



Terms of Reference

Designer for a Feminist Taxation Framework Guide

1. Background

The **Global Alliance for Tax Justice (GATJ)** is a Southern-led global coalition in the tax justice movement. We campaign for progressive and redistributive taxation systems nationally, and for a transparent, inclusive and representative global tax governance internationally, which ensures the right of developing countries to tax part of multinational corporations' global profits generated in their economies. Created in 2013, GATJ comprises five regional tax justice networks in Asia (Tax & Fiscal Justice Asia), Africa (Tax Justice Network Africa), Latin America (Red de Justicia Fiscal de América Latina y el Caribe), Europe (Tax Justice-Europe) and North America (Canadians for Tax Fairness & FACT Coalition), collectively representing hundreds of organisations.

GATJ established the **Tax and Gender Working Group** in 2016 to provide a space for our members to engage directly in our global campaign and policy work on tax and gender issues. The aim of this working group is to strengthen the global integration of tax justice and gender justice organisations. It is a powerful collective fostering collaboration across women's rights and tax justice movements to achieve social and economic change. Throughout the past four years, our Tax and Gender Working Group has grown and proven to be a key and vibrant platform through which representatives from over 40 countries share good practices, expertise, advocacy strategies and build each other's capacity. Its members advocate collaboratively for global and national reform of regressive tax and fiscal policies and decision-making processes and the recognition and redistribution of unpaid care work that is currently disproportionately shouldered by women.

The GATJ Tax and Gender Working Group and Akina Mama wa Afrika are developing a **Feminist Taxation Framework Guide** on 'what a gender-responsive taxation framework looks like – the case of Uganda'. Our goal is to create a material that will support tax justice and gender justice advocates when challenging the international financial institutions' role in shaping tax systems. It will demonstrate how to link a global advocacy issue to a national framework in a way that is useful for influencing both in country and international spaces that they already engage in like the Financing for Development Process, the OECD, etc.

2. Purpose of the Assignment

We are looking for a professional to design the guide, which has approximately 14,500 words. The content is currently being reviewed and should be finalised by the end of February. As the guide will be distributed in a digital format, the ideal candidate has experience in laying out digital materials. Experience in designing educational materials is also a bonus.

The guide has to be connected to the GATJ Tax and Gender Working Group's visual identity, so the designer will be able to use the visual elements we have developed so far but is also required to look for/create different images, drawings and elements to design the guide.

4. Required Qualification, Skills and Competencies

- Bachelor's Degree in Arts, Communications or any other related field
- At least 5 years of relevant experience in developing concepts, graphics and layouts for similar materials
- Fluency in English is required
- Good level in Spanish and French are desirable

- Excellent time management and organisational skills
- Accuracy and attention to detail
- Previous experience in women’s rights and economic justice, and good understanding of not-for-profit sector will be considered a plus
- A bonus would be experienced in laying out educational materials

Feminist candidates from the Global South are particularly encouraged to submit a proposal.

5. Selection of individual Consultant

A consultant will be selected in accordance with the selection of individual consultants’ procedures in GATJ Procurement Policy and procedures.

6. Duration of Assignment

The consultant can organise her/his own working hours, as long as the material is delivered within the agreed timeline (see below a first proposal), which will be confirmed throughout the selection process.

Dates	Action
23 Feb	Kick-off call between GATJ & consultant
1 - 7 Mar	Consultant to design the guide
8 - 9 Mar	GATJ to send feedback and inputs
10 - 11 Mar	Consultant to finalise the design
12 Mar	GATJ to approve the material

7. Application Process

Interested applicants should send their **CV, portfolio and motivation letter**, together with a **technical proposal**, suggesting a format for the guide; and a **financial proposal**, indicating the required number of hours to conclude the design of the Feminist Taxation Framework Guide and your fee in American dollars.

Besides the original version of the guide in English, in the future we intend to translate it into Spanish and French. Please include in your financial proposal a quotation for the design of these other two versions and eventually we can discuss a different timeline to create them.

Applications are by e-mails only, sent to: caroline@globaltaxjustice.org and lays@globaltaxjustice.org. Please indicate the reference on the subject line *Feminist Taxation Framework Guide - Designer*. The deadline for submission of applications is on **17 February 2021**.

Please note that only candidates who have been selected for an interview will be contacted.