On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: http://www.gsaadvantage.gov

MULTIPLE AWARD SCHEDULE (MAS)
LARGE CATEGORY H: PROFESSIONAL SERVICES

CONTRACT NUMBER:
47QRAA18D00FG

PERIOD COVERED BY CONTRACT:
September 12, 2018 - September 11, 2023

MOORE STEPHENS LTD
LEVEL 8, LAPIS TOWER, MOHIB CENTER
Airport Road Kabul, 1002
Afghanistan
(P) +93 796-000-111
(F) +1 801-289-4991
https://www.moore.af/

Contractor’s Administration Source:
Sanzar Kakar
+971 555-106-622
sanzar.kakar@moore.af

Pricelist current through Mod #PA-0009, Effective August 16, 2021
Business Size: Other than Small Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov
MOORE STEPHENS LTD
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item
descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SIN 541214 / 541214RC:</th>
<th>Payroll Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 541611 / 541611RC:</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>SIN 611430 / 611430RC:</td>
<td>Professional and Management Development Training</td>
</tr>
</tbody>
</table>

OLM: Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for
each special item number awarded in the contract.

See attached Proposed Pricelist.

1c. HOURLY RATES (Services Only):

See attached Proposed Pricelist.

2. Maximum order:

| SIN 541214, 541611, 611430: | $1,000,000 |
| OLM: | $250,000 |

*If the “best value” selection places your order over this Maximum Order identified in this
catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum order:

$100.00

4. Geographic coverage (delivery area):

Overseas only; Non US

5. Point(s) of production:

MOORE STEPHENS LTD
Level 8, Lapis TOWER, Mohib Center Airport Road, Kabul, 1002 Afghanistan

6. Discount from list prices or statement of net price:

Net GSA pricing is listed in the attached pricing table
7. Quantity discounts:
   An additional 3.0% volume discount for single task orders at or above the Simplified Acquisition Threshold (SAT).

8. Prompt payment terms:
   0%, Net 30 Days

   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin): NOT APPLICABLE

10a. Time of delivery.
   Determined at the Task Order Level

10b. Expedited Delivery.
   Determined at the Task Order Level

10c. Overnight and 2-day delivery.
   Determined at the Task Order Level

10d. Urgent Requirements.

   Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery

11. F.O.B. point.
   Destination

12a. Ordering address.
   MOORE STEPHENS LTD
   Level 8, Lapis TOWER, Mohib Center
   Airport Road, Kabul, 1002
   Afghanistan
   (P) +93 796 000 111
   (F) +1 801-289-4991
   (E) sanzar.kakar@moore.af

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address.
   MOORE STEPHENS LTD
   340 S Lemon Ave 6633
   Walnut, CA 91789
   USA
   (P) +1 703-596-0111
   (F) +1 801-289-4991
   (E) sanzar.kakar@moore.af
14. Warranty provision. 
   NOT APPLICABLE

15. Export packing charges, if applicable. NOT APPLICABLE

16. Terms and conditions of rental, maintenance, and repair (if applicable).
   NOT APPLICABLE

17. Terms and conditions of installation (if applicable).
   NOT APPLICABLE

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
   NOT APPLICABLE

18b. Terms and conditions for any other services (if applicable).
   NOT APPLICABLE

19. List of service and distribution points (if applicable).
   NOT APPLICABLE

20. List of participating dealers (if applicable).
   NOT APPLICABLE

21. Preventive maintenance (if applicable).
   NOT APPLICABLE

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
   NOT APPLICABLE

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
   AS APPLICABLE

23. Unique Entity Identifier (UEI) number:
   561386474

24. Notification regarding registration in System for Award Management (SAM) database:
   Active
LABOR CATEGORY DESCRIPTIONS

SIN 541611 Administrative Management and General Management Consulting

**Research Director**

Minimum Education: PhD

Minimum Years of Experience: 12 years of experience

Functional Responsibilities: Coordinates development of complex research goals. Determines the resources and staff needs and prioritizes tasks for the most efficient use of resources. Monitors the work output of junior staff, assists with quality control of work and assumes final accountability for department performance. Defines and refines survey content. Develops research design and preferred data collection methodology. In charge of strategic planning and performance measurement. Directs all research activities, including program development design, launch and maintenance. Assesses reliability and validity of data. Provides summary and analysis of survey results through associated graphs, charts, and tables as required by clients.

