

Terms of Reference

Service Contract tax consultant firm for overall taxation process of NEI & SNSA for 1 year.

All interested candidates are expected to submit sealed bids for the following “Terms of Reference” (ToR). The Firms are expected to send their eligibility documents in a sealed envelope. Eligibility documents may include a company profile, previous experience in relation to the project, and letter of intent.

Background

Since 2003, Nutrition and Education International (NEI) has been developing a Soy Value Chain in Afghanistan to help eradicate protein malnutrition. NEI’s efforts encompass Soybean cultivation and production, processing, education, and market development. Based on the strong market demand for Soybeans, NEI recently introduced a line of packaged Soy Foods including Soybeans, Soy Flour, Roasted Soy Nuts, Soy Cookies, and Tofu. These products, sold under the Nutriana brand name, are distributed through institutional and retail channels in key regions of Afghanistan. NEI has run Nutriana advertising in both 2014 and 2015. NEI plans to run advertising campaign in 2016 and is seeking a media service provider to make the media buy.

Required Services

Tax Consultant Company is responsible for overall taxation process of NEI and SNSA according to ongoing tax law of Afghanistan and will be responsible for any legal changes in compliance of tax law accordingly.

1. Payment of withhold taxes of Kabul and field offices on rental, payroll, goods and services to Afghan Government.
2. Verifying the correctness of withholding tax calculation.
3. Filling Annual Tax declaration. And any kind of tax calculation needed and assignments regarding taxation come up during the contract period.
4. Annual Return Tax Form (ARTF) or Ezhar Nama filling out (clearance) is part of this contract on yearly bases.
5. Submit the withholding tax forms for payment purpose on time in order to not face any penalty. If any penalty appealed as a result of delay of submission from Tax Consultant Company or not paid yet by any reason belongs to tax consultant.
6. Fill out any tax forms appropriately related to Withholding salary, Rent, Contractor, income tax, BRT tax and other related taxes.
7. Tax Implication of amendment in income tax law.
8. The tax consultant will advise through letter and / or if required through consultation on the information/details required for preparation of the return of total income.
9. If the return of total income is processes for amendment, the tax consultant have to prepare reply to the notices issues by the tax authorities. The tax consultant have to also advise on assessment and appellate orders through separate letters.
10. Provide the updated tax manual to NEI finance department to follow up the withholding process according to the tax law of Afghanistan.

Terms of Agreement

This agreement will commence upon signature of this contract and will end on yearly basis.

Expiration of Agreement

This agreement will is for one year.