



AFRICAN DEVELOPMENT
BANK GROUP



July 5, 2019
PSA/LRA-001/FY19-20

REQUEST FOR EXPRESSIONS OF INTEREST PROVISION OF CONSULTING SERVICES

**NAME OF PROJECT: TECHNICAL ADVISORY ASSISTANCE AND CAPACITY
BUILDING SUPPORT TO THE LIBERIA REVENUE AUTHORITY**

Assignment Title: Consultancy for Strengthening of the Tourism Sector for Taxation

Financing Agreement reference: 5900155014902

Project ID No.: P-LR-100-009

Reference No. LRA/TMD/RSK-TSF/01/07/19

Issue Date: July 8, 2019

End Date: July 22, 2019

1. Background

The Government of Liberia through the Ministry of Finance and Development Planning received US\$ 214,000 for the Technical and Capacity Building Assistance Project funded by the African Development Bank. The objective of the project is to support the Liberia Revenue Authority and the Ministry of Information, Culture and Tourism to develop the legal and operational framework for the Tourism Sector; prepare a comprehensive report containing analysis of the various tax gaps. The project intends to apply part of the proceeds of the funding for eligible payment under the contract to a Firm to provide services for strengthening of the Tourism Sector for Taxation.

2. Job Summary/Description

The consulting services ("the Services") or objective of the assignment is to provide Technical and Advisory Services to the MICAT/LRA geared towards developing the requisite legal and operational framework for strengthening of the Tourism Sector for potential revenue generation. In furtherance of this objective, the assignment will; i) conduct an assessment of the current legal and administrative framework and proffer recommendations for expanding the tax base and ii) develop key policy and operational plans for strengthening the sector for taxation.

3. The Scope of the Services to be performed

The Consultant shall perform the following duties:

The Consultancy Firm/Individual shall perform the following duties:

- Assess the current legal, policy and administrative framework of the tourism sector and proffer recommendations for consideration by the MICAT and the DRM technical working group on tourism.
- Elaborate a policy framework inclusive of all legal base for strengthening the tourism sector for taxation.
- Elaborate a Tourism Master Plan, central to which are the legal infrastructure and institutional framework which ought to see the current tourism office upgraded to a Public-Private Tourism Bureau
- Develop a National Tourism Policy and Operational Plans as per the master plan
- Develop Public Private Partnership Engagement Framework for Tourism in Liberia
- Elaborate an Inter-Institutional Memorandum of Understanding between MICAT/Tourism Bureau and LRA for revenue collection. This should include a strategy for taxing the tourism sector.
- Elaborate framework for collecting Tourism statistics and baseline data for monitoring and evaluation purposes.

Minimum Qualification, Skills and Experience:

The shortlisting and eligibility criteria are:

The desired expertise required from the firm will include Specialists with background in Taxation, Economics and Public Policy, a specialist with an expertise in the Tourism Industry and a Legal consultant. The Specialists with the background in Taxation, Economics and Public Policy and the Tourism Specialist shall possess a minimum of Master's degree in the relevant subject area and at least 8 years of documented cross-country experiences performing similar assignments. The Legal Consultant shall have a minimum of first Degree and at least 6 years hands-on Legal experience.

Education:

- Master's Degree in Tourism, Public Policy, Economics, Taxation, MBA or related discipline. Bachelor Degree in Law or related discipline.

Experience

- More than eight (8) years of documented experience of working in related field of study in regions across the world;
- Knowledge and experience in various jurisdiction of Tourism
- Experience performing similar services requested;
- Knowledge of capacity development, tax administration, Policy Analysis, Tourism and Legal Frameworks;

- For foreign firms, partnership with a local firm is an added advantage
- Documented social skills and networking capabilities is an advantage;
- Experience in management and organizational development;
- Experience of working in fragile states and/or post-conflict countries.

Language:

- Excellent ability to communicate clearly in written and spoken English.

Duty Station:	Monrovia
Start Date:	TBA
End Date:	TBA
Duration of Assignment:	One Hundred and Eighty Days (180)

The Procurement Unit of the Liberia Revenue Authority now invites eligible firms to indicate interest in providing these services, by giving a detailed technical proposal, clearly demonstrating a thorough understanding of the ToR and including but not limited to, the description of the methodology; demonstrated previous experience in similar assignments and qualifications outlined in this ToR, samples of previous work done in relations to the Tourism Sector and the ToR, proposed timeframe detailing activities and a work plan; and a financial proposal with a detailed breakdown of costs (including all applicable taxes) quoted in United States dollars (USD).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy Framework for Bank Group Funded Operations"* October 2015, which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by email by 22th July, 2019 @ 1400 hours (GMT) and mention **"LRA/TMD/RSK-TSF/01/07/19: : Provision of Consultancy for Strengthening the Tourism Sector for Taxation"**.

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