



HELPING YOU THRIVE  
IN A CHANGING WORLD



A portrait of a man with a beard and mustache, wearing a dark grey double-breasted suit, a black shirt, and a patterned tie. He has his arms crossed and is looking directly at the camera. The background is a blurred indoor setting. A large teal diagonal shape is on the left side of the image.

THERE'S ALWAYS  
ROOM TO GROW

## WHO WE ARE

We are a team of highly qualified professionals in Afghanistan committed to integrity, quality and excellence.

Moore Afghanistan employs over 300 full-time, highly qualified Afghans, with educational backgrounds that include graduate, post-graduate and tertiary professional certifications.

Our management brings decades of experience managing projects for both the public and private Sectors in Afghanistan, in areas of financial management, technology solutions, policy analysis and complex operations.

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 clients across Afghanistan.

Our clients range from small companies, non-profits and corporations to development institutions and government entities.

Our team is organized into divisions providing integrated financial, compliance, technology, human resources and project management services.

Our offering goes step-by-step through the life cycle of an entity, offering assistance with registration, visas, systems, 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.

Our company operates on ethical business practices and in a transparent manner.

Moore Afghanistan also holds the Trace Anti-Bribery Vetting Certification and is an inaugural member of Business Integrity Network Afghanistan (BINA).

Moore Afghanistan is also an ISO 9001:2015 certified company for process quality.

Moore Afghanistan is fully compliant with all laws of the United Nations, the government of Afghanistan, the World Bank, and the FAR regulations of the US Govt. It is the fact that our company repeatedly has contract re-awards and/or extensions that can be attributed directly to the 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 clients and each other.

### **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, base our solutions to each identified challenge and opportunity on its unique situation, 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 the right place. At Moore Afghanistan we strive to base all of our dealings and 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.



## 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 and project management services.



### TECHNOLOGY SERVICES

Mobile Apps  
ERP Implementation  
Digital Media  
Systems Development



### FINANCIAL SERVICES

Taxation Services  
Payroll Services  
Audit Services  
Systems Development



### COMPLIANCE SERVICES

Entity Registration  
Visas, Work Permits and Weapon Permits  
Translation Services





## **PROGRAM MANAGEMENT**

Vendor Management  
Facility Management  
Labor Management



## **HR SERVICES**

Taxation Services  
Payroll Services  
Audit Services  
Policies Development

# 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 Afghan Law.

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.











## COMPLIANCE SERVICES

### 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 you through the process to obtain your 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, WEAPON AND WORK...

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 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.

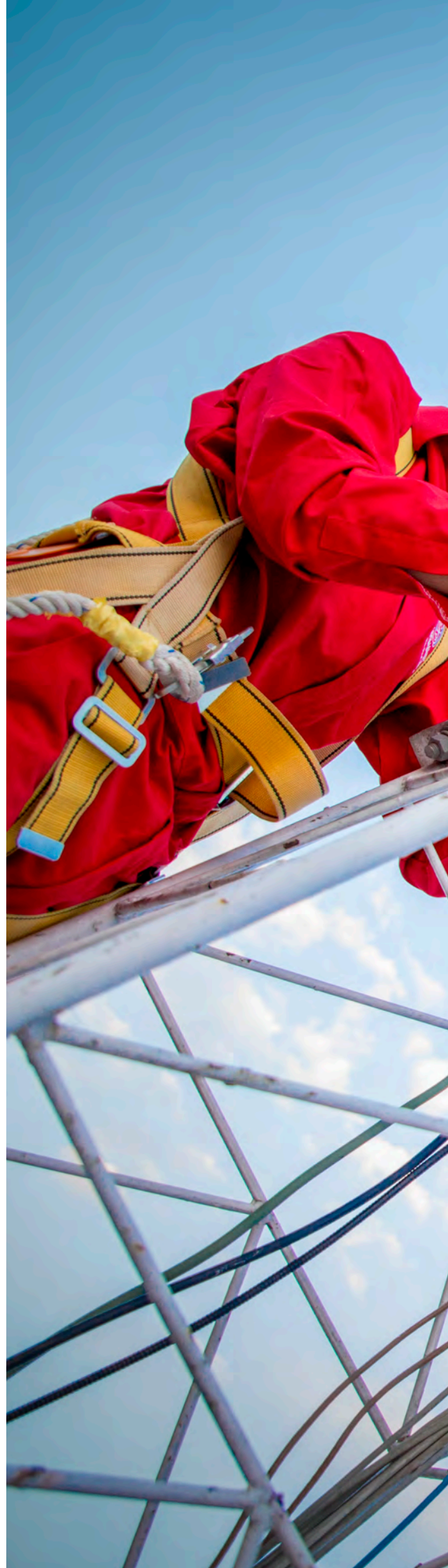
## TECHNOLOGY SERVICES

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 of 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.













# HUMAN RESOURCE SERVICES

## 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

# PROCUREMENT MANAGEMENT

Moore Afghanistan presents a turn-key solution by offering to provide the A to Z of project management 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, 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.







## OUR RESEARCH CAPABILITIES

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 and high school teachers who are trained researchers who are well-respected in their communities.





# ABOUT THE MOORE GLOBAL NETWORK

At Moore, our purpose is to help people thrive – our clients, our people and the communities they live and work in. We're a global accounting and advisory family of over 30,000 people across more than 260 independent firms and 110 countries, connecting and collaborating to take care of your needs – local, national and international.

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. To help you thrive in a changing world.

## CONTACT US

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## MOORE Afghanistan

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