

Call for Proposal

Auditing & Tax firm Consultancy Salaries, NSSF, & Taxation

COUNTRY	LEBANON
PLACE	BEIRUT
STARTING DATE	1 June 2023
DURATION	1 year
RESPONSIBILITY	Mohammad Safadi – Finance Coordinator Farah Nasrallah – HR Coordinator

2 SOLIDARITES INTERNATIONAL PRESENTATION

GENERAL

For 40 years, the humanitarian aid organization Solidarités INTERNATIONAL has been committed to providing aid in the event of conflict and natural disasters. Our mission is to provide aid as quickly and as efficiently as possible to endangered populations by meeting their vital needs: drinking water, food, and shelter.

After an emergency, our humanitarian teams accompany the most vulnerable families and communities until they recover their livelihoods and self-sufficiency, to enable them to deal with the challenges of an uncertain future with dignity.

Solidarités INTERNATIONAL is particularly committed to fighting water-related diseases, the primary cause of death in the world today. Drawing on their expertise, our teams develop and carry out aid programs in the fields of water, sanitation, and hygiene, as well as in the essential domains of food security and reconstruction.

3 CONTEXT

Solidarites International - Lebanon mission, is a non-profit, independent, and non-political organization, whose mission is to provide humanitarian assistance to vulnerable populations.

The Organization is registered at the Ministry of Interior and Municipalities with a unique ID and wishes to obtain advisory and consulting services from the Consultant as its independent external consultant for business development and the Consultant agrees to assist the Non-Governmental Organization Solidarites International - Lebanon with such services as an independent external consultant related to NSSF and Taxation.

4 OBJECTIVES

Solidarites International – Lebanon, appoints the Consultant as an external consultant and the Consultant hereby agrees to provide independent advisory and taxation services to SI in the fields of National Social Security Funds services and Ministry of Finance – Payroll Tax services.

The tasks of the Consultant shall consist in and be carried on transactions and reports exclusively related to the period covered by this agreement:

1. Advising on tax implications:
 - Advising SI on tax laws and regulations in Lebanon and any tax implications related to its programs and projects.
 - Providing recommendations on tax structures to minimize tax liabilities while staying compliant with local regulations.
2. Preparing and submitting tax returns:
 - Preparing and submitting tax returns for SI, including annual income tax returns and any other tax returns that may be required.
 - Ensuring that all necessary tax documents and filings are completed accurately and on time.
3. Managing payroll taxes and social security contributions:

- Calculating and managing payroll taxes and social security contributions for both national and international staff monthly.
- Filing and submitting payroll tax and social security contribution payments to the relevant government agencies.
- 4. Applying for tax exemptions:
 - Assisting with obtaining tax exemptions for SI, such as exemptions from customs duties, VAT, and other taxes.
 - Ensuring that SI follows all requirements to maintain tax-exempt status.
- 5. Managing tax audits and disputes:
 - Representing SI in tax audits and disputes with tax authorities, such as in audits or appeals.
 - Negotiating with tax authorities to resolve disputes and reach settlements.
 - Providing support in the event of a tax investigation or litigation.
- 6. Providing training and education:
 - Providing training and education to staff and management on tax-related topics, such as compliance requirements and tax planning strategies.
 - Ensuring that staff and management are aware of any changes in tax laws and regulations that may impact SI.
- 7. Managing social security contributions:
 - Calculating and managing social security contributions for both national and international staff monthly.
 - Ensuring that SI is registered with the relevant social security funds in Lebanon.
 - Filing and submitting social security contributions to the relevant government agencies monthly.
 - Assisting with obtaining social security benefits for staff, if necessary.

5 EXPECTATIONS

In a more specific, but neither exclusive nor restrictive manner:

1. Advising on tax implications:
 - Reviewing SI 's programs and projects to assess the tax implications and ensure compliance with local tax laws.
 - Providing guidance on tax deductions, tax credits, and tax incentives available to SI.
 - Developing tax-efficient structures for SI 's operations in Lebanon.
2. Preparing and submitting tax returns & Ministry of interior process:
 - Gathering and analyzing financial data from SI 's accounting records to prepare tax returns.
 - Completing and filing tax returns on time and ensuring accuracy and compliance with tax laws and regulations.
 - Maintaining records of all tax returns filed and supporting documentation.
 - Preparing financial statements and reports for submission to the Ministry of Interior.
 - Providing guidance on the reporting requirements and deadlines set by the Ministry of Interior.

