



Terms of Reference (ToR) for the provision of Moderation Services for the NTA Tax Convention on 27th November 2025.

1. Background

The National Taxpayers Association (NTA) is an independent, non-partisan organisation focused on promoting good governance in Kenya through citizen empowerment, enhancing public service delivery and partnership building. Since 2006, NTA has implemented programs focused on building citizen demand and strengthening government service delivery performance to improve accountability through the monitoring of the quality of public services and the management of devolved funds. NTA envisions a taxpayer-responsive government delivering quality services to all. Its mission is to undertake taxpayer transforming research & capacity building through partnerships to influence government policy & strategy.

NTA, in partnership with **Oxfam in Kenya**, is currently implementing a project titled *“Strengthening Progressive Domestic Revenue Mobilisation (DRM) and Accountability Stakeholders to Improve the Social Contract in Africa”*. The objective of the project is to enhance progressive DRM by building the capacity of accountability stakeholders and fostering more transparent and inclusive fiscal systems. This will be made possible through enhanced space for accountability stakeholders to meaningfully engage in progressive taxation, revenue, public spending and accountability issues. In view of this, there is a need to strengthen and sustain collaboration between citizens and state actors by promoting effective citizen participation in holding public institutions accountable through strengthened citizens’ voice to push for transparency and accountability of domestic resource mobilisation and service delivery, hence establishing a stronger link between taxation and service delivery.

Under the **OXFAM DRM Project**, NTA conducted a taxpayer perception survey and developed a survey report, a taxpayers' charter and a taxpayers' monitoring framework.

2. Consultation Services

NTA is seeking the services of an Events Moderator during the launch of the three documents scheduled for the 27th of November 2025 at the MAA Hotel. The specific services include:

- i. To emcee during the 1-day conference.
- ii. Create a profile for the guests and speakers.
- iii. To conduct panel discussions.
- iv. Interaction with the attendees.
- v. To guide the conference program and to ensure strict adherence to time allocation, and
- vi. To support in general coordination of the conference.

3. Contract Period and Time Frame

The consultancy will be valid for 5 days.

4. Bid Requirements

Interested vendors should submit the following:

- Individual/Company Profile - A brief description of the bidding company/Individual, including its history/experience, core services, and experience in offering moderation services.
- Financial proposal – cost of offering the services; and
- References - Contacts of three organisations that have previously contracted the consultant for similar tasks.

5. Application Process

Submissions should be sent to jobs@nta.or.ke by 24th November 2025. Kindly state the subject as ‘Proposal for Moderation Services’ in the subject line.