

Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000



General information

a. Brief information on the project

The Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH is owned by the Federal Republic of Germany and works worldwide in the fields of international cooperation for sustainable development.

GIZ provides viable forwarded solutions for political, economic, ecological and social development in a globalized world. Our corporate objective is to improve people's lives on a sustainable basis.

The GIZ Office Beirut was established in 01.07.2007. The GIZ Office supports the GIZ projects and programmes in Lebanon acting in the field of Education Water and Civil Peace in all tasks exterior to the proper implementation of these projects/programmes. GIZ has currently around 90 employees registered at the Social security fund.

b. Context

GIZ Beirut Office is looking to work with a tax advisor for the year of 2021 that will be representing GIZ in the Lebanese National Social Security Fund and the Ministry of Finance and finalizing all the legal documents and payments. The tax advisor will execute all below tasks related to payroll, income tax and social security.

- c. GIZ shall hire the contractor for the anticipated contract term, from **January 2021** to **January 2022**
- d. The contractor shall provide the following work/service:

1. Tasks and Activities for payroll, social security and income tax

- Prepare and calculate GIZ salaries on a monthly basis, up to 90's national personnel.
- Prepare and calculate the monthly and yearly social security contributions payment of all GIZ employees including reviewing the benefits (subject and non-subject) to the NSSF according to their policies and procedures.
- Prepares the necessary forms/templates for registering and de-registering employees.
- Regularly informs GIZ about the new regulations and amendments/changes of NSSF laws and MOF laws instructions.
- Handles and follows up with NSSF on behalf of GIZ in relation to the maternity leaves, onboarding, off-boarding and medications of NPs.
- Prepare all the necessary forms/templates needed by NSSF and provide GIZ with the manual filing according to the local law needs.
- Follows up on any issues related to the calculation of settlements due.
- Upon employees request, collect letters/certificate from NSSF to provide them to NPs.
- Calculate and submit the payroll tax declaration (R10, R5, R6 and R7) on quarterly basis ensure submission before deadlines, complying the the NSSF laws and regulations.
- Prepare, calculate and follow up on the needed documentation for NP the final calculation of retirement and end of service indemnity contributions at the NSSF.

- Attend and represent on behalf of GIZ the NSSF and MOF inspections performed by the assessor, discussing and answering questions and queries raised by the assessor.
- Prepare the monthly and yearly calculation of income tax and its allocations on salaries, extra bonuses, monthly allocations, end of service, etc. (for all taxable and un-taxable).
- Continuously updating GIZ records at the MOF and inform/advise GIZ about its roles and tasks of all income tax matters on time.
- Prepare and follow up to receive the annual NSSF and Income Tax clearance form of GIZ from NSSF.
- Provides GIZ with advise on all NSSF and MOF related matters in General.

2. Medical service for employees

Main tasks are:

- Ensure collecting on a monthly basis GIZ NP medication and submit to NSSF, follow up with payment and ensure employees receive the payment without delay.
- Completing the applications regarding medical records and submitting the documentation to the NSSF
- Obtaining approvals from NSSF for operations or hospital entry when needed
- Assist employees in case of family members enrolment at NSSF and follow up on family allowance refined and forms

Assist employees in case of family members' enrolment at the NSSF

3. Qualifications

- The audit firm must be registered in Lebanese Association of Certified Public Accountants and
- At least 10 years of Previous experience with international organisations.
- Minimum 5 employees. Those employees should be associated with the bidder for a period not less than one year as on 01.01.2021
- Excellent communication skills in English and Arabic (Oral and Written)
- Flexibility

4. Documents to be submitted:

Technical Bid:

- Company profile and the Curriculum Vitae of each audit team member. CVs should highlight the education and experience
- Number of clients served in the last 3 years. Copies of 5 clients certificates

Financial Bid

5. Confidentiality

The advisor will be receiving confidential or internal information/data on/for GIZ. The advisor shall treat the information/data with utmost confidentiality. The utilization of the shared information/data

for or with other parties is not permitted. The advisor shall refrain from making any comments related to the information/data shared with him/her by GIZ.

6. Reporting, deliverables and conditions

- Monthly salary calculation lists and social security listing.
- Monthly official receipts of Income Tax and National Social Security Fund.
- Inform GIZ of all changes in Lebanese Law regarding NSSF and Income Tax issues (Lebanese and Non-Lebanese employees).
- Yearly tax & NSSF Clearance forms for GIZ and National personnel.
- Represent and acts on behalf of GIZ and Finance & Administration Manager to the NSSF and MOF.