



Serving You - Serving the Nation
Re Sebeletsa Uena – Re Sebeletsa Sechaba

SPECIFIC CONTRACT

TERMS OF REFERENCE/SCOPE OF THE WORK

Title of Programme: Support to the Lesotho Revenue Authority (LRA), Information and Communication Technology (ICT) Board Committee;

Individual Assignment: Support to the LRA in relation to the provision of IT expert advice and guidance to the LRA ICT Board Committee on strategic ICT matters;

Proposed Dates: 03 June, 2019 to 02 June, 2020
And/or such time that the tenure of the Board or this contract may terminate, whichever comes first.

1. Background

The Lesotho Revenue Authority (LRA), which was established by Act of Parliament in 2001 and became operational in 2003, is principally responsible for the assessment, collection and remittance to the Government of public revenues in Lesotho.

The LRA is charged with administering the Tax Laws in an impartial and evenhanded manner, so as to prevent tax fraud and fiscal evasion, and in so doing create a revenue environment that supports fair competition between businesses, and treats all individuals as equals.

In order to pursue these responsibilities efficiently and effectively, the LRA seeks to develop and implement modern systems, procedures, technology and also capacitate its Staff.

Through investing in systems, technology and people, the LRA aims to simplify the process of meeting statutory revenue obligations, and reduce the burden of compliance on all taxpayers.

The backbone of the modernisation agenda of the LRA is the innovative use of Information Technology to solve complex problems and allow the LRA to take advantage of opportunities that arise in its environment. The LRA Board, being the ultimate decision-making body on all significant ICT investments, requires appropriate knowledge and experience in order to be more effective in making these decisions. The Board makes such decisions based on the advice of a subcommittee of the Board responsible for steering the LRA's strategic ICT initiatives and recommending investments to the Board for approval. The knowledge and expertise that the LRA Board and its ICT Committee have on ICT matters requires to be augmented by an external IT expert assistance in order to carry out this mandate effectively.

2. Purpose

The purpose of this engagement is the provision of advice and guidance on strategic ICT matters to the LRA ICT Board Committee and to assist in the evaluation of ICT proposals brought to the attention of the Committee.

3. Conduct of the Work

The Advisor will be answerable to the Chairperson of the ICT Committee.

4. Scope of the Work

The Advisor will provide expert ICT advice to the ICT Board Committee as well as assist in the evaluation of all proposals brought to the attention of the Subcommittee.

The Advisor will be required to assist the ICT Board Committee in executing its mandate through:

- Assisting the Committee to make decisions on the following, for recommendation to the LRA Board:
 - ICT strategy
 - ICT investments
 - ICT policies and structures
 - IT risk register
 - IT Audit report

▪ Assisting the Committee in monitoring, reviewing and reporting to the LRA Board on:

- Implementation of the approved LRA's ICT strategy
 - Compliance to approved IT policies
 - ICT investments as per the finance policy
 - Implementation of the IT risk mitigations
 - Implementation of the IT audit mitigations to the findings
- Advising the Committee on industry best practice, trends, and technologies relevant to the LRA
- Mentoring and Coaching Committee Members on strategic ICT matters with the aim to augment their ICT knowledge

5. Outputs

The Advisor is expected to produce:

1. Documented ICT expert advice on all agenda items at the Committee meetings to be circulated with the Meeting Pack;
2. Documented advice on industry best practice, trends, and technologies upon written request by the Committee;
3. Quarterly report on Mentoring and Coaching related activities performed in the development of the Committee Members ICT knowledge throughout the quarter;

6. Reporting Requirements

The Advisor will be required to provide a bi-annual report detailing how they have satisfied these Terms of Reference each year that they spend in the advisory role.

7. Response Requirements

The individual Advisor is required to provide the Curricula Vitae in the fulfilment of these Terms of Reference.

8. Competency and Expertise Requirements

- The Advisor providing advisory services must have at least fifteen (15) years' experience in the ICT industry, at least ten (10) of which must have been in an IT Management position.
- The Advisor must have experience in at least three (3) separate IT

functions/disciplines such information security, systems development, IT architecture, network design and security, IT management etc;

- The Advisor must be able to demonstrate appetite for research and access to relevant industry research;

9. Conflict of Interest

The Advisor may in no way provide alternative consultancy, implementation, or equipment provision services to the Lesotho Revenue Authority, or carry out any activities that may be perceived as a conflict of interest with respect to their position as ICT Subcommittee Advisor. The restraint shall apply personally to the Advisor and to any juristic persons in which the Advisor may have an interest in.

10. Duration of Appointment

The successful incumbent shall serve for a period equivalent to that of the Board to which he or she may be appointed, and/or such time that the tenure of this Board terminates, whichever comes first.

11. Scope of Work

The Advisor shall always be in attendance of the meetings of the ICTC as a nonvoting member. There are four (4) statutorily prescribed quarterly meetings and extraordinary meetings that are called as may be necessary for business purposes.

The Advisor shall receive, study and contribute to discussions in meetings and/or on other platforms where the Committee business may be conducted.

The Advisor shall from time to time be required to research, write and present papers to the Committee and/or the Board on his or her area of specialisation.

The Advisor shall be from time to time assigned to perform any other tasks in pursuit of the purpose for which he or she was appointed and consistent with these Terms of Reference.

12. Remuneration

The Advisor shall be remunerated by way of sitting allowance plus retainer fee that will be negotiated on the basis of qualifications, skills and experience.