



# **NATIONAL REVENUE AUTHORITY**

*(Head Office)*

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## **REQUEST FOR EXPRESSION OF INTEREST**

**(EOI)**

**Date: 5<sup>th</sup> March 2025**

### **PROVISION OF A COMPLETE PRE-TADAT ASSESSMENT FOR THE NATIONAL REVENUE AUTHORITY.**

**Procurement Number NRA/MOD/EOI/2025/047**

The **National Revenue Authority** has set aside funds for its operations for 2025. It is intended that part of the proceeds of the funds will be used to cover eligible payments for the **Provision of a Pre-Tax Administration Diagnostic Assessment (TADAT)** for the NRA and now invites sealed proposals from eligible individual consultants for the consultancy services to deliver a complete pre-TADAT Assessment with procurement reference number: NRA/MOD/EOI/2025/047

#### **SCOPE OF THE JOB**

NRA requires an individual consultant to provide services for the Provision of a Pre-Tax Administration Diagnostic Assessment. The services to be provided under the assignment include:

- i. The preparatory phase includes the review of relevant documentation provided by the NRA and developing an inception report outlining the methodology, work plan, timeline, and key deliverables for conducting the pre-TADAT assessment.
  - ii. Diagnostic Assessment of the nine TADAT Performance Outcome Areas.
  - iii. Design training modules tailored to senior management, NRA staff members, and other relevant stakeholders on understanding each Performance Outcome Area (POA) under the TADAT methodology.
  - iv. Prepare a draft report summarizing findings from each POA evaluation and highlighting critical gaps relative to TADAT standards.
  - v. Conduct knowledge-sharing sessions with relevant NRA staff on key aspects of TADAT methodology, findings from the pre-assessment process, and Training of NRA staff.
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## TECHNICAL CRITERIA

The interested individual consultant must be an IMF-certified TADAT Assessor.

The Interested Service Provider must have extensive experience in tax administration reform or public financial management advisory services.

The individual consultant must have proven expertise in conducting diagnostic assessments using frameworks such as TADAT or similar tools.

The interested individual consultant must have at least 5 years of local and/or international experience in Tax Administration Systems.

The interested service provider must have a strong understanding of international best practices in tax administration systems.

Interested consultants may obtain further information at **The Procurement Unit, 4<sup>th</sup> Floor, 54 Liverpool Street, Freetown**, from 9:00 a.m. to 5:00 p.m., Monday through Friday, inclusive, except on public holidays, throughout the advert period. Only shortlisted consultants will be contacted to submit detailed technical and financial proposals for further evaluation and final award of the contract.

Interested consultants can submit proposals to NRA. Sealed Proposals must be marked on the outer envelope “**Expression of Interest for the Provision of a complete Pre-TADAT Assessment for the National Revenue Authority.**”, delivered to the below office on or before 10.30 AM on **Tuesday, 2<sup>nd</sup> April 2025 at The Procurement Unit 4<sup>th</sup> Floor, 54 Liverpool Street, Freetown** and must be accompanied by the following documentation;

- A technical proposal detailing their approach/methodology;
- Individual Consultant’s CV(s) demonstrating relevant qualifications;
- Relevant Experience and Expertise: Alignment of the candidate’s qualifications and experience with the requirements of the assignment.
- References from similar assignments completed previously with contact information.



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- Evidence of a similar contract for at least 2 years.