**Research Associate**

Minimum Education: Bachelor's degree

Minimum Years of Experience: 6 years of experience

Functional Responsibilities: Provides day-to-day coordination for research projects and programs under the direction of senior staff. Collaborates with senior staff on management of small research projects, including research design, budgets, and scheduling of projects. Activities and expertise include data collection, research data management, analysis, and synthesis. Responsible for assisting senior staff in the execution of their research duties, including but not limited to, questionnaire development, launch and maintenance. Responsibilities include preparing reports related to the project requirements.

**Project Manager**

Minimum Education: Bachelor's degree

Minimum Years of Experience: 4 years of experience

Functional Responsibilities: Performs day-to-day management of project support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Leads and directs cross-functional teams to deliver projects within the constraints of schedule, budget and resources. Organizes, directs, and coordinates the planning and production of all support activities. Determines staffing needs for the project. Responsible for project planning, project financials, and staff direction and oversight. Communicates with all project team members, managers, and customers to ensure successful completion of project
objectives and deliverables on time and within budget. Establishes and enforces procedures to assure all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules.

**SIN 611430 Professional and Management Development Training**

**Partner**

Minimum Education: PhD

Minimum Years of Experience: 12 years of experience

Functional Responsibilities: Has a thorough understanding of the client’s industry and an extensive tool set of skills to solve the client’s problems. Provides industry insight, issue resolution, employs proven problem solving techniques and directs critical decision making. Assures the use of best practices and provision of high quality service. Primary responsibilities include monitoring of risk, identifying potential issues, and designing a high-level strategy to address them. Serves as an advisor, providing members of the project team and the client organization a level of quality review to help guide the project to remain on schedule and within budget. Proficient in reviewing strategic plans and business strategies and design, organizational and infrastructure designs, and project deliverables to maintain a standard of consistency and quality throughout a project's life cycle.

**Senior Trainer**

Minimum Education: Master’s degree

Minimum Years of Experience: 8 years of experience

Functional Responsibilities: Directs and oversees training in specialized content areas offered in formal and non-formal educational settings, including concepts and definitions of curriculum and instruction. Leads instructional development process, focusing on design issues, clarification of learning tasks, selection of instructional strategies and tactics, and construction of prototype materials. Demonstrated experience and ability to develop, plan, and provide training materials and end user training on a wide variety of subjects. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. May serve in advisory role, consulting with upper management to assist in development and oversight of appropriate training policy and strategies. Provides daily supervision and direction to training staff.

**Project Coordinator**

Minimum Education: Bachelor’s degree

Minimum Years of Experience: 4 years of experience

Functional Responsibilities: Coordinates project meetings, logistics, and supports material preparation. Supports implementation of project strategies with guidance from more experienced staff. Maintains deliverable schedules. Updates project management team on project status, deadlines and budgets. Implements and maintains timely project processes and procedures. Schedules meetings, produces collateral for presentations and conducts research. Facilitates communication among project personnel. Prepares meeting agendas and minutes and reports.
Trainer

Minimum Education: Bachelor’s degree

Minimum Years of Experience: 1 year of experience

Functional Responsibilities: Responsibilities include performing various tasks in the development of training materials, tailoring of training classes and the delivery of off-the-shelf and customized training classes. Conducts research necessary to develop and revise training courses. Develops all instructor and student materials to include course outline, background material, and training aids, course manuals, workbooks, handouts, completion certificates, and course critique forms. Provides support to senior trainers. Identifies critical training and educational topics, develops and manages timely responses to all identified training needs, ensures a high standard of training and facilitation, and maintains accurate records of training and certification.

