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## REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES FOR PROJECT COORDINATOR)

[*WEST AFRICAN TAX ADMINISTRATION FORUM - BURKINA-FASO, GAMBIA, GUINEA,  
GUINEA BISSAU, LIBERIA AND SIERRA LEONE*]  
[*STRENGTHENING TAX ADMINISTRATION CAPACITY PROJECT IN WEST AFRICA (STACP-  
WA*<sup>1</sup>)]

Regional Revenue Organisation

Financing Agreement reference:

Project ID No.: P-Z1-KF0-084

The West African Tax Administration Forum (WATAF) has received financing from the African Development Bank toward the cost of the Strengthening Tax Administration Capacity Project in West Africa and intends to apply part of the agreed amount for this grant to payments under the contract for the recruitment of the project coordinator.

The STACP-WA is a regional project which aims to enhance the capacity of tax administrations and revenue mobilisation through coordinated interventions in six beneficiary countries within West Africa. These countries are Burkina Faso, The Gambia, Guinea, Guinea-Bissau, Liberia and Sierra Leone. To ensure effective implementation, performance monitoring, and impact assessment, the project requires the services of a Project Coordinator. The duration of the project is four years, while the Project coordinator will be for a period of two years, renewal subject to satisfactory performance.

The services under this assignment include:

1. Providing overall coordination and management of the STACP-WA, ensuring compliance with African Development Bank (AfDB) procedures and partner requirements, effective monitoring and reporting, and strong stakeholder coordination.
2. The services to be provided by the Consultant (“the Services”) shall include, but not be limited to, the following duties and responsibilities:

### **Strategic Coordination and Supervision**

- Serve as the primary liaison for the AfDB supervision missions conducted twice annually or as occasion demands.
- Coordinate daily project activities to ensure timely and quality execution across all components.
- Advise the Project Steering Committee (PSC) on programmatic decisions and implementation strategies affecting STACP-WA Project.

### **Project Implementation and Oversight**

- Monitor progress toward targets, identify implementation risks, and adjust project plans accordingly.

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<sup>1</sup> If appropriate, In some cases, there may not be a project, but instead, only a specific consultancy services assignment.

- Provide administrative and managerial advisory support to resolve operational challenges affecting project delivery.
- Ensure timely development and review of annual work plans, budgets, and procurement schedules.

#### **Monitoring, Evaluation, and Reporting**

- Oversee the design and use of monitoring and evaluation tools to track project performance.
- Review and ensure the quality of status reports, progress reports (Quarterly and Annual), and ad hoc submissions to AfDB and WATAF.
- Coordinate communication and dissemination of knowledge products and evidence-based learnings.
- Ensure timely and comprehensive submission of PSC and Project Technical Committee meeting minutes to stakeholders.

#### **Stakeholder and Partnership Management**

- Build and maintain effective working relationships with beneficiary member states, bank, regional institutions, vendors and implementation partners.
- Facilitate collaboration among WATAF and other institutional stakeholders to achieve shared project goals.

#### **Financial, Procurement, and Compliance Management**

- Supervise finance and procurement functions within the Project implementation team to ensure compliance with the AfDB standards.
- Contribute to review procurement documents (ToRs, specifications, bidding documents) prior to submission for no-objection.
- Coordinate internal and external audits and ensure recommendations are acted upon promptly.
- Support procurement planning and ensure timely delivery of goods, services, and consultancy outputs.

3. The contract shall be for a period of twelve (12) months, renewable based on performance and project requirements.

The ECOWAS in collaboration with the West African Tax Administration Forum (WATAF) now invites eligible candidates to indicate their interest in providing these services. Interested candidates must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). The candidates are to meet the criteria set out below:

#### **Qualifications:**

- Must possess an advanced degree in Public Administration, Economics, Project Management, Development Studies, Law, Human Resource Management or a related field.

#### **Experience:**

- Must have a minimum of 10 years of experience managing donor-funded projects (preferably AfDB or other MDBs).
- Shall possess proven expertise in project management, coordination and reporting.
- Must have experience in public financial management, procurement, monitoring and evaluation, and stakeholder coordination.
- Shall demonstrate experience working with regional institutions or tax administration projects in West Africa.

#### **IT Skills:**

- Good computer skills, including proficiency in word processing, spreadsheets, presentation tools and project/collaboration platforms.

**Language:**

- Fluency in oral and written English is required.
- Knowledge of French or Portuguese would be an advantage

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "***Rules and Procedures for the use of Consultants***" [*insert the date of entry into force*], which is available on the Bank's website at <http://www.afdb.org>.

Interested Consultants may obtain more information by contacting the Procurement Division at the email below during working hours, i.e., **Monday to Friday, from 9:00 am to 5:00 pm (GMT +1)**.  
**Email:** [gdikko@ecowas.int](mailto:gdikko@ecowas.int), with copy to: [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int),

Expressions of interest must be submitted via online application with the subject "**Recruitment of Consulting Services for Project Coordinator – WATAF STACP-WA**" no later than **Friday March 20, 2026 by 11:59pm (GMT + 1)** to the following email addresses. E-mail: [info.stacp2025@gmail.com](mailto:info.stacp2025@gmail.com) with a copy to [gdikko@ecowas.int](mailto:gdikko@ecowas.int); [ikkamara@ecowas.int](mailto:ikkamara@ecowas.int)