

CALL FOR EXPRESSION OF INTEREST (EOI)

Technical Editor – Policy Briefs and Position Paper

1. Introduction

ActionAid Nigeria (AAN) is an affiliate of ActionAid International, a global alliance of organisations working towards achieving a world without poverty and injustice in which every person enjoys the right to a life with dignity. As a large and visible development organisation, ActionAid works in more than 40 countries in Africa, Asia, Europe and America. At AAN we work within poor and excluded communities to promote respect for the human rights of all. Our work extends beyond the people in these communities to relevant authorities with a view to empowering the people to take necessary action to end poverty. Since 1999, AAN has focused on social justice, gender equality and poverty eradication using the Human Rights Based Approach. AAN functions on the premise that protecting and fulfilling the human rights of people living in poverty will contribute to the eradication of poverty and injustice in Nigeria.

2. Background

ActionAid's Tax Power Campaigns commenced in Nigeria in 2013 preceded by a public presentation of studies into tax and development resourcing/alternate development strategies. Around this time, the Civil Society and Legislative Advocacy Centre (CISLAC – a national NGO) also launched its campaign on tax justice. Since then, the tax justice campaign has gained traction in Nigeria. Issues on tax incentives and fair taxes have been mainstreamed in national discourse. The conversation was raised to public debate engaging with the media, and media practitioners. By the end of 2018, the global campaign wound down.

Despite the accomplishments since 2013, more work needs to be done on taxation at the national level. The organisation has decided to put greater emphasis on progressive taxation. Therefore, the focus is now on developing tax systems that generate enough public revenue, distribute the contributions fairly and serve to bridge

economic and gender inequalities. On the premise that tax policies and systems are decided nationally, the strategy is to work on the progressivity of national tax systems. This takes into consideration the contribution of small farmers, slum-dwellers, women within the informal sector and other marginalised groups, to national tax revenues in comparison with the rich and powerful. To achieve social justice through tax justice for all, economic policies must be viewed from a political lens and as a central concern.

AAN seeks a consultant to develop a policy brief that carefully and precisely evaluate policy options to facilitate policy-making on tax treaties to which Nigeria is or becomes a party. The brief produced should contain evidence of how the provisions of tax treaties have impacted tax revenue collection in Nigeria. It should provide well-considered projections of the future of taxation in line with recent trends. In addition, the document should recommend ways on how to improve on current policies for progressivity. It must be convincing enough to move policy makers to adopt tax policies that support signing and ratification of treaties that inform fair taxation in Nigeria.

3. Consultancy Information

The broad objective of this assignment is to proofread and edit the three documents below for grammar, technical coherence and spell checks.

- I. Position paper – 15 pages**
- II. Policy brief on tax treaties – 8 pages**
- III. Policy brief on tax incentive – 8 pages**

Upon award, the draft documents will be available to the consultant.

Timeframe : March 1 – 8, 2019

4. Tasks

- a. Edit the draft policy briefs and position papers to detect and correct errors in spelling, punctuation, and syntax and generally improve readability.
- b. Review, organise, proofread, edit, and consolidate material for clarity, structure, grammar and internal consistency, both analytical and stylistic.
- c. The consultant shall meet with AAN Communication Coordinator upon the award of contract to have better grasp of expectation of AAN from the contract.

5. Methodology

Desktop editing of content already developed.

6. Duration of the contract and payment:

The consultant will be contracted for 6 working days from **March 1 - 8, 2019**. Consultant will be paid a daily rate for 6 days.

7. Consultant's Qualifications

The consultant shall have:

- A minimum of 8 years' experience working in the development sector with proven experience formulation of policies;
- Masters/PhD (Preferably not less than 8 years) in relevant field;
- Professional qualifications in relevant field;
- Extensive editing experience with local and international organisation of at least 5 years evidenced in previous work produced by the consultant;
- Excellent writing and presentation skills;
- Telephone and email access;
- Good computer skills

8. Work Arrangement

The consultant will work from his/her own location using his/her own resources. The total time required for the work involved is estimated to be **6 working days**.

9. Fees and Payment

Upon satisfactory submission of deliverables as indicated on the deliverables in section 3 above, the consultant will be paid the daily rate agreed upon for each day worked. Should the consultant fail to meet the standard of deliverables noted under paragraph 4 above, the consultant will be informed, and the consultancy may be terminated. The consultant will submit an invoice to the Manager, Social Mobilisation requesting payment upon completion of task.

ActionAid Nigeria will deduct and remit to the Federal Inland Revenue Service (FIRS) a 5% Withholding Tax from the total consultancy fees in accordance with the Nigerian Tax Laws. To this effect, the consultant will be required to provide a Tax Identification Number (TIN) along with his or her invoice requesting payment.

10. Submission of expression of interest

Interested consultants/organisation are invited to apply with detailed current CV/profile detailing competencies, daily rate, the plan of execution, and any other relevant information, demonstrating skill and experience in this area. This must be submitted electronically to: procurement.nigeria@actionaid.org by February 17,2019

Please note that only the successful applicant will be contacted.