SIN 541214: Payroll Services

Financial Director

Minimum Education: PhD

Minimum Years of Experience: 12 years of experience

Functional Responsibilities: Senior executive responsible for providing strategic and financial oversight across multiple engagements and interacting with senior level clients. Responsible for overall project quality, resource allocation, adherence to budget and schedule constraints and contract compliance. Senior executive responsible for providing sound strategic and financial direction. Provides deep subject matter expertise in a recognized discipline or industry. Demonstrated senior leadership ability in a position of significant consulting or industry responsibility. Maintains productive and effective client relationships with senior levels of client organization.

Financial Manager

Minimum Education: Master's Degree

Minimum Years of Experience: 8 years of experience

Functional Responsibilities: Manages all aspects of finances and accounting. Has oversight for general accounting, project accounting, internal auditing, cost accounting, tax audit and budgetary controls of contracted projects. Responsible for financial policies and accounting practices, the management of financial interns, analysts and associates and the preparation of financial reports and taxation obligations. Holds extensive knowledge in financial management best practices, and applies these on client projects. Ensures that the necessary financial skills are available to the client. Has overall responsibility for implementing strategies for fraud and corruption control and compliance with audit requirements. Manages and leads the Finance Team in the implementation of their responsibilities. Develops financial objectives for client. Directs the completion of projects within estimated time frames and budget constraints. Responsible to plan, organize, execute, control, and perform project work efforts to meet contract requirements.
Financial Associate

Minimum Education: Bachelor's degree

Minimum Years of Experience: 4 years of experience

Functional Responsibilities: Ensures the effectiveness of the finance and procurement functions in client organizations. This includes responsibility for general accounting, program accounting, auditing, fraud control, cost accounting, budgetary control and reporting and ensuring effective procurement practices; identifying quality, efficient and cost-effective suppliers. Monitors the financial performance of project. Conduct reviews and audits as required. Designs and develops appropriate financial management reports. Assist in the management of financial compliance. Reviews and supports the development of financial management procedures and processes. Manages banking and payroll. Establishes sound working relationships with internal and external clients on all financial management matters.

Financial Analyst

Minimum Education: Bachelor's degree

Minimum Years of Experience: 1 year of experience

Functional Responsibilities: Defines problems and analyzes and develops plans and requirements for simple to moderately-complex projects. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management, program management, policy development, methodologies, and modeling and simulation in the functional area being addressed.

The following experience and educational equivalency table applies for the outlined labor categories:

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Min Edu</th>
<th>Min Exp</th>
<th>PhD</th>
<th>Masters</th>
<th>Bachelors</th>
<th>Associate</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Director</td>
<td>PhD</td>
<td>12</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Research Associate</td>
<td>Bachelor's</td>
<td>6</td>
<td>1</td>
<td>4</td>
<td>8</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td>Bachelor's</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Partner</td>
<td>PhD</td>
<td>12</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Senior Trainer</td>
<td>Master's</td>
<td>8</td>
<td>5</td>
<td>10</td>
<td>12</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>Bachelor's</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Trainer</td>
<td>Bachelor's</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Financial Director</td>
<td>PhD</td>
<td>12</td>
<td>15</td>
<td>17</td>
<td>19</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Financial Manager</td>
<td>Master's</td>
<td>8</td>
<td>5</td>
<td>10</td>
<td>12</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Financial Associate</td>
<td>Bachelor's</td>
<td>4</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Financial Analyst</td>
<td>Bachelor's</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
## GSA Contract Pricing
### 47QRAA18D00FG