- Reviewing and verifying all necessary documentation and supporting materials before submission.
- Liaising with the Ministry of Interior on behalf of the NGO regarding any questions or clarifications related to the annual report.

3. Managing payroll taxes:

- Registering employees with tax authorities: The tax consultant will register SI's employees with the tax authorities by submitting necessary documents such as the employees' personal information, employment contracts, and other relevant documents.
- Calculating taxes: The tax consultant will calculate the monthly income tax due for each employee based on their salary and other factors. This may include calculating deductions for social security contributions and other applicable taxes.
- Preparing and submitting tax declarations: The tax consultant will prepare and submit quarterly and yearly tax declarations to the Lebanese tax authorities. These declarations will detail SI's income and expenses, as well as the income tax due for each employee.
- Paying taxes: The tax consultant will make quarterly income tax payments to the tax authorities on behalf of SI.
- Compliance: The tax consultant will ensure that SI is compliant with all tax laws and regulations in Lebanon, including staying up to date on any changes to tax laws or regulations that may affect SI's obligations.
- Supporting tax audits: In the event of a tax audit by the Lebanese tax authorities, the tax consultant will represent SI and provide support throughout the audit process. This may include preparing and submitting documents, responding to inquiries, and negotiating with the tax authorities on behalf of SI.

4. Applying for tax exemptions:

- Reviewing SI 's activities and programs to assess eligibility for tax exemptions.
- Assisting with obtaining tax exemptions, such as from customs duties, VAT, and other taxes.
- Ensuring compliance with all requirements to maintain tax-exempt status.

5. Managing tax audits and disputes:

- Representing SI in tax audits and disputes with tax authorities, such as in audits or appeals.
- Negotiating with tax authorities to resolve disputes and reach settlements.
- Providing support in the event of a tax investigation or litigation.

6. Providing training and education:

- Providing training and education to staff and management on tax-related topics, such as compliance requirements and tax planning strategies.
- Ensuring that staff and management are aware of any changes in tax laws and regulations that may impact SI.
- Answering staff questions regarding taxes and social security contributions.

7. Managing social security contributions:

- Ensuring that SI is registered with the relevant social security funds in Lebanon.

- Calculating social security contributions for both national and international staff monthly.
 - Filing and submitting social security contributions to the relevant government agencies monthly.
 - Assisting with obtaining social security benefits for staff, if necessary.
 - Registration: The tax consultant will register SI 's employees with the Lebanese social security system by submitting the necessary documents to the National Social Security Fund (NSSF). This may include the employees' personal information, employment contracts, and other relevant documents.
 - Contributions: The tax consultant will calculate the monthly social security contributions that SI is required to make on behalf of its employees, based on their salaries and other factors. The tax consultant will then make these contributions to the NSSF on behalf of SI.
 - Reporting: The tax consultant will prepare and submit monthly or quarterly social security reports to the NSSF, which detail SI 's social security contributions on behalf of its employees. These reports may include information on the number of employees, their salaries, and the contributions made.
 - Compliance: The tax consultant will ensure that SI is compliant with all social security laws and regulations in Lebanon, including staying up to date on any changes to social security laws or regulations that may affect SI 's obligations.
 - Audits: In the event of a social security audit by the Lebanese social security authorities, the tax consultant will represent SI and provide support throughout the audit process. This may include preparing and submitting documents, responding to inquiries, and negotiating with the social security authorities on behalf of SI.
8. Other Expectations:
- The tax consultant is expected to provide ongoing support to SI through phone calls and emails within 24 hours maximum. This support may include answering questions related to employee taxes, providing guidance on tax compliance, and addressing any tax-related issues that may arise.
 - If the tax consultant is unable to provide a complete answer within the 24-hour timeframe, they should promptly notify SI and provide an estimated timeline for addressing the issue. This will ensure that SI is kept informed and can make timely decisions regarding their tax obligations in Lebanon.
 - The tax consultant is expected to stay up to date with any changes or updates to tax laws and social security regulations in Lebanon. They should promptly notify the NGO of any new updates or changes within 24 hours from the date of issuance.

The average number of employees at the mission is around 100 employees, considering hiring and turn over.

6 DURATION

1 year, renewable.

7 Contact & Submission

Thank you for submitting your proposal before June 25,2023.

Proposal to be sent to: Farah Nasrallah – HR Coordinator SI Lebanon hr.coo@solidarites-liban.org

Ibrahim Bodon – Logistics Coordinator SI Lebanon log.coo@solidarites-liban.org

Mohammad Safadi – Finance Coordinator SI Lebanon fin.coo@solidarites-liban.org