

**Republic of Liberia**  
**MINISTRY OF FINANCE**  
**Economic Governance and Institutional Reform Project (EGIRP)**  
**Project ID: P 107248**

**Consulting services: Recruitment of National Counterpart Project Manager for**  
**Integrated Tax Administration System**  
**Request for Expressions of Interest**

1. This request for Expressions of Interest follows the General Procurement Notice Number 2455629 for this project that was published in the United Nations *Development Business* on April 11, 2008.

2. The Government of Liberia has applied for a grant from the International Development Association (IDA), and intends to apply part of the proceeds of this grant to payments for the services of a highly organized, energized and experienced professional, capable of operating effectively in a very demanding post-conflict environment, to serve as a **National Counterpart Project Manager for an Integrated Tax Administration System** for the tax administration reform and modernization at the Revenue Department of Ministry of Finance (MOF) under the Economic Governance and Institutional Reform Project (EGIRP).

3. The automation of tax administration will help enhance tax administration management, improve efficiency and effectiveness, minimize some type of tax related fraud and ultimately increase domestic revenue collection.

4. The functions of the ITAS Local Project Manager is to work in collaboration with the ITAS Project Manager in planning, executing and finalizing ITAS project according to strict deadlines and budgets. This will include acquiring resources and coordinating the efforts of team members and third party contractors or consultants in order to deliver the project according to plan. The Local Project Manager will also work with the ITAS Project Manager in defining ITAS project's objectives and help oversee quality control throughout the project life cycle.

More specifically, the work involves, inter alia, the following responsibilities:

- a) Assist in defining ITAS project scope, goals and deliverables that support the Internal Revenue goals in collaboration with management and stakeholders.
- b) Assist in developing full-scale project plans and associated communications documents for the Integrated Tax Administration System.
- c) Liaise with project stakeholders on an ongoing basis.
- d) Assist to direct and manage ITAS project development from beginning to end.
- e) Liaise with other relevant officers in the Revenue Department for the acquisition of tax related documents that will help in project implementation.
- f) Work in collaboration with ITAS project manager in determining and assessing the need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
- g) Assist in identifying and resolving issues and conflicts within the project team.
- h) Assist in planning, managing/tracking and scheduling project timelines, dependencies and resources needed, milestones and critical paths using appropriate tooling required for achieving project goals.
- i) Track project milestone, deliverables and collaborate to ensure achievement of project objectives.
- j) Assist in the development and preparation of progress reports, proposals, requirements documentation and presentations.
- k) Assist in the preparation of status reports from the project team, analyzing results, and troubleshoot problems areas.

- l) Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- m) Define project success criteria and disseminate them to involve ITAS project manager, Assistant Minister for Revenue, Commissioner for Internal Revenue and Deputy Minister for Revenue.
- n) To coach, mentor, motivate and supervise ITAS project team members and contractors, and influence them to take positive action and accountability for their assigned work.
- o) Help to build, develop, and grow any business relationships with taxpayer representatives during ITAS steering committee meetings.
- p) Must understand in the shortest possible time the Liberian tax codes and apply such knowledge towards the ITAS project.

5. The Government of Liberia, represented by the Ministry of Finance, now invites eligible individual consultants to indicate their interest in providing the required services as described above and to provide information indicating that they are qualified to perform the services, including CVs, description of similar assignments, experience in similar conditions, etc.)

6. The successful candidate should have the following qualifications and qualities: (i) Holder of a Master Degree in Business Administration, Project Management, Accounting or related area with a minimum of four years experience in Project Management. Certificate in Project Management will be an added advantage; (ii) Strong certificated knowledge and experience in project management system (software), technical competence and knowledge with MS Office 2007, and in presentation software MS Power Point and MS Project; (iii) Competent and proficient understanding of platform (tax and added advantage); (iv) Experience at working both independently and in a team-oriented, collaborative environment is essential; (v) Can conform to shifting priorities, demands and timelines through analytical and problem solving capabilities and (v) Must be able to learn, understand and apply new technologies.

It is expected that the assignment would commence by March 2010 for a duration of one and half (1.5) years.

7. A consultant will be selected for the position in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers*, (May 2004 revised October 2006). Interested individual consultants may obtain further information at the address below from Monday to Friday between 0830 hrs and 1630 hrs.

8. Expressions of Interest must be delivered to the address below by February **09, 2010** at 16H00 (local time). Only short listed candidates will be contacted.

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