

TERMS OF REFERENCE FOR HIRING OF INDIVIDUAL CONSULTANT FOR TAX MATTERS

The Sindh Education Foundation (SEF) has been working since 1992 to empower disadvantaged communities of Sindh towards social change by creating and facilitating new approaches to learning and education. The Foundation works on a diverse portfolio of programs through promotion of Public, Private and Community Partnerships and seeks to address not only the goals of **Education For All** and quality education targets but also create greater ownership and sustainability of the educational interventions. These objectives are achieved through provision of employment, entrepreneurship and institutional development opportunities at the grassroots level. With financial support from the Department of Education and Literacy, Government of Sindh, the Foundation's portfolio is continuously expanding to reach out to over 500,000 beneficiaries through a network of more than 3,000 schools in underserved areas of Sindh.

The SEF intends to hire services of a Tax Consultant/ Advisor. The basic objective of this consultancy is to help SEF, compliance with the legal requirements/obligations and amicable settlements of all Tax matters/disputes.

KEY RESPONSIBILITIES:

1. Preparation of Salaries in accordance with the Income tax ordinance 2001
2. Assistance in charging Tax U/S 149 read with section 12, 13 of the Income Tax ordinance 2001.
3. Assistance in preparing of withholding tax statements
4. Filing of WHT statements through E-Portal on monthly, quarterly annually basis as required under the income tax ordinance 2001, from time to time.
5. Assistance in charging tax u/s 15 read with section 155 and filling of WHT in same manner through E- Portal.
6. Assistance in charging tax u/s 153 and filling of WHT in same manner through E- Portal.
7. Filing of WHT statement U/S 165 of the income tax ordinance 2001, as per rules as prescribed in the ordinance.
8. Assistance in giving tax credits U/S 61,62,63,64 of the Income tax ordinance 2001, wherever applicable.
9. Assistance in giving tax adjustments, wherever applicable.
10. Assistance in charging sales tax under sales tax Act.
11. Preparation of PSID for payment under the head of sales tax
12. Filing of sale tax WHT returns only on monthly basis through E-portal.
13. Preparation of PSID for payment under the head of sales tax on services under SRB 2011
14. Preparation and filing of withholding statements under the head of Sindh sale Tax on services under SRB 2011.

15. Providing legal advice on Tax related issues to the SEF on a regular basis, as and when required.
16. Help in interpreting Tax laws and policies if and when required.
17. Deal with relevant Tax Authorities if and when required.
18. Be willing to travel extensively for representation, if nature of the cases, so warrant.
19. Ensure his/her timely on call availability
20. To extend related help/expert services to SEF not specifically stated above.
21. Others issues as and when arises out.

SKILLS AND COMPETENCIES:

- a) Degree in Law from a recognized University.
- b) Registered with Income Tax Bar Association and Federal Board of Revenue as "I-E"
- c) 7-10 years of experience in practicing in Tax related matters.
- d) A prior experience of working with NGOs/INGOs in similar position and dealing with connected matters will be an asset.
- e) Fluent in English and Urdu language
- f) Able to handle with completed and complex Tax issues
- g) Strong interpersonal communication skills
- h) Adhere strong professionalism, discipline and confidence
- i) Ability to meet the tough deadlines
- j) Have basic knowledge of electronic communication

DURATION OF THE ASSIGNMENT:

The duration of this consultancy assignment shall be 18 months.

REPORTING REQUIREMENTS:

The Tax Advisor will report on quarterly basis, its activity will be included in the progress report and submitted for the approval of the MD SEF.

FEE:

SEF will pay the retention fee on quarterly basis for the tasks mentioned above. In case of representation of a case to a court of law, fee will be negotiated on case to case basis and reimbursements on the basis of actual expenses incurred.

If you meet the above criteria and consider yourself a potential candidate, please send your application along with detailed CV and copies of testimonials to the undersigned latest by 8th July, 2011.

Only short-listed candidates will be contacted.