



Terms of Reference (ToR): Engagement of a Third-Party Tax Service Provider for Amani South Sudan.

1. Background

Amani South Sudan is a nationally registered non-profit humanitarian and development organization committed to delivering life-saving assistance and sustainable development across South Sudan. In line with its commitment to full regulatory compliance and financial transparency, Amani South Sudan seeks to engage a qualified third-party service provider to manage its tax-related obligations.

This includes overseeing tax computation, filing, remittance, clearance, and all required follow-up with relevant national and state-level tax authorities.

2. Objective

The objective of this engagement is to ensure that Amani South Sudan's tax obligations are fully and professionally managed in compliance with applicable laws and regulations, while maintaining timely and accurate records and minimizing risk to the organization.

3. Scope of Work

The third-party service provider will be responsible for the following tasks:

- Review and assess Amani South Sudan's tax obligations under South Sudanese law.
- Calculate, file, and remit all applicable taxes (e.g., Personal Income Tax (PIT), rent withholding tax, etc.).
- Liaise with the National Revenue Authority (NRA), the Ministry of Finance, and the State Coordination Offices on behalf of Amani South Sudan.
- Monitor all tax deadlines and ensure timely submissions and remittances.
- Provide tax clearance certificates for each applicable tax period.
- Respond to queries or audit requests from tax authorities.
- Submit monthly and quarterly tax compliance reports to Amani South Sudan's Finance Manager.
- Ensure strict confidentiality and secure handling of all financial and organizational information.

4. Duration and Timeline

The engagement will commence on **July 15, 2025**, and continue in alignment with Amani South Sudan's financial year or until otherwise terminated by either party with a minimum of 30 days' written notice.



5. Deliverables

- Monthly summary of all taxes filed and remitted
- Official tax receipts and clearance documentation
- Quarterly tax compliance report
- End-of-year tax compliance summary and recommendations

6. Payment Terms

- The service provider shall submit an invoice for the total cost of services rendered at the end of each payment cycle.
- Amani South Sudan will process payment within **15 working days** of receiving a valid invoice along with all necessary supporting documentation.
- The first billing cycle will begin on **July 15, 2025**.

7. Reporting and Coordination

The service provider will report directly to the **Finance Manager** of Amani South Sudan and coordinate with the organization's finance and administrative departments.

8. Confidentiality

All financial, administrative, and operational information shared with the service provider must be treated as strictly confidential and may not be disclosed to any third party without the prior written consent of Amani South Sudan.

9. Evaluation Criteria

Qualified service providers will be selected based on the following criteria:

- Proven track record in tax management and compliance in South Sudan
- Registration and licensing to operate as a tax consultant or financial firm
- Demonstrated local knowledge of South Sudan tax laws and NRA/state procedures
- Strong client references and a clear service delivery model
- Financial capacity to ensure timely tax payments on behalf of Amani South Sudan

10. Termination Clause

Either party may terminate this engagement with **30 days' written notice**, provided that all pending obligations, including payment for services rendered and delivery of outstanding reports, are fulfilled.

11. Eligibility and Invitation to Submit



Amani South Sudan

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Amani South Sudan invites **qualified vendors with sound financial standing and demonstrated experience in tax management** to submit proposals to undertake this engagement. The selected vendor must be capable of handling **timely Personal Income Tax (PIT) payments** on behalf of Amani and remitting them to the relevant authorities at the **National Revenue Authority (NRA)** and respective **State Coordination Offices in Juba**.

12. Amani South Sudan's Responsibilities

To enable the service provider to deliver the outlined tasks effectively, Amani South Sudan shall:

- Provide complete and up-to-date employee payroll information, including names, salaries, and allowances.
- Share all necessary registration documents, including the organization's TIN certificate, registration certificate, and any previous tax clearance letters.
- Ensure timely internal approvals and coordination for tax payment authorization.
- Designate focal persons in finance and HR departments to coordinate with the tax service provider and respond to data or documentation requests.
- Notify the service provider in advance of any new hires, salary changes, or structural changes that may affect tax obligations.
- Maintain open communication to clarify issues or provide support in cases of audit or queries from authorities.
- Processed payment on Amani's behalf in accordance with agreed billing cycles and provided timely feedback on submitted reports.

Interested vendors are requested to submit their proposal and company profile to:

Amani South Sudan Office:

Sherikat, Opposite Kush Bank, adjacent to Garang Akok Bridge, Juba, South Sudan

Email Submission:

- procurements@amani-ss.org
- CC: tmachar@amani-ss.org, and aabdallah@amani-ss.org

Deadline for submission: June 30, 2025

However, Amani South Sudan reserves the right to review applications on a rolling basis and may award the contract before the deadline.

For directions,

Please call the Amani office located near Kush Bank. **+211 (0) 918 555 566**