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CALL FOR EXPRESSIONS OF INTEREST: CONSULTANT FOR A PROJECT COORDINATOR

Topics	Definitions
Project Name:	West Africa Revenue Authority Capacity Building Project (STACP-WA)
Industry	Domestic Revenue Mobilization, Customs and Extractive Sector Governance
Executing Agency and Grant Recipient:	Forum of West African Tax Administrations (WATAF - FAFOA)
Beneficiary Countries	Burkina Faso, Gambia, Guinea, Guinea Bissau, Liberia, Sierra Leone
Project Instrument	ADF 16 – Pillar III Grant from the PSF
Project Identification Number	P-Z1-KF0-084
Funding Agreement Reference:	Grant No.: 5900155019565

The West African Tax Administrations Forum (WATAF) has received funding from the African Development Bank (AfDB) to cover the costs of the West Africa Tax Administration Capacity Building Project and intends to use part of the grant amount to make the payments under the contract for the recruitment of a **Project Coordinator**.

STACP-WA is a regional project aimed at strengthening tax governance in West Africa. In particular, it will improve the capacity of tax administrations to mobilize domestic tax revenues and customs, through coordinated interventions in six West African beneficiary countries: Burkina Faso, Gambia, Guinea, Guinea-Bissau, Liberia, and Sierra Leone. In order to ensure effective implementation, performance monitoring and impact evaluation, the project requires the services of a Project Coordinator. The duration of the project is four years, while the **Project Coordinator** will be recruited for a period of one year, renewable subject to satisfactory performance.

The services under this mission include:

1. Ensure the overall coordination and management of the STACP-WA, ensuring compliance with African Development Bank (AfDB) procedures and partner requirements, effective monitoring and reporting, as well as strong coordination with stakeholders.
2. The services to be provided by the Consultant ("the Services") will include, but are not limited to, the following duties and responsibilities:

Strategic coordination and oversight

- Serve as the main point of contact for AfDB supervisory missions carried out twice a year or as required.
- Coordinate the day-to-day activities of the project to ensure timely and quality execution of all components of the Project.
- Provide advice to the Project Steering Committee as well as the Technical Committee on programmatic decisions and implementation strategies affecting the STACP-WA project.

Project implementation and supervision

- Track progress against objectives, identify implementation risks, and adjust project plans accordingly.
- Provide administrative and management advisory support to resolve operational difficulties affecting the implementation of the project.
- Ensure the timely development and review of annual work plans, budgets and contracting schedules.

Monitoring, evaluation and reporting

- Oversee the design and use of monitoring and evaluation tools to assess project performance.
- Review and ensure the quality of the inception report, progress reports, progress reports (quarterly and annual) and ad hoc submissions to the AfDB and FAFOA.
- Coordinate the communication and dissemination of evidence-based knowledge products and lessons learned.
- Ensure timely and comprehensive submission of the minutes of the Project Steering Committee and Project Technical Committee meetings to stakeholders.

Stakeholder and partnership management

- Establish and maintain effective working relationships with beneficiary Member States, the Bank, regional institutions, suppliers and implementing partners.
- Facilitate collaboration between FAFOA and other institutional stakeholders in order to achieve the common objectives of the project.

Financial, Procurement and Compliance Management

- Oversee the finance and procurement functions within the project implementation team to ensure compliance with AfDB standards.
- Contribute to the review of procurement documents (Terms of Reference, Specifications, Tender Documents) prior to submission for no objection.
- Coordinate internal and external audits and ensure that recommendations are implemented in a timely manner.

- Support procurement planning and ensure the timely delivery of goods, services and consultant deliverables.
3. The contract will be concluded for a period of twelve (12) months, renewable depending on the performance and requirements of the project.

The Forum of West African Tax Administrations (FAFOA) in collaboration with its partners, invites eligible candidates to express their interest in the provision of these services. Interested candidates should provide information attesting to their qualifications (brochures, description of similar assignments, experience in similar contexts, availability of appropriate skills among staff, etc.). Applicants must meet the following criteria:

Qualifications:

- Graduate degree in public administration, economics, project management, development studies, law, human resource management, or a related field.

Experience:

- Have a minimum of 10 years of experience in managing projects financed by donors, preferably the AfDB or other Banks or Development Institutions.
- Proven expertise in project management, coordination and report writing.
- Experience in public financial management, procurement, monitoring and evaluation, and stakeholder coordination is required.
- Demonstrate experience working with regional institutions or tax administration projects in West Africa.

Computer skills:

- Good computer skills, including word processing, spreadsheets, presentation tools, and project management or collaboration platforms.

Language:

- Fluency in oral and written English is required.
- Knowledge of French or Portuguese would be an asset.

The eligibility criteria, shortlist and selection procedure will be in accordance with the "***African Development Bank Rules and Procedures for the Use of Consultants***" [2020 Edition], which are available on the Bank's website at <http://www.afdb.org>.

Interested consultants can obtain further information by contacting the Procurement Department at the email address below, **Monday to Friday, 9 a.m. to 5 p.m. (GMT +1). Email addresses:** admin@wataf-tax.org, with copies to gdikko@ecowas.int and ikkamara@ecowas.int.

Expressions of interest should be submitted via an online application with the subject line "**Consultant Recruitment for a Project Coordinator – WATAF STACP-WA**" no later than **friday, 20 March 2026 at 23:59 (GMT+1)**, to the following email addresses : info.stacp2026@wataf-tax.org with copy to admin@wataf-tax.org, gdikko@ecowas.int and ikkamara@ecowas.int.