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Research Director</td>
<td>$398.99</td>
</tr>
<tr>
<td>541611</td>
<td>Research Associate</td>
<td>$149.62</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager</td>
<td>$99.75</td>
</tr>
<tr>
<td>611430</td>
<td>Partner</td>
<td>$398.99</td>
</tr>
<tr>
<td>611430</td>
<td>Senior Trainer</td>
<td>$199.50</td>
</tr>
<tr>
<td>611430</td>
<td>Project Coordinator</td>
<td>$99.75</td>
</tr>
<tr>
<td>611430</td>
<td>Trainer</td>
<td>$49.87</td>
</tr>
<tr>
<td>541214</td>
<td>Financial Director</td>
<td>$398.99</td>
</tr>
<tr>
<td>541214</td>
<td>Financial Manager</td>
<td>$199.50</td>
</tr>
<tr>
<td>541214</td>
<td>Financial Associate</td>
<td>$99.75</td>
</tr>
<tr>
<td>541214</td>
<td>Financial Analyst</td>
<td>$49.87</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
ABOUT THE MOORE GLOBAL NETWORK

Moore Afghanistan is a full member firm of Moore Global, worldwide accountancy and consulting network of over 240 independent firms. Formerly known as Moore Stephens, Moore Global’s roots trace back to 1907.

At Moore, our purpose is to help people thrive – our clients, our staff and the communities they live and work in. We’re a global accounting and advisory family of over 29,000 people across 113 countries, connecting and collaborating to take care of your needs – local, national and international. This global reach back capability provides Moore Afghanistan with rapid access to the right people in the right places to deliver international solutions meeting our clients’ accounting, audit and consulting needs.

When you work with Moore firms, you’ll work with people who care deeply about your success and who have the drive and dedication to deliver results for you and your business. You’ll have greater access to senior expertise than with many firms. We’ll be here for you whenever you need us – to help you see through the maze of information, to guide you in your decisions and to make sure you take advantage of every opportunity.

Our vision is clear: To help you thrive in a changing world.

>113 Countries
>240 Firms
>547 Offices
>29,000 People

"I would recommend Moore Afghanistan without hesitation, as they have proven themselves to be a trustworthy and capable source for these services."

Bret Dalton
IAP Worldwide

moore.af
ABOUT MOORE AFGHANISTAN

Moore Afghanistan strives to create a transparent, dynamic, sustainable service economy in Afghanistan, with a strong emphasis on values-driven corporate social responsibility. We are an Afghan-owned and operated team of 350 highly qualified Afghan professionals committed to fearlessly pursue excellence with unwavering, absolute integrity. We are firm believers in doing things right.

Moore Afghanistan team members’ educational backgrounds include graduate, post-graduate and tertiary professional certifications. Our management brings decades of experience managing financial systems for both the public and private sector in Afghanistan. We call on an additional pool of 1,500 short-term consultants across all 34 provinces for project-specific support. All of our team members are fluent in English, Pashtu and/or Dari.

Since 2009, Moore Afghanistan has provided professional business services to over 700 international organizations across Afghanistan. Our offering goes step-by-step through the life cycle of an entity, offering assistance with registration, visas, systems, human resources, payroll, taxation, sourcing and auditing services.

This powerful combination of education, experience, and qualification uniquely places Moore Afghanistan to be able to provide the highest level of service with unparalleled integrity, efficiency and accountability.

Efficient and effective time management can help enhance the productivity and competency of an organization. As Moore Afghanistan continues to grow exponentially, we are also proud that our company achieves contract re-awards and extensions repeatedly – which is a testament to the unprecedented quality of service we provide.
OUR CORE VALUES

Moore Afghanistan abides by the following enduring values, which guide what we do, how we interact, and how we treat our stakeholders.

EXCELLENCE
Excellence means to be the best in what we do. At Moore Afghanistan we strive to do everything with perfection in mind. If it is worth doing, it is worth doing excellently.

INNOVATION AND AGILITY
Innovation and Agility are essential for succeeding in a constantly changing environment. At Moore Afghanistan we strive to understand shifts in the environment as they happen and continually evaluate our strategy for improvement and course correction.

WISDOM
Wisdom is the ability to make correct judgments, act as one should act, and to accomplish what is necessary, at the right time and at the right place. At Moore Afghanistan we strive to develop all our solutions on sound wisdom.

