CALL FOR EXPRESSIONS OF INTEREST: FOR THE RECRUITMENT OF A SPECIALIST IN PROJECT MONITORING AND EVALUATION

Topics		Definitions
Project Name:		Strengthening Tax Administration Capacity Project In West Africa (STACP-WA)
Industry		Domestic and Customs Revenue Mobilization 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 to cover the costs of the West Africa Tax Administration Capacity Building Project and intends to use part of the grant amount to make payments under the contract for the recruitment of a **Project Monitoring and Evaluation (M&E) Specialist.**

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 Monitoring and Evaluation (M&E) specialist. The duration of the project is four years, while that of the Monitoring and Evaluation Specialist will be for a period of one year, renewable subject to satisfactory results.

The scope of the assignment will include the provision of strategic leadership and technical support for the design, implementation and management of the project's monitoring and evaluation systems, tools and processes; the establishment of robust data collection, analysis and reporting mechanisms; developing and managing the M&E database and dashboard; conducting evaluations and supporting missions; capacity building of project staff and stakeholders on M&E systems; as well as the production of high-quality periodic monitoring and evaluation reports to inform decision-making and demonstrate the impact of the project.

1. The services to be provided by the Consultant ("the Services") will include, but are not limited to, the following duties and responsibilities:

- Support for the implementation of the project
- Participate in the planning and execution of project activities, including budgeting, planning, workshop delivery and day-to-day operations.
- Contribute to the development and revision of project action plans, ensuring that they are in line with allocated budgets and that resources are used efficiently.
- Provide strategic support to all project components to ensure results-based implementation.

- Monitoring, traceability and evaluation of the life cycle and implementation of the project.
- Develop and operationalize the project's M&E system in accordance with the procedures manual.
- Develop and implement the monitoring and evaluation plan and ensure that it takes into account relevant project indicators and results.
- Manage a centralized M&E database and ensure timely data entry from beneficiary institutions and project structures.
- Performance monitoring, data management, and data analytics.
- Ensure rigorous evaluation of project activities in all implementing structures and in all countries.
- Collect, analyze, and report on performance indicators, including identifying performance gaps and making recommendations for corrective actions.
- Conduct internal evaluations and support the organization of external evaluations and monitoring missions.
- Support the design, revision and implementation of tools and templates for data collection and reporting.
- Participate in stakeholder engagement and capacity building
- Support the Project Implementation Unit (PIU) in technical discussions with stakeholders on M&E-related issues, including indicators, systems, and reporting.
- Build the capacity of project staff and stakeholders through training and coaching on the monitoring and evaluation system, tools, and procedures.
- Promote ownership and understanding of the results framework among project partners and beneficiaries.
- Report writing and documentation, including the development of templates for project reports.
- Develop high-quality periodic monitoring and evaluation reports on the implementation, performance and impact of the project.
- Ensure systematic electronic and physical archiving of all monitoring and evaluation reports and documents related to the project.
- Analyze and compare the results obtained against the objectives set in order to evaluate the effectiveness and impact of the project.

2. The contract will be concluded for a period of twelve (12) months, renewable on the basis of the performance and requirements of the project.

The West African Tax Administrations Forum (WATAF) 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:

- Have a recognized university degree in project management, statistics, measurement and evaluation, development studies, economics, public policy, management information systems or a related field.
- An advanced university degree in a relevant but specific field of project management or monitoring and evaluation will be an added advantage.

Experience:

- Have a minimum of three (3) to five (5) years of progressive experience in M&E, preferably in donor-funded projects or development projects. Experience working on AfDB-funded projects will be an asset.
- Proven experience in results-based management, impact analysis, data analysis, reporting and project evaluation.

- Demonstrate experience working with regional institutions or tax administration projects in West Africa.

Skills and abilities:

- Strong knowledge of M&E systems, tools and methodologies (qualitative and quantitative).
- Proven ability to analyze complex data and write comprehensive reports.
- Familiarity with contracting processes and project planning tools is an asset.
- Excellent interpersonal and communication skills, including experience coordinating multiple stakeholders.

Computer skills:

- Mastery of M&E and the Microsoft Office suite (Excel, Word, PowerPoint).

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 "**Recruitment of a Consultant as Project Monitoring and Evaluation (M&E) Specialist – WATAF STACP-WA**" no later than **Friday, 27 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.