



REQUEST FOR EXPRESSIONS OF INTEREST FOR THE DEVELOPMENT OF WEB-BASED DIGITAL PORTAL FOR REAL PROPERTY MAPPING AND REPORTING IN MARGIBI COUNTY

1. Background

The Liberia Revenue Authority has received funding from the Government of Liberia through the Ministry of Finance and Development Planning (MFDP) for the Expansion of Real Property Tax Administration in Margibi County. This funding is in support of implementing the Local Government Act of 2018 providing for the devolution of real property tax administration to local governments and enabling capacity building of local authorities to carry out said tasks. This maiden pilot intervention targets Margibi County and is expected to be rolled out in the remaining counties, gradually. The exercise shall culminate in a 50-50 revenue sharing partnership agreement between the Government of Liberia and the Margibi County local government. The initial intervention shall run for six months and is expected to continue with further training and mentoring interventions until the local government is fully drilled and capacitated to carry out the real property tax administration – collection and enforcement - tasks independently. It is toward this end that the Liberia Revenue Authority seeks the Technical Services of a firm or individual with the capacity to develop a scalable, user-friendly web-based digital portal for real property registration, mapping and reporting in Margibi County to enable the Liberia Revenue Authority to remotely monitor, supervise and report on progress achieved in the field while also providing real-time payments and compliance updates of real properties within the county.

2. Job Summary/Description

The assignment shall be executed in partnership with the Margibi local government providing locally-recruited tax agents to collect real property attribute and location as well as valuation data for all properties within Margibi County. This dataset shall form the bases for the development of the digital portal intended to provide and support the supervision, monitoring and reporting on the pilot project. The technical input and advise of the Consultant shall be highly anticipated in setting up the digital data collection platform using the open-source Kobo Collect. This aspect of the task shall be spearheaded by the LRA through the Real Estate Tax Division (RETD) in close

consultation with the Consultant in order to ensure a functional, relevant and responsive digital questionnaire as this will serve the source dataset for the development of the eventual web-based monitoring and supervision portal. The scalable web-based portal shall be inter-operable between the LRA's Standard Integrated Government Tax Administration System (SIGTAS) and the Kobo Collect platforms for efficacy and real-time registration and payments updates through the support and facilitation of the Management Information Systems Division of the LRA.

3. The Scope of the Services to be performed

The Consultancy for the *Development of Web-based Digital Portal for Real Property Mapping and Reporting in Margibi County* shall have the following responsibilities:

- Conduct Feasibility and Needs Assessment Studies.

The Consultant is to conduct a feasibility and needs assessment study in order to establish the gaps and determine an inception point. Interviews shall be arranged with major stakeholders – the LRA RETD and relevant administrators - and end users of the eventual web-based portal in order to define the clear needs and outputs. These shall aid the Consultant in defining the problem and also give direction to the required chronology of technical engagement.

- Conceptual and Logical Designs.

This scope shall include the conceptual framework of the product utilizing information gathered during the Feasibility and Needs Assessment phase. It shall also comprise of a clear listing of tools and technology required for developing the web-based mapping and reporting portal (the product) consistent with systems requirements and user needs.

- Physical Design and Testing

The Consultant shall be required to present a clear and concise work method statement explaining the chronology of activities leading to the development of the digital portal. A logical sequence of coding data models into understandable language or computer instructions must be outlined. The entire systems development life cycle including all relevant structures, keys and relationships, etc. must be defined.

There must be a clear explanation on how input data will be provided, handled and processed and outputs displayed. The Consultant will be required to make periodic presentations to the LRA Management on progress made along the way to ensure the product conforms to system specifications.

- **Deployment and User Training**

During systems development period, the digital portal will be hosted on the Consultant's personal server at **NO ADDITIONAL COST** to the LRA and subsequently deployed on LRA's cloud server. This requires the Consultant to work closely with LRA's MIS personnel in deploying the system to ensure proper operation and systems functionalities.

The Consultant shall be required to provide hands-on technical training and support consultations for the designated LRA RETD systems administrators from time to time for up to a working month after deployment of system.

Minimum Qualification, Skills and Experience:

The desired expertise required from the firm or consortium of Individuals will include Specialists with background in Economics, Business Administration, Investment, Tax Administration, Engineering, Architecture, Building Construction, Public Policy, International Relations, and others Social Sciences. The Specialists should possess a minimum of Master's degree in the relevant subject area and at least 10 years of documented experiences in their respective areas of expertise.

Education:

- A minimum of Bachelor's Degree in Software Engineering or Management Information Systems (MIS) with at least 5 years specialized experience in Coding and Application Development, Geomatics Engineering or Taxation with specialized experience in Real Property Tax Administration. Master's Degree with fewer years of experience in the thematic area may serve an advantage.

Experience

- A minimum of a Bachelor's degree in Management Information Systems, Software Engineering, Geomatics Engineering, Real Estate Tax Administration, and/or other graduate studies relevant to the assignment;
- Five years or more post degree professional experience and expertise in a strategic and technical role related and relevant to the assignment within a challenging environment.
- Experience with software application development and deployment;
- Excellent written and oral communication skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Must be innovative, a team player having demonstrated leadership ability; must also possess problem solving and good interpersonal skills.
- Proven ability to foster close cooperative relationships with cross-functional teams across LRA.
- Possess experience of working with people from diverse backgrounds.

- Ability to effectively prioritize and execute requirements in a high-pressure and constrained environment.

Language:

- Excellent ability to communicate clearly in written and spoken English.

Duty Station: Monrovia
Start Date: TBA
End Date: TBA
Duration of Assignment: Three (3) Months
Selection Method: Consultant Qualifications Selection (CQS)

The Procurement Unit of the Liberia Revenue Authority now invites eligible individual Consultant to indicate interest in providing these services, by providing an Expression of Interest clearly demonstrating a thorough understanding of the assignment.

Interested Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the services.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the Procurement Procedures through the Consultant Qualification Selection (CQS) procurement method.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1600 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail or email) by **6th of December 2021 @ 1600 hours (GMT)**.

Consultancy for Development of Web-based Digital Portal for Real Property Mapping and Reporting in Margibi County
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Signed:



Lovetta W.J. Williams
Procurement Manager

Approved:



Aaron E. Kollie
Deputy Commissioner General
Administrative Affairs