RESPECT
Respect means to fulfil the rights of others, value their feelings, and be mindful of their wishes. Moore Afghanistan operations are based on respect to the laws and culture of Islam, Afghanistan, and our clients. Admiring and acknowledging everyone’s abilities, qualities and achievements, fulfil their rights, and being mindful of everyone’s feelings govern our interactions.

COURAGE AND INTEGRITY
Courage and Integrity are the capacities to act according to one’s beliefs and conviction despite danger or disapproval. Integrity means not shading the truth, hiding the truth, or fabricating facts to look good. At Moore Afghanistan, we require courage and integrity from everyone and strive to provide an enabling environment where these virtues are rewarded. We never waver or compromise on our principles.

Great work! That light at the end of the tunnel is a success, not an oncoming train. To be honest your support has been great, and we do appreciate it.

Gavin Torrens
Anodyne Services Australia
REGISTRATIONS

Moore Afghanistan is incorporated in Delaware, USA, with a branch office in Afghanistan. We are fully registered and licensed with Afghan Government Ministries. We have specialized telecom licenses to be able to send automated text messages (SMS), automated Interactive Voice Response surveys (IVR), and secure two-way communication via mobile phones (USSD). We are an authorized official legal translator.

ASSOCIATIONS

Our firm and our staff members are active members of several associations, including AmCham and the Afghanistan Fulbright Association. Our leadership includes founding board members of CPA Afghanistan, the Certified Public Accountants regulatory body. Moore Afghanistan is a Platinum Employer and Member of ACCA, the global body for professional accountants. These prestigious associations help our team to attract the best talent.

CERTIFICATIONS


TECHNOLOGY PARTNERSHIPS

Moore Afghanistan has worked with numerous software platforms and add-ons over the past decade. We have experience with the largest Enterprise Resource Management (ERP) platforms used in the financial management industry.

CONTRACT VEHICLES

Moore Afghanistan is the very first and only Afghan company to ever be listed on the General Services Administration (GSA) schedule. All U.S. government entities and over 50 international organizations are authorized to directly contract to Moore Afghanistan under the pre-negotiated rates.
What we do - in a glimpse

We provide integrated and turn-key professional business services in Afghanistan. These include financial, compliance, technology, human resource, research, project management and media services.

<table>
<thead>
<tr>
<th>1. Financial Services</th>
<th>2. Compliance Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxation Services</td>
<td>Entity Registration</td>
</tr>
<tr>
<td>Payroll Services</td>
<td>Visas and Work Permits</td>
</tr>
<tr>
<td>Audit Services</td>
<td>Translation Services</td>
</tr>
<tr>
<td>Systems Development</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Human Resource Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and Benefits Surveys</td>
</tr>
<tr>
<td>Conducting Employee Satisfaction Surveys</td>
</tr>
<tr>
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</tr>
<tr>
<td>Policies Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Procurement Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor Management</td>
</tr>
<tr>
<td>Facility Management</td>
</tr>
<tr>
<td>Labor Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Technology Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Apps</td>
</tr>
<tr>
<td>ERP Implementation</td>
</tr>
<tr>
<td>Digital Media</td>
</tr>
<tr>
<td>Systems Development</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Research Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring and Evaluation</td>
</tr>
<tr>
<td>Surveys and Data Analysis</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Media Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branding, Publishing, Graphics</td>
</tr>
<tr>
<td>User Experience</td>
</tr>
<tr>
<td>Photography/Videography</td>
</tr>
<tr>
<td>Video, TV Ads, 2D/3D Animation</td>
</tr>
</tbody>
</table>
FINANCIAL SERVICES

Moore Afghanistan offers comprehensive financial management solutions with a concentration on the following three areas:

TAXATION SERVICES
Our core service is taxation support with the Ministry of Finance. There are five main tax types in Afghanistan - rental withholding, wage withholding, contractor withholding, business receipts tax and annual income tax. Our services include completing mandatory monthly, quarterly and annual filings correctly and on time. From obtaining tax exemption confirmations to remitting tax liabilities, we provide turn-key support to ensure compliance with the laws of Afghanistan. We advise clients of all types, from individuals to large corporations. We treat all information highly confidentially and will never sell/share customer information to/with anyone.

