

## **GENERAL INFORMATION**

**Title of Consultancy:** Tax Advisory.  
**Application Closing Date:** 27 April 2021.  
**Consultancy Start and End Date:** framework contract with duration of two years.  
**Location of Consultancy:** Berlin, Germany

## **BACKGROUND**

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business, and civil society to develop and implement effective measures to tackle it.

The Transparency International Secretariat (TI-S) in Berlin is seeking a tax advisor to support the organization in their ongoing tax matters, including representation with German Financial Authorities and advice on the tax implications of projects and activities undertaken by the organization, in Germany and internationally.

## **OBJECTIVES**

The consultant will be provided with the power to represent TI-S in tax matters (excluding wage tax) within the Federal Republic of Germany and will be engaged based on need on tasks including:

- Review and filing of tax declaration (VAT, Corporation tax)
- Communication with tax authorities
- Advice and update on the tax implications of specific operations or transactions
- Representation before responsible authorities and courts
- Filing and withdrawing of appeals and other legally binding declarations with tax authorities

Specific terms of the engagement will be agreed in writing on a case-by-case basis.

## **EXPECTED DELIVERABLES AND TIMELINE**

Deliverables vary based on the type of engagement. It is expected that any deliverables to be filed with German authorities comply in format and timeline with local regulations. Formal reports must be accompanied by an explanatory note in English, which will be kept as part of organizational reports. Consultancy reports are to be delivered in English within the timeline agreed on the specific engagement. The Consultant is responsible for editing and quality control of language. The TI Secretariat retains the sole rights with respect to all distribution, dissemination, and publication of the deliverables.

## **SELECTION CRITERIA**

The Consultant should have the following qualifications:

- Chartered tax consultant in Germany (Steuerberater) or a registered tax consulting company (Steuerberatungsgesellschaft)
- Over ten years of relevant experience
- Proven track record of work with non-profits in Germany
- Fluent oral and written English communication skills.

## **REMUNERATION AND COSTS**

The Consultants should provide the estimated hourly fee inclusive of VAT for every staff who may be involved in the consultancy, by level of seniority.

In case some services are offered as standard package (e.g. review of yearly VAT declaration) the consultants should provide fixed prices per package.

## **CONTACT INFORMATION**

The application should include the following documents in English:

- Business proposal with quotes
- Curriculum Vitae of the engagement team (at a minimum: partner and manager/senior manager)

Please indicate "Tax advisory" in the subject line of your email application. Applications should be sent in English by email to Alessandro Giancesini, Head of Finance, at [taxadvisory@transparency.org](mailto:taxadvisory@transparency.org) by close of business of 27/04/2021.

Please note that only shortlisted applicants will be contacted.

### **Data protection**

*When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions, please reach out to [dataprotection@transparency.org](mailto:dataprotection@transparency.org)*