1. Presentation of the Organization:

Médecins du Monde (MdM), a non-governmental organization, recognized as being of public interest by French Law (Law 1st July 1901), having its registered office at 84 avenue du Président Wilson - 93210 la Plaine Saint Denis, France.

For more than 30 years, Médecins du Monde, a campaigning medical organization committed to international solidarity, has been caring for the most vulnerable populations at home and abroad. MdM currently works in 38 countries across all continents where it focuses on 5 priority areas: emergency and crisis, sexual and reproductive health, harm reduction, migrants and displaced populations (health rights), health and environment.

MDM in Lebanon aims to support the development of community-based mental health and substance use system in line with the national mental health strategy and model of care, tackling gender barriers in service access and gender biases in service provision through offering quality and gender-sensitive services to women, men, boys, girls and non-gender conforming individuals living in Lebanon, particularly the most vulnerable groups and people at risk.

2. Service Scope

The service will be detailed as follows:

Period: From 01/01/2023 to 31/12/2023

Country: Lebanon

Services:

1 – National Social Security Forces (NSSF) requirements:

- Check, Reconcile and Advise on the Monthly NSSF sheets to be declared to the NSSF
- Check, Reconcile and Advise on the Yearly NSSF sheets to be declared to the NSSF

2 – Ministry of Finance (MOF) requirements:

2.1 – Value added tax (VAT)
- Take over the process of getting VAT exemption stamp for new projects
- Process and follow up the recovery of the VAT charged on MDM in case a stamp was not granted
- Check, Process and Submit the yearly VAT report to the MOF
- Check and Advise on the yearly VAT supporting documents to be sent to the MOF
- Process and follow up the retrieval of VAT as required by Law

2.2 – Payroll tax
- Check, Process and Submit the quarterly payroll tax report to the MOF (R10)
- Check, Process and Submit the yearly payroll tax report to the MOF (R5, R6, R7)

2.3 – Income tax
- Process and Submit the yearly income tax declaration to the MOF (including Non-Resident Tax)
- Process and Submit the yearly budget report to the MOI

3- Other services:

- Provide circular and decree updates regularly by email
- Advise on the implementation and implications of new circulars and decrees
- Advise on any matter related to NSSF, Payroll Tax and Income Tax

3. Presentation of the offer

The service will be performed by (i) an accounting firm, member of an international network, or (ii) an international audit firm, or (iii) a firm of international expertise, or (iv) a local firm experience in the field of Tax services, applying international auditing standards.

Required skills:

The audit firm is an independent, external audit firm and a member of a national organization of chartered accountants, which is itself a member of the International Federation of Accountants (IFAC).

Required documents:

- Company presentation and background
- Company Registration.
- Experiences of the audit firm (Experiences with NGO), the auditor responsible for the assignment (CV) and references of previous experiences.
- Financial offer detailing the fees for each of the services or a global package (NSSF, VAT, Payroll Tax and Income Tax), the payment method and terms
- Validity of the offer.

All above documents are **mandatory** in order to be considered for the assignment. Any other document, which might support the offer, is encouraged to be submitted as well.

Deadline to apply: 11/11/2022, 05:00 PM

Expected starting date: 01/01/2023 (duration: one year contract renewable for additional two years, depends on funds and performance efficiency).

The offer must be sent by email to: logsupplyoff.beirut.lebanon@medecinsdumonde.net, and mention in the subject of the email "MR 002 BEY LB 23 - Tax Service", before November 11th at 05:00 PM.