PAYROLL SERVICES
Moore Afghanistan offers both basic and comprehensive payroll administration with options of national vetting, timesheet and leave management, performance management, expense reimbursement, tax calculation, salary disbursement, pay stub distribution and more. Our payroll services are designed for both international and domestic organizations interested in the benefits of outsourcing payroll, as well as gaining access to sophisticated software solutions to help manage an expanding workforce. Moore Afghanistan combines a powerful yet intuitive web-based human resource administration interface for convenient payroll management.

AUDIT SERVICES
Externally certified financial audits that meet international standards are one of the most trusted ways to ensure that an organization's finances are in order.

However, only a small portion of organizations in Afghanistan have their financial records in compliance with international accounting standards.

Moore Afghanistan provides the highest quality and most comprehensive financial auditing services in Afghanistan, based on International Financial Reporting Standards (IFRS) and those set by CPA Afghanistan.

Our auditing service includes both a financial standing report and detailed recommendations on how to improve the organization’s financial controls.

If requested, our expert team can also set up fully compliant financial management policies, processes & systems.

“... I would like to thank you and your team for all the hard work, effort, and time that was committed to helping us obtain the tax clearance. We understand that the last couple of months have been challenging, but this is a major accomplishment. We look forward to continuously working together. ”

Dan Moran
Raytheon
COMPLIANCE SERVICES

Moore Afghanistan offers comprehensive compliance management solutions with a concentration on the following three areas:

ENTITY REGISTRATION

Moore Afghanistan provides assistance with the business registration process for both domestic and international entities operating in Afghanistan. Foreign business registration requires several steps that involve the Afghan government, foreign embassies, and a lengthy authentication process. Moore Afghanistan will carefully guide clients through the process to obtain their organization’s business registration quickly and efficiently.

Our staff has decades of experience with the Afghan government, and we monitor new developments on a daily basis. Our up-to-date knowledge of the environment allows us to provide our clients with current information.

VISAS AND WORK PERMITS

Moore Afghanistan provides immigration assistance for companies operating in Afghanistan. Under the signed Bilateral Security Agreement (BSA) and Status of Forces Agreement (SOFA), visas are required for all non-Afghan contractors. Moore Afghanistan has established efficient processes to obtain visas under the BSA/SOFA, as well as under the traditional process, which still applies to non-military contractors. For BSA/SOFA-related visas, a work permit is not required.

For traditional work visas, a work permit is still required, and Moore Afghanistan will assist in obtaining an invitation letter, single-entry visa, work permit and then will help in converting the single-entry visa to a multiple-entry visa. Our clients benefit from our established procedures and are assured of quick and efficient visa process. Finally, we will handle the invoicing process, allowing our client to simply provide one consolidated payment using the method they prefer.

TRANSLATION SERVICES

Moore Afghanistan provides turn-key professional translation services and is licensed by the Ministry of Information and Culture in Afghanistan as a government approved translation service provider.

Moore Afghanistan uses professional-grade human translators to deliver quality translation services. We specialize in the translation of highly technical and business documents including contracts, manuals, guides and reports. We also provide an array of translation services for in-depth interviews, focus groups and survey instruments.

To accurately match our client’s requirements, we judiciously pair client translation requests to a translator with the appropriate subject matter expertise and background.

We utilize a multi-phase quality control process to maintain consistency across all documents.

Our translation team is composed of specialized translators, proofreaders, and editors who deliver accurate and timely translation services.

Our team of established experts ensure the translated text is correct, understandable, and accurate to the original meaning. Proofreading is essential to guarantee quality standards and is a vital part of our standard translation service.

“Fantastic work! We know this took a lot of effort on everyone’s part to get to this point so we truly appreciate it. Thanks so much to you and the entire team.”

