



Terms of Reference for a Short Term ITAS / ICT Expert

OBJECTIVES OF THE ASSIGNMENT

The Internal Revenue Commission (IRC) is in the process of transforming into a modern tax administration under the PNG Government's Medium Term Development Strategy (MTRS). As a component of the modernisation process, the IRC will embark on acquiring a new Commercial-off-the-Shelf (COTS) Integrated Tax Administration System (ITAS). The current Revenue Administration System although reliable, has become dated and is becoming unsupportable. It performs the essential core functions: registration, processing, payments/accounting and reporting but the current system doesn't provide the modern services like e-filing that are needed to streamline processes reduce compliance costs and minimise manual activities. IRC will be investing in a 'next generation' revenue administration system as a significant component of its administrative reform agenda. IRC is looking for specialist input to help define the new system's technical specification and to assist in the development of necessary procurement documentation.

The ICT Consultant will assist IRC in preparing procurement documents for the COTS system. In this context, the consultant will advise IRC on the design and specifications of the COTS system and help draft the procurement documentation and the expected implementation schedule for the system.

The duration of this assignment is expected to be two months.

SPECIFIC SCOPE OF THE ASSIGNMENT

Tasks of the assignment are in particular:

- a. Advise IRC on defining the precise requirements and scope of the Integrated IT system, based on the analysis of international modern practices, international experience with COTS system implementation, and the specific needs of IRC and in the PNG context.
- b. Review and validate the functional and technical requirements of the system to be incorporated into the COTS bidding documents (BDs).
- c. Assist IRC in preparing the full set of COTS BDs and ensure that the BDs are explicit, clear and accurate, complete, consistent and fully in line with PNG procurement rules and requirements.

- d. Assist IRC in preparing the procurement plan and procurement schedule as well as prepare and complete the individual steps of the procurement process.
- e. Assist in the preparation of an evaluation system and criteria for the selection of the successful bidder.
- f. Conduct market analysis and provide guidance and advice to IRC on the different COTS products available, their use in countries and lessons learned from the introduction of individual COTS systems in specific countries.
- g. Assist, if requested by IRC, in organizing system presentations by COTS providers and evaluating these presentations.
- h. Assist in the preparation of progress reports and answering IT system procurement related questions to the MTRS project team and IRC senior management.
- i. Assist in responding to questions from bidders and participate in meetings with bidders on the technical and functional requirements of the COTS solution.

DELIVERABLES

The consultant shall prepare the following documents and reports:

- a. A proposal for the technical and functional requirements of the COTS system to be procured;
- b. The full set of BDs for the integrated tax administration IT system;
- c. A procurement plan including a timeframe (targets) for the individual procurement steps as well as preparatory and implementation requirements to successfully and timely complete these steps;
- d. A report providing guidelines for the bid evaluation process including evaluation criteria and scoring.
- e. A draft of the bid evaluation report.
- f. COTS system discovery sessions with system providers (or integrators) and evaluation reports on such sessions as required;
- g. Progress reports to the MTRS PMO and IRC management;

The consultant will produce a status report on the submission of the deliverables listed above within 1 month of the commencement of the assignment. Otherwise, the COTS technical and function requirements (item 1 above) shall also be finalized latest within 1 months from the start of the assignment, and the full set of BDs for the procurement of the COTS system shall be finalized, in close co-ordination with World Bank and IMF nominated ICT Experts, not later than 6 weeks, from the beginning of the assignment.

LODGEMENT OF RESPONSES

Submissions must be made in writing in a sealed envelope addressed to the Commissioner of Tax and lodged in the Human Resources Branch on the 3rd floor of the Revenue Haus, Port Moresby Down town or mailed to:

Internal Revenue Commission
PO Box 777
PORT MORESBY, National Capital District

The sealed envelope to state 'ITAS / ICT Expert' must be received no later than **Friday 9th November 2018**.

Alternatively, responses can be emailed to the Assistant Commissioner Human Resources at: igarj@irc.gov.pg and copied to ilaupaw@irc.gov.pg . The contact officer in relation to these positions is Mr. Jack Igar on ph +675 6810.

Authorised by

Dr. Alois Daton
Acting Commission General