

**Request for
Expression of Interest
For
INDIVIDUAL CONSULTANTS**

Name of Project: *Accelerating Growth and Reforms Multi-Donor Trust Fund Grant for Strengthening Tax Systems and Building Tax Policy Analysis Capacity.*
Grant No: **TFOA4946**

The Government of Pakistan has received grant from World Bank towards the cost of the Project Strengthening Federal Board of Revenue's Capacity in Information Technology and Fiscal Research & Tax Policy Analysis.

The Federal Board of Revenue intends to hire consulting services of **Change Management Specialist**

For the following assignment and apply portion of the proceeds of this grant towards eligible payments under this contract.

| Position | Qualification | Experience |
|-------------------------------------|--|---|
| Change Management Specialist | <ul style="list-style-type: none">MA or MS Degree in Change management, Organizational Development, Organizational Behavior, or Industrial/Organizational Psychology | <ul style="list-style-type: none">5+ years of experience in organizational change management program design and implementation5+ years of experience in project management and resource management |

Federal Board of Revenue now invites eligible individual Consultants to indicate their interest in providing the said services. Interested Consultants must submit Expressions of Interest (EOIs) for the above assignments for the contract will be till the completion of the WB project. EOI must contain details of your professional work and all degrees/qualifications, along with references from previous employees if applicable. Any details of consultancy or services provided. Why are you eligible for the said job and how would you contribute during the contract period.

Consultants will be selected in accordance with the procedures set out in World Bank's World Bank Procurement Regulations for IPF Borrowers (Regulations) [August 2018].

Interested Consultants may obtain further information regarding Terms of Reference (TORs)/ Scope of assignment and detailed Job descriptions posted from FBR's Website at www.fbr.gov.pk/tenders or email at steptagr@fbr.gov.pk or visit the office of Chief-TAGR-Procurement, Room No 142, First Floor, FBR House, G-5, and Constitution Avenue, Islamabad between 0900 hours to 1600 hours on any working day. The Expression of Interest must be delivered to the address below not later than 1500 hrs on **28th March , 2019.**

**(Syeda Adeela Bokhari)
Chief (TAGR-Procurement)**

Trust Fund for Accelerating Growth and Reforms (TAGR)
Room No. 142, FBR House, G-5, Constitution Avenue, Islamabad
Tel: 051-9202999

Terms of References (TORs)

Change Management Specialist

Roles and Responsibilities of a Change Manager

- Develop short and long-term goals, KPIs, and objectives, and develop and execute against annual operational plan
- Create communication plan and ensure that it is followed
- Identify, analyses and prepare risk mitigation strategies, and identify and manage potential issues and bottlenecks.
- Engaging senior leaders and relevant associations.
- Ensure that staffs are informed of the processes, updates, decisions etc by ensuring adequate communication with all staff.
- Provide input, document requirements and support the design and delivery of training programs
- Create actionable deliverables for the five change management levels: communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan
- Evaluate and ensure user readiness and manage stakeholders.
- Define and measure success metrics and monitor change progress and preparation of forecasts, and evaluation of the actual impact of changes
- Creates consolidated change schedule and resolves any scheduling conflicts
- Identifies change requests that have not been acted upon in a timely manner and takes appropriate action
- Create and distribute Change Management reports

Skills

- Experience and knowledge of change management principles, methodologies and tools
- Excellent active listening skills and exceptional communication skills, both written and verbal
- Ability to clearly articulate messages to a variety of audiences
- Ability to establish and maintain strong relationships and able to work effectively at all levels in an organization
- Forward looking with a holistic approach
- Problem solving and root cause identification skills
- Flexible and adaptable; able to work in ambiguous situations
- Organized with a natural inclination for planning strategy and tactics

Qualifications & Experience

- MA or MS Degree in Change management, Organizational Development, Organizational Behavior, or Industrial/Organizational Psychology
- 5+ years of experience in organizational change management program design and implementation
- 5+ years of experience in project management and resource management