



## **Term of Reference:**

### **License closing process and Tax clearance from (1387-1392) of WfWI-Microfinance**

**Organization: Women for Women International – WfWI**

**Deadline for applications: 28<sup>th</sup> February 2019**

#### **Assignment Overview:**

Women for Women International is a non-profit and non-political organization with main office located in Washington DC, US and registered with Ministry of Economy & Ministry of Women Affairs of Afghanistan as an International NGO. In year **2007** equals to **02.07.1386** solar calendar year Women for Women International NGO established an organization “**Women for Women International- Afghanistan Microfinance**” holding 96% shares and registered with Afghanistan Investment Support Agency (AISA).

Recently we have contacted by Ministry of Finance/LTO department through formal letter uttering non-compliance of taxes and evaluation process from “**Women for Women International- Afghanistan Microfinance**”. Therefore, we are looking for legal/tax consultant who could provide us services to clear organization tax and close the company license from \*AISA “Registration Office” which are now working under Ministry of Commerce & Industry.

#### **Specific Tasks of the Assignment:**

- Closing the company license from Registration Office “**Ministry of Commerce & Industry**”.
- Review & providing advises over the legal documents been signed with (MISFA, Mutahid & other stakeholders) to determine the pending liabilities, if any.
- Assessment of annual return reports from year 1387 until 1392.
- Data arrangement from 1387 until 1392 (Hard/Soft Copy files), Documents are disbursed in store and should be arranged properly per the annual return report submitted to Ministry of Finance.
- Work jointly with Ministry of Finance/LTO department for conducting evaluation process (Barasi) of the annual return report.



Note: All consultants are required to assess the above scope of work through a discussion session with WfWI team in order to clear the different aspect of WfWI-Microfinance issue and upon request of consultant WfWI team should make arrangements for the discussion session. Please send us an email so we can set the meeting date & time!!

## **Submission Guideline:**

Please submit your proposal along with following require documents to (To: [ssafi@womenforwomen.org](mailto:ssafi@womenforwomen.org) & cc: [mshafiq@womenforwomen.org](mailto:mshafiq@womenforwomen.org) / [ngachoka@womenforwomen.org](mailto:ngachoka@womenforwomen.org)).

- Proposal – we are expecting the consultancy firms to provide us the proposed methodology, duration of assignment, fees & payment terms. WfWI preferred payment method will be based on output/deliverables.
- Company Profile
- Company updated license
- Past Experience

Please direct all your queries to ([ssafi@womenforwomen.org](mailto:ssafi@womenforwomen.org)) if anything is un-clear.