

REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTANT

DEVELOPMENT OF GENDER STRATEGY, COMMUNICATION AND CHANGE MANAGEMENT PROGRAMME

KINGDOM OF LESOTHO

LESOTHO TAX MODERNISATION PROJECT

Financing Agreement reference: 2100150038494

Sector: Tax Administration

Project ID No.: P-LS-KF0-003



The Government of the Kingdom of Lesotho has received financing from the African Development Bank towards implementation of the Lesotho Tax Modernisation Project and intends to apply part of the agreed amount for this grant to payments under the contract: An Individual Consultant for development and implementation of a gender strategy, change management and communication capacitation.

The Individual Consultant's services included under this project are as follows:

1. Develop gender mainstreaming strategy and implementation guidelines

- a. Carryout the situational analysis, concerning gender affairs, at the Lesotho Revenue Authority (LRA);
- b. Develop the gender mainstreaming strategy;
- c. Develop the strategy implementation guidelines;
- d. Carryout skills transfer to ensure successful transition and sustainable implementation of the strategy; and
- e. Capacitate the LRA team to better support the gender strategy.

2. Carryout Organisational Review:

- a. Develop a clear workforce transition plan;
- b. Provide resources to carry out the organisational review;
- c. Understand all the changes brought by Lesotho Tax Modernisation Project;
- d. Carryout analysis on how the change has affected the roles played by all LRA employees;
- e. Carryout job valuations;
- f. Advise on new units, sections or departments to be established/ merged;
- g. Implement the new structure needed to support the changes; and

3. Manage Change & Communication:

- a. Develop a clear communication and change management plan clearly showing channels, materials, messages, target groups and expected outcomes;
- b. Provide resource to implement communication and change management plan;
- c. Develop a clear training plan for all stakeholders including project team, users and Taxpayers;
- d. Develop and implement a training programme to capacitate the LRA management to lead, supervise and manage in an automated environment;
- e. Develop and implement a clear training programme for audit of specialized sectors (including mining and telecommunications);
- f. Plan for and carryout leadership alignment workshops throughout the LTMP duration;
- g. Set up a back office responsible for collection and analysis of VAT-related transactions; and
- h. Develop and implement the programme to capacitate the LRA Organisational Development Team and as a way of skills transfer.

The above services are to be provided to LRA from January 2019 to January 2021.

The Lesotho Revenue Authority now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information through the Curriculum Vitae indicating that they are qualified to perform the services.

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

Interested consultants may obtain further information at the address below during office hours 08:00 hours to 16:30 hours. Expressions of interest must be delivered to the address below by 08 June 2018 at 16:30 and mention An Individual Consultant for development and implementation of a gender strategy, change management and communication capacitation.

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