

Request for Proposal: Payroll and Tax Advisory Services in Morocco

InfraCo Africa Ltd. is establishing a subsidiary – IAWA – in Morocco and seeking a payroll and tax services provider. Interested parties should submit a proposal outlining: experience, payroll and tax services to be provided, costs and monthly processing timelines and requirements. A draft contract setting out the terms and conditions of such service provision should also be provided.

All such proposals and contracts should be submitted to Scascarini@infracoafrica.com by March 18th.

InfraCo Africa

InfraCo Africa seeks to improve economic and social conditions by mobilising private sector expertise and finance to develop high quality infrastructure projects in sub-Saharan Africa. It does this by providing funding and expertise to projects at their earliest stage, enabling them to grow from an initial concept to a bankable investment opportunity.

InfraCo Africa is part of the Private Infrastructure Development Group (PIDG) and is managed as a private company although funded by governments in the UK (DFID), the Netherlands (DGIS) and Switzerland (SECO). As a private but publicly funded company, InfraCo Africa endeavours to recover its costs and recycle its funding between infrastructure projects whilst also managing its operations cost-effectively.

To find out more please visit: www.infracoafrica.com

IAWA

InfraCo Africa is establishing a wholly owned subsidiary – IAWA – in Morocco to support the origination and development of its projects in West sub-Saharan Africa. This subsidiary will be responsible for:

- Establishing InfraCo Africa's presence in local markets and building a network of contacts and key stakeholders;
- Originating new infrastructure projects within west sub-Saharan markets on behalf of InfraCo Africa;
- Developing infrastructure projects through from an initial concept to financial close;
- Overseeing the construction and management of infrastructure project companies or businesses on behalf of InfraCo Africa;
- Managing InfraCo Africa's exit from its projects and assets in west sub-Saharan Africa; and
- Supporting the delivery of corporate professional services to InfraCo Africa's staff and projects in west Sub-Saharan Africa.

It is intended that IAWA will have 8 employees by the end of 2020 and grow to 12-15 staff by the end of 2024. Employees will likely be a mix of Moroccan and foreign nationals.

It is intended that IAWA will be based within the Casablanca Finance City (CFC).

Payroll and Tax Advisory services

InfraCo Africa is looking for a payroll and tax advisory services provider which has a track record of supporting international businesses in Morocco with a diverse staff profile and CFC membership. The successful provider will be asked to comply with PIDG's Operating Policies and Procedures in respect

to Anti-Bribery and Corruption ('ABC') and so will need to have adopted robust governance and ABC standards, and have effective management systems in place.

Payroll and tax advisory services should include:

- Ad hoc advice on local tax requirements in respect to both corporate activities and individual employees;
- Company and employee registration with tax and statutory authorities;
- Initial payroll set-up and enrolment of new employees on an ad hoc basis;
- Ad hoc adjustments to pay and other payments as required each month;
- Pay calculations (including basic salary, tax, deductions and other ad hoc or standing remittances);
- Processing and distribution of pay;
- Processing of statutory deductions, payments and filings;
- Generation and distribution of payslips (soft copy);
- Filing of quarterly and annual tax returns as required; and
- Processing, distribution and filing of annual employee and statutory tax returns.

Submission

Interested parties should submit a proposal outlining: experience, payroll services to be provided, costs and monthly processing timelines and requirements. A draft contract setting out the terms and conditions of such service provision should also be provided.

All such proposals and contracts should be submitted to Sofia at Scascarini@infracoafrica.com by March 18th.