

SEforALL Terms of reference

Steuerberater (tax advisory) Services

18 | 01 | 2023

Background

Sustainable Energy for All (SEforALL) is an international organization working with leaders in government, the private sector and civil society to drive further, faster action toward achievement of Sustainable Development Goal 7 (SDG7), which calls for universal access to sustainable energy by 2030, and the Paris Agreement, which calls for reducing greenhouse gas emissions to limit climate warming to below 1.5° Celsius.

Achieving these goals will require a radical rethink of the way we produce, distribute, and consume energy. SEforALL is at the heart of this foundational shift to ensure no one is left behind. Drawing on data and evidence, we identify a critical path to success in achieving SDG7.

Former UN Secretary-General Ban Ki-moon launched Sustainable Energy for All as a UN initiative in 2011. The initiative was instrumental in ensuring energy was at the heart of the 17 Sustainable Development Goals (SDGs) that were adopted by UN members in 2015.

The ambitions of SDG7 are extraordinary. Aiming to achieve them in the context of the Paris Agreement on climate change involves transformation at a scale never undertaken before. Swift action must be taken by leaders in governments, private sector companies, institutions, financiers, development banks, unions, communities, entrepreneurs, and civil society. As we enter the final decade to achieve SDG7, SEforALL has strategically chosen to strengthen global agenda-setting while expanding its activities to an engagement model that prioritizes data-driven decision-making, partnerships with high-impact countries and implementation on the ground. The current SEforALL three-year business plan (2021-2023) outlines “Results Offers” that scope out our planned interventions and demonstrate to our funding partners the impact of their support.

<http://www.seforall.org>

Current governance

In 2016, SEforALL was established as a Quasi-International Organization (QIO) under Austrian law and headquartered in Vienna with a satellite office in Washington, DC, United States. It works closely with the United Nations Office of Project Services (UNOPS) on management of some funding and contracting, and with the United Nations Foundation as a ‘fiscal sponsor’ in the United States and provider of office space in Washington DC.

SEforALL currently employs approximately 80+ full-time professionals and now operates out of its headquarters in Vienna and satellite offices in New York City and Washington DC USA; it also has country offices in Abuja, Nigeria and Jakarta, Indonesia. Additional team members are based in Freetown, Sierra Leone and Nairobi, Kenya with an expectation of more country-based assignments to occur in the future.

SEforALL's governance structure consists of an Administrative Board and a Funders' Council, and is defined by its statutes and bylaws:

- The Administrative Board is the principal governing body. Its Chair and members provide guidance on strategic direction and handle all policymaking decisions, including appointing the CEO and approving the annual work plan.
- SEforALL relies on donor contributions to fund its operations. SEforALL's Funders' Council is a consultative group that comprises representatives from selected major donors, and that provides advice and recommendations to the CEO and the Administrative Board. The Chair of the Council holds an *ex officio* Administrative Board position.

Further, SEforALL has a Leadership Council composed of distinguished global leaders with a shared mission to accelerate action on Sustainable Development Goal 7 (SDG7) and the Paris Agreement. Members of the Leadership Council act in an honorary capacity and do not presently assume governance responsibilities.

Relationship with the United Nations

As an independent organization, SEforALL maintains close links with the UN, including through a ten-year relationship agreement with the Executive Office of the Secretary-General, partnerships with several UN agencies and through its CEO's appointment as the UN Secretary-General's Special Representative (SRSG) for Sustainable Energy for All and as Co-Chair of UN-Energy. The SRSG role includes advising the UN Secretary-General and his staff on issues relating to sustainable energy and the implementation of SDG7 and supporting the coordination of sustainable energy issues in the United Nations system.

Scope of work

Sustainable Energy for All (SEforALL) requires a Steuerberater (tax advisor / tax accountant) on retainer to provide the following services:

1. Provide tax advice and support regarding SEforALL's renewal of non-profit status (Gemeinnützigkeit), providing support and representation in development of the application, support document, and with discussions with the Austrian Tax Authority (Finanzamt Österreich) and Ministry for European and International Affairs (BMEIA).
2. Other related work and advice when required.

Bids are required to cover all of the scope of work above.

Duration of contract

The contract is proposed to be in place for a period of one year.

Travel

The selected organisation is not expected to travel for this assignment. Meetings will be conducted remotely, or in person in Vienna.

Qualifications and expertise

Organizations wishing to submit a proposal should demonstrate, where relevant to the aspects that they are bidding for:

- A minimum of 10 years in business with a notable practice providing Steuerberater (tax accountant / advisory) services in Austria.
- A minimum of 5 years supporting organisations with Steuerberater /tax advisory services on the Austrian legal framework with a focus on the non-profit status (Gemeinnützigkeit), and the Austrian Amtssitzgestez and the s16 quasi-international organisation requirements.
- Demonstrate a good understanding of SEforALL, its mandate and goals.
- Experience working with the UN, or similar organisations, will be considered an advantage.

The organization must be responsive, prompt in their correspondence and respond within a 24-hour period.

Lead engagement professional should have:

- Minimum ten (10) years of relevant experience in providing similar tax services, five (5) of which should be related to the not-for-profit sector.
- Tax, accountancy, and/or bar admission (or equivalent) in Austria would be an advantage.
- Fluent German language required for reading and interpreting Austrian law.
- High standard of English as this is the organisation language at SEforALL.

The organisation is expected to implement a minimum 40:60 female to male ratio in their team and submit a copy of the gender policies followed by the organization.

Bidding Process

Proposals must include the following (in either PDF or PPT format):

- Offer outlining all activities and information on minimum requirements stated above (must include company profile, staff profile, examples of relevant experience and services)
- Proposed budget to cover all requirements, showing daily rates for each grade that will support SEforALL.

All proposals are to be submitted to procurement@seforall.org by **6 February 2023**. In case of questions or queries contact SEforALL at procurement@seforall.org

Reporting

The contractor will report to the Senior Director, Finance and Operations at SEforALL.

Confidentiality Statement

All data and information received from SEforALL, will be maintained as confidential and subject to Austria's privacy laws.