

## **TERMS OF REFERENCE**

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(Humanity & Inclusion Lebanon mission)

*(Human resources Department)*

### **1. CONTEXT**

The human resources department in Lebanon needs to contract a firm (legal or Audit) to assure the services of social security and income taxes of the mission including all relations with the governmental authorities (Ministry of Finance and Social security fund)

### **2. DESCRIPTION OF THE EXPECTED SERVICE**

#### **Assistance for Social Security and Income Tax issues.**

With respect to the relation of the organization with the National Social Security Fund (NSSF), your assistance shall include the following:

- Calculation and payment of the monthly subscriptions as well as the yearly nominal sheet declaration.
- Settlement of the end-of-service indemnity (severance pay) procedures.

With respect to the relation of the organization with the Ministry of Finance - Department of Income Tax on Salaries (MoF), the assistance shall include:

- Calculation of the income tax due by employees on a quarterly basis;
- Processing the quarterly tax invoice;
- Reporting of the settlement of the quarterly taxes to the ministry of finance;
- Processing the yearly declaration sheet, as well as the yearly income statement of each employee to be presented to the ministry of finance.

### **3. CONSULTANT'S PROFILE**

- Registered Accountant or registered audit firm
- Having NGO and INGOs as client
- Working languages: Arabic and English

### **4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE**

- Start date : 01/07/2021
- End date:30/06/2022
- Monthly meeting with the country manager; Availability to answer emails and phone calls
- 2 visits per month to HI offices.

### **5. REPORT**

- Calculation tables, recommendation and reports should be provided in English

### **6. CONTACT PERSON**

- During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, and notably with Miss Rita HABIB - Human Resources Manager, who will be his/her contact person or any other person from the department during the absence of Miss HABIB.

**Administrative and technical annexes**

(List of items to be included in the file, e.g.: training plans, media of any kind (dvd, cdrom, etc.), breakdown of costs, methods, general purchasing agreements, etc.);

- I CV
- II Client Portfolio
- III Registration at the order of Accountant / Auditors
- IV Fiscal number and registration at the ministry of finance in Lebanon.