Kristopher George
General Atomics
HUMAN RESOURCE SERVICES

Moore Afghanistan offers comprehensive HR management solutions with a concentration on the following areas:

RECRUITMENT SERVICES
▶ Develop job descriptions
▶ Advertise positions
▶ Long list resumes
▶ Short list resumes
▶ Rank resumes against client needs

SELECTION SERVICES
▶ Arrange written test for short listed resumes
▶ Review test papers and screen applicants
▶ Conduct in person interviews
▶ Select the final applicant
▶ Complete background vetting process

ONBOARDING SERVICES
▶ Contract with employee
▶ Induction and orientation
▶ Arrange computer, phone, ID card
▶ Enter HR data into Enterprise Resource Planning (ERP) software
▶ Track time, leave and benefits in ERP

CONTINUOUS DEVELOPMENT PLANNING
▶ Conduct a training needs analysis & assessment
▶ Determine training relevant to the job/designation
▶ Coordinate with relevant training institutes both at national & international level
▶ Conduct pre and post assessments
▶ Generate developmental reports on monthly, quarterly and annual basis

SUCCESSION PLANNING
▶ Develop succession plans
▶ Develop competency modules
▶ Review job specifications
▶ Review employee specifications
▶ Implement plans to ensure continuity

PERFORMANCE APPRAISAL SYSTEM
▶ Jointly develop goal based performance appraisal plans
▶ Prepare evaluation dates and processes
▶ Digitalize into an online Performance Evaluation System

SAVINGS AND INSURANCE PLANNING
▶ Present pension, retirement, savings and insurance plan options
▶ Administer internal pension and retirement plans
▶ Identify the best options for health, life, accident, vehicle, property and other insurances

CONTINUOUS EMPLOYEE FEEDBACK
▶ Conduct salary/fringe benefit surveys
▶ Conduct employee satisfaction surveys
▶ Conduct customized employee performance surveys
▶ Solicit feedback on current HR policies and procedures
▶ Map and simplify company processes

10,000+ Paystubs
$40M Processing
$600K Pensions

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Moore Afghanistan has been developing affordable, intuitive, adaptable, and easy-to-use management software programs tailored specifically to match the needs of all sizes of organizations.

Since 2009, Moore Afghanistan has delivered innovative software applications, with an extensive experience in designing and executing Management Information System (MIS) solutions. Our experience in developing and implementing technology for Enterprise Resource Planning (ERP) and Financial Management Information Systems (FMIS) has helped us develop technological solutions that answer challenges faced in Afghanistan.

Moore Afghanistan is committed to developing the highest quality software applications and services that are secure, comply with government and industry standards, and implement the intended functionality. Our professionals develop and integrate technologies supporting enterprise-class systems. Our expertise includes system mapping, web based software development and mobile application development.

In addition to producing quality code, Moore Afghanistan developers also create internal code documentation and software design documentation which may include installation guides, troubleshooting guides, architecture diagrams, Service Level Agreements, impact assessments, and risk statements. Our full software development life cycle (SDLC) solutions combine secure coding standards with robust development testing to provide secure solutions with the expected functionality. Moore Afghanistan also has broad experience implementing both flexible and traditional approaches that run the code from development to production through a proven release management process.

“Congratulations are in order. Thank you for your dedicated and effective efforts.”

Wesley Wagstaff
Northrop Grumman
Moore Afghanistan presents a turn-key solution by offering to provide the A to Z of procurement support to our clients.

Using Moore Afghanistan, our clients can rest assured they will receive the most reliable and the highest quality goods and services at the most competitive prices. It is often difficult for international organizations limited to secure compounds to gather a broad set of quotation responses - most Afghan businesses are not online. By using Moore Afghanistan’s extensive networks and relationships across all 34 provinces, clients can quickly and transparently obtain a large number of quotation responses to secure the highest quality, lowest cost solution, saving time and money on every purchase.

