



TERMS OF REFERENCE

TAX CONSULTING SERVICES

ASSIGNMENT SUMMARY

Title of assignment	Tax Consultancy for NABII Zambia
Location of assignment	Lusaka
Reports to	Chief Executive Officer
Anticipated start date	7 February, 2023

I. ABOUT NABII ZAMBIA

The National Advisory Board for Impact Investment (NABII) Zambia is a non-profit organization created to accelerate the growth and effectiveness of the impact investment ecosystem in Zambia. We provide an all-inclusive platform to facilitate the deployment of impact finance at a scale sufficient to make meaningful contribution to achieving the Sustainable Development Goals for Zambia focusing on coordination, facilitation, promoting and catalysing private sector contributions. Our mandate is to mobilize stakeholders and resources to support the creation of a private sector driven impact economy in Zambia.

Within the context of our vision and mission, we focus on the following activities organised into four workstreams namely:

- i. **Market development:** Our work on the Supply, Intermediary and Demand pillars, supported by our work on the Enabler pillar with priority initiatives for scaling Zambian impact market and activating private investors
- ii. **Communications development:** Our work on awareness raising among existing and potential ecosystem players – in Zambia and abroad supported by our work on creating a compelling impact narrative for ecosystem players
- iii. **Research and knowledge development:** Our work on gathering and analysing data and information to support our advocacy and outreach work
- iv. **Policy development:** Our work to understand the legislative, regulatory, and institutional environment and undertake effective advocacy to promote the development of the impact investment ecosystem

2. SCOPE OF WORK

The Consultant will provide tax advice on the various types of taxes applicable to NABII as of December 31, 2022'

- i. Advise on NABII's existing tax structure and contractual arrangements in relation to its position within the non-profit sector, and propose the most tax efficient /effective model. For example, advise, where appropriate, on the correct tax treatment of local and international consultants.
- ii. Preparation and filing of unfiled tax returns.
- iii. Preparation and filing of refund applications, wherever necessary
- iv. Review tax implications of different revenue sources
- v. Advise on measures to ensure NABII is tax compliant with current practices.
- vi. Advise NABII on the public benefit organisation status with Zambia Revenue Authority- ZRA

3. SERVICE DURATION

The services of Consultant are required for 14 days commencing from the date of coming into force of the agreement.

4. DELIVERABLES

- i. Determine NABII's Tax liability as of 31 December 2022
- ii. File NABII's unfiled tax returns
- iii. Prepare and present a summary report including advice on tax planning and compliance, and the public benefit organisation status with ZRA.

5. PROFILE OF THE SERVICE PROVIDER

- i. Proven expertise in conducting similar assignments
- ii. At least three (3) years of active presence or existence on the Zambian market.
- iii. The tax consultancy must be a legally registered entity in Zambia

6. DOCUMENTATION

The proposals should include

- i. Submission of an expression of interest
- ii. Organizational/company profile and CVs of key personnel with brief description of the organization and institutional capacity
- iii. Submission of a financial proposal
- iv. Minimum three (3) reference letters from recent clients for similar assignments
- v. Full daily rate inclusive of all overheads (indicating clearly whether the rate quoted includes necessary taxes – such as withholding, and value added)
- vi. Details of relevant previous experience.

7. Basis of Award:

ZANACO Business Center, 1st Floor, Cairo Road, Lusaka, E-mail: secretariat@nabii.org.zm; Website: nabii.org.zm

Essential requirements for Qualification of Bidders

- i. The name of bidder should be in Active Taxpayer
- ii. The bidder should have at least 3 years existence in provision of tax consultancy service.
- iii. Incorporation and/or existence should be proved from documentary evidence.
- iv. Membership of the professional Organisation

8. ASSESSMENT CRITERIA

Criteria	Weighing %
Relevant professional experience and qualifications of proposed team	20
Track record in relevant areas of expertise sought	20
Cost	50
Responses from referees	10
Total	100

9. APPLICATION GUIDELINES

Qualified and interested firms are hereby requested to apply by submitting their expressions of interest. They should include:

- i. Proposal documents. This should be as concise as possible and not exceed a total of 5 pages (excluding annexes). Proposals exceeding this limit may be disqualified.
- ii. Financial proposal (please include the expected payment terms)

The single stage proposal in a zipped folder should be sent by email to secretariat@nabii.org.zm by 17:00hrs, February 3, 2023, under a subject line reading **‘Invitation to provide Tax Consultancy Services.**

All proposals should be addressed to the client’s address below.

National Advisory Board for Impact Investment
1st Floor, Zanaco Business Center
Cairo Road,
Lusaka.