

## TERMS OF REFERENCE (TOR) FOR THE SELECTION OF INDIVIDUAL CONSULTANT TO SERVE AS PROJECT COORDINATOR

<b>Title</b>	Project Coordinator
<b>Project</b>	Strengthening Tax Administration Capacity Project in West Africa (STACP WA)
<b>Reporting to</b>	Executive Secretary, WATAF and Task Manager, African Development Bank (AfDB)
<b>Manages</b>	PIU Team, Finance and Procurement Officers, Technical Specialists
<b>Duty Station</b>	WATAF Secretariat, Abuja, Nigeria
<b>Duration</b>	24 months, renewable based on satisfactory performance

### 1. BACKGROUND

The West African Tax Administration Forum (WATAF), in partnership with ECOWAS and supported by the African Development Bank (AfDB), is implementing the *Strengthening Tax Administration Capacity Project in West Africa (STACP-WA)* Project. The Project seeks to enhance fiscal institutional capacity and regional integration across West African states. In this context, WATAF is recruiting a Project Coordinator to oversee the implementation, coordination, and reporting of project activities in alignment with the Bank's operational procedures and project development objectives.

The STACP-WA aims to enhance 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.

### 2. OBJECTIVES OF THE ASSIGNMENT

The Project Coordinator will be responsible for the overall management, coordination, and implementation of the Project. This includes strategic oversight, stakeholder engagement, reporting, supervision of the PIU, and ensuring compliance with the Bank and partner, and direct on procedures on procurement, financial management, as well as monitoring and result tracking.

### **3. 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 PIU on programmatic decisions and implementation strategies affecting STACP-WA Project.

#### **Project Implementation and Technical Oversight**

- Monitor progress toward targets, identify implementation risks, and adjust project plans accordingly.
- Provide technical and 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 research activities and ensure dissemination of knowledge products and evidence-based learnings.
- Ensure timely and comprehensive submission of Project Steering Committee (PSC) meeting minutes to stakeholders.

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

- Build and maintain effective working relationships with member states, bank, regional institutions, and implementation partners.



- Facilitate collaboration among WATAF, ECOWAS, and other institutional stakeholders to achieve shared project goals.

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

- Supervise finance and procurement functions within the PIU to ensure compliance with the AfDB standards.
- 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.

## **4. DELIVERABLES**

- Approved Annual Work Plan and Budget.
- Quarterly and Annual Project Progress Reports.
- Audit reports and responses to audit recommendations.
- Updated M&E reports with analysis of outputs and outcomes.
- Documentation of lessons learned and best practices.
- Records of Steering Committee meetings and decisions.
- Procurement tracking and compliance reports.

## **5. QUALIFICATIONS AND EXPERIENCE**

- Advanced degree in Public Administration, Economics, Project Management, Development Studies, Law, Human Resource Management, or related field.
- Minimum of 10 years of experience managing donor-funded projects (preferably AfDB or other MDBs).
- Proven expertise in project management, coordination and reporting.
- Experience in public financial management, procurement, monitoring and evaluation, and stakeholder coordination.



- Excellent interpersonal and communication skills with fluency in English (French is an asset).
- Demonstrated experience working with regional institutions or tax administration projects in West Africa.
- Ability to travel widely for project site supervision.

## 6. REPORTING AND SUPERVISION

The Project Coordinator will report directly to the Executive Secretary of WATAF and work closely with the AfDB Task Manager. The Coordinator will oversee all activities of members of the Project Implementation Unit (PIU).