



REQUEST FOR PROPOSAL (RFP)

Legal services

CONTEXT

For more than 30 years, Médecins du Monde, a campaigning medical Organization committed to international solidarity, has been caring for the most vulnerable populations at home and abroad. It has continued to highlight obstacles that exist in accessing health care and has secured sustainable improvements in health-for-all policies. Those working for this independent Organization do not solely dispense care and treatment but condemn violations of human dignity and rights and fight to improve matters for populations living in precarious situations. MDM currently works in 44 countries across all continents where it focuses on 4 priority areas: caring for the health of migrants and displaced persons, promoting sexual and reproductive health, harm reduction associated with drug use, emergencies and crisis.

In Iraq, MDM is involved in emergency, post-emergency and development programs. The actual project of MDM is to support health care including sexual and reproductive health access in Dohuk, Ninewa and Kirkuk governorates, focusing on host communities, IDPs population and returnees. Psychosocial support activities have been introduced in all the projects.

OBJECTIVES OF THE LEGAL CONSULTANCY

The basic objective of this consultancy is to provide expert services to MDM based on legal Research in order to ensure the compliance with the legal obligations and amicable settlements of all income tax and financial matters at Baghdad level. The consultant will facilitate to MDM for its registration for income tax and submission of annual financial reports to DNGO according to prescribed law and procedures.

SCOPE OF SERVICES:

The Offeror shall be readily available to perform the following legal services, as requested by the MDM on or before 31st December 2019.

- Registration of MDM for income tax in Baghdad
- Process the payment of income tax from 2017 onward.
- To provide assistance in giving tax adjustments, wherever applicable;
- To providing legal advice on Tax related issues to the MDM during the assignment period;
- Help in interpreting Tax laws and policies during assignment period.
- Obtaining the Tax Exemption certificate for the organization if applicable.
- Obtain Tax Clearance Certificate for the years 2017 & 2018.
- To provide legal support and counsel on tax related matters like internal rules and deduction procedures.
- Audit of the financial statements for the year 2018
- Process the annual financial report with DNGO Baghdad.
- Liaise between DNGO & Directorate of Income Tax in Baghdad for the all the issues related to tax and Financial Report
- Submit follow-up and get confirmation letter from DNGO about the completion of the report correctly.

HOW TO APPLY

Interested entities should send an expression of interest together with:

1. Complete professional profile.
2. Legal status of the company- Registration certificate.



3. Client's reference which may be verified by MDM.

The expression should reach no later than 22nd of January 2020 on the following email address: finco.iraq@medecinsdumonde.net. And logoff.erbil.iraq@medecinsdumonde.net

Or

Courier to the documents on below mentioned address in sealed envelope between 8:00am till 5:00pm from Sunday till Thursday.

Park View, Building B3, Floor 18, Flat 65, Erbil

Please Note: MDM reserves the rights to reject any bid without assigning any reason.