



**Sindh Education Foundation**  
Government of Sindh

# Term of Reference (ToRs)

---

**FOR TAX CONSULTANT**

# Contents

OVERALL PURPOSE .....	3
SKILLS AND COMPETENCIES: .....	3
KEY RESPONSIBILITIES: .....	3
EXPECTED OUTPUT .....	4
METHODOLOGY: .....	4
REMUNERATION.....	4
DURATION OF THE ASSIGNMENT: .....	4
PROPOSALS .....	4

## **OVERALL PURPOSE**

The overall purpose of the Tax Consultant is to help in compliance of Sindh Education Foundation with the legal requirements/obligations and resolve the tax disputes/matters in sophisticated manner.

## **SKILLS AND COMPETENCIES:**

- i. Degree in Law from a recognized University or a member of a recognized body of professional accountants
- ii. Individual must have experience of at least 15-20 years in practicing in Tax related matters.
- iii. Registered with Income Tax Bar Association and Federal Board of Revenue as “I-E”
- iv. A prior experience of working with NGOs/INGOs in similar position and dealing with connected matters will be an asset.
- v. Fluent in English and Urdu language
- vi. Able to handle with completed and complex Tax issues
- vii. Strong interpersonal communication skills
- viii. Adhere strong professionalism & confidence
- ix. Ability to meet the tough deadlines
- x. Have basic knowledge of electronic communication

## **KEY RESPONSIBILITIES:**

1. Preparation of Salaries of employees of SEF 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. Preparation of withholding tax statements
4. Educate staff member of the Foundation in dealing all taxation matters and strengthen the procedures followed pertaining to taxation by the Foundation.
5. Filing of WHT statements through E-Portal on monthly, quarterly annually basis as required under the income tax ordinance 2001, from time to time.
6. Assistance in charging tax u/s 15 read with section 155 and filling of WHT in same manner through E- Portal.
7. Assistance in charging tax u/s 153 and filling of WHT in same manner through E- Portal.
8. Filing of WHT statement U/S 165 of the income tax ordinance 2001, as per rules as prescribed in the ordinance.
9. Assistance in giving tax credits U/S 61,62,63,64 of the Income tax ordinance 2001, wherever applicable.
10. Submission of annual returns
11. Assistance in giving tax adjustments, wherever applicable.
12. Assistance in charging sales tax under sales tax Act.
13. Preparation of PSID for payment under the head of sales tax
14. Filing of sale tax WHT statements on monthly basis through

- online portal of FBR.
15. Preparation of PSID for payment under the head of sales tax on services under SRB 2011
  16. Preparation and filing of withholding statements under the head of Sindh sale Tax on services under SRB 2011.
  17. Providing legal advice on Tax related issues to the SEF on a regular basis, as and when required.
  18. Educate and update the staff members about any changes occurred in tax laws and policies on timely basis.
  19. Deal with relevant Tax Authorities if required.
  20. Be willing to travel extensively for representation, if nature of the cases, so warrant.
  21. Ensure the presence when required.
  22. To extend related help/expert services to SEF not specifically stated above.
  23. Others issues as and when arises out pertaining to taxation.

### **EXPECTED OUTPUT**

The Tax Consultant will report on quarterly basis, its activity will be included in the progress report and submitted to Director Finance for verification & further for the approval of the Managing Director, SEF.

### **EXCHANGE OF INFORMATION:**

The consultant must intimate the representative of Foundation the information required at least fifteen days prior of the requirement. Consultant should take steps for the security of information exchanged by the Foundation.

### **REMUNERATION**

SEF will pay the remuneration 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.

### **DURATION OF THE ASSIGNMENT:**

The duration of this consultancy assignment shall be 18 months & shall be extendable to further 18 months subject to the approval of competent authorities, SEF.

### **PROPOSALS**

The proposals must include a description of the duties able to perform along with breakdown of the remuneration and charges.