

## Request for Quotations/Proposals

Subject: Audit and Accounting Services For Branch Office of MSF International in Lebanon (2023).

### Introduction:

In May of 2022 the decree for the creation of MSF-International branch office in Lebanon was published in the national gazette.

(مرسوم رقم 9133 – الترخيص بإنشاء فرع في لبنان لجمعية أجنبية بإسم “أطباء بلا حدود – أنترناشونال بتاريخ 19/5/2022)

For the 2023 exercise, MSF International Branch Office in Lebanon is looking for an experienced accounting and audit firm capable of providing a full set of service on accounting and auditing per local laws and international standards.

### Services needed:

The services required will need to cover the full range of accounting and audit needs of a nongovernmental organization operating in Lebanon with requirement to report internationally.

List of services needed **(This list is exhaustive to the extent of our ability; you are welcome to add services that you think should be included and are not showing here)**

#### I. On Accounting:

1. Registration of new employees, with NSSF and MoF and all other relevant authorities (R3, R4, R4-1...) and termination of outgoing employees.
2. Full NSSF service. In addition to payroll related operations and declarations and payments, follow up on all other operations, such as medical reimbursements to employees, EoS indemnities, coverage of family members...
3. Payroll – Full Service, including calculation of taxes and DASS (S2...), declaration and payment. The service provider should be capable of producing calculations and payslips in USD and LBP separately and simultaneously.
4. All declarations and/or payments to all relevant state entities, such as MoI for beginning of year budget and expenditure submissions.
5. Accounting on all transactions, invoices, bank, cash... That would allow the service provider to produce accurate reports and SoAs.
6. Provide close assistance in cases of audit by state entities such as NSSF

#### II. Auditing:

1. Preparation of financial statement per IRFS
2. Audit of all relevant financial statements and production of a management letter
3. Other relevant audit services in line with Branch Office operation.

#### III. Advisory Services:

1. The service provider should be able to give advisory opinion to MSF International branch office on all matters related to accounting and auditing as part of the overall service contract.
2. The service provider should proactively share any official circulars impacting accounting and financial operation with MSF International branch office and be willing and capable of discussing possible solutions and best practices.

Size of Branch Office of MSF International in Lebanon:

1. For 2023, we are expecting a total number of accounting operations of around 1000 invoice for the full year (Cash and bank included).
2. Total number of employees expected for 2023 is 28 employees.

How to apply:

Service providers are welcome to send their offers, including a detailed cost breakdown to the following email address:

[Michel.younes@msf.org](mailto:Michel.younes@msf.org); [tatiana.rizk@msf.org](mailto:tatiana.rizk@msf.org)

NB: Please mention two references at least and years of experience conducting similar work.

Deadline to submit offers is 28 December 2022 at 5 pm Beirut time.