreed time frame.

The assignment is scheduled to be delivered in March 2022 virtually on zoom. The facilitator shall deliver all duties and activities in close cooperation and agreement with the ATAF Secretariat, especially the Director: Tax Programmes. Working language will be English and French.

9. 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/6035748/form

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**

### 10. 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>University graduate in Education, Adult learning, Knowledge management, Curricula development, Communication, Sociology, Public Administration, Corporate Governance, Social Science, Law or other but related disciplines</td>
<td>20</td>
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<tr>
<td>2</td>
<td>Proof of successful delivery of at least five (5) similar assignments with reputable organization.</td>
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