With our global reach and GSA contract, we can get nearly anything from anywhere in the world, and deliver it on time to our clients across Afghanistan. Most companies operating in Afghanistan currently utilize multiple vendors for their various needs. As such, they have to deal with various personality types, organizational cultures, deadlines, and price structures. Also, they need to maintain detailed records of all applicable withholding taxes related to the various vendors, pay those taxes on a monthly basis, and report back the paid tax receipts to those vendors accordingly. This process often poses a significant challenge, diverting a considerable amount of the clients’ time from their core business.

Moore Afghanistan employs a specialist team of qualified individuals with substantial experience in the procurement and supply-chain management industry. We apply our in-depth knowledge of the legal and procedural framework in Afghanistan to design effective procurement strategies that meet our clients’ objectives, help secure value for money and deliver the best goods & services to their doorstep. Partnering with Moore Afghanistan means reducing risk and cost while increasing success for your organization in Afghanistan.

“You are the best! I understand the Kabul city is shut down and all government offices are closed and it’s not easy to get an extension but you and your team still made it happen.”

Jalal Sidiqi
Cambridge International

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Our research division has conducted quantitative, qualitative, and mixed methods research for national, international, and public and private clients including the government of Afghanistan, USAID, UNODC, GIZ, World Bank, the Counterpart International, MTN and HARAKAT.

Our research team is composed of Afghan researchers, complemented by international experts, who have an in-depth understanding of, and experience with, Afghanistan’s specific challenges. Moore Afghanistan combines research specialists, trained enumerators, and cutting-edge technology to ensure accurate, timely, and reliable data collection and analysis.

A smart and synergetic marriage of educated local Afghan field staff, combined with Smartphone-Assisted Personal Interviewing (SAPI) or Tablet-Assisted Personal Interviewing (TAPI) allows us to provide reliable, accurate, and timely data.

We understand the challenges associated with obtaining nationally representative samples in Afghanistan due to lack of a national sampling frame and lack of physical addresses. In order to mitigate this challenge, we treat each survey separately and develop sampling designs to meet the specific requirements of each survey.

For probability sample designs, we rely on the most updated national data from Afghanistan’s Central Statistics Office (CSO). We are also the first company to use randomized geospatial sampling using area frames in Afghanistan as an alternative to sampling designs based on population-based sampling frames. In addition to our core team, we call on an additional pool of 1,500 short-term consultants across all 34 provinces for project specific support.

These individuals are university instructors and high school teachers who are trained researchers and well-respected in their communities.

1,500 Consultants
34 Provinces
400 Districts
MEDIA SERVICES

We are a creative brand team. We’ve been collaborating with leading organizations to solve brand and business challenges since 2009. Our team use the power of creativity to transform businesses for the better.

Creating immersive experiences allow the brands we work with to shine and speak to people clearly. Whether we’re designing universal experience principles or prototyping exciting new digital products, our goal is to create memorable branded interactions that awaken all senses.

We believe brands can transform how we think and live – creatively, culturally and commercially. We’re not interested in superficial or incremental change. We make things different to make a difference.

Our branding package is a collection of digital, printed resources used to create a uniform image of a brand. It consists of separate branded items united with the same style and ideas.

We design for the future in ways that make sense right now. We’re strategic experts and creative explorers committed to solving complex challenges. With smart tools and global resources, we examine the implications of every brand choice, create new experiences, and open doors to opportunity.

As a team which specializes in strategy and brand building, we assist clients in accelerating their online and offline growth and create tangible solutions for every branding need through eye-catching creatives and measurable marketing campaigns.

Our team of strategic thinkers, content creators, and innovative technologists are so fully integrated into the latest innovations and technology, we are confident that our services can launch brands to the next unprecedented level.

“Many thanks to you and the rest of the team for all the hard work and your persistence. Exp Federal appreciates your hard work.”

Charles Mouzannar
Exp Federal

Moore Afghanistan
Moore Afghanistan has over a decade of experience with NGOs, Healthcare, International Agencies, Banking & Financial Institutions, Agro-Industry, Educational Services and Government sectors.
OUR CLIENTS

MEDIA & TELECOM

UN AGENCIES

PRIVATE / NON-PROFIT

PUBLIC SECTOR

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