



Norwegian People's Aid
Lebanon

Request for Proposal (RFP)

FOR LEGAL SERVICES

RFQ No: [RFQ23121001]

Norwegian People's Aid (NPA) for Development and Humanitarian Cooperation.

Norwegian People's Aid (NPA) Lebanon is an International Non-Governmental Organization that has been working in Lebanon since 1982. The country management office is located in Beirut, with two main programmes:

- Development Humanitarian Cooperation programme;
- Mine Action and Disarmament programme operating in South Lebanon.

NPA invites proposals from interested and eligible attorneys for the proposal of LEGAL SERVICES.

I. General information

- a. **Purpose.** This request for proposal (RFP) is to contract for legal services and representation of NPA
- b. **Who may respond.** Only attorneys who are currently licensed to practice law in Lebanon and maintain an office in Beirut or law firms including such attorneys, may respond to this RFP
- c. English language is **required**.

II. Instructions

- a. Closing submission date: **COB 24 May 2021**
- b. Bids must be submitted in the English language via email to lebanontenders@npaid.org in this NPA's format provided and must be signed and stamped.
- c. Inquiries. Inquiries concerning this RFP should be mailed to: ritam@npaid.org or by phone 70666271
- d. Notifications of award. It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant.

III. Scope of service

- a. Provide legal service to NPA upon request
- b. Unlimited written and/or oral advices in relation to any legal issues including but not limited to labor law, tax rules and regulations, NSSF rules and regulations, contract law.
- c. Drafting, wording and reviewing contracts, documents, letters related to the activities of NPA in Lebanon including lease contracts, staff contracts etc.



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- d. Introducing and following up administrative proceedings at the different Lebanese governmental departments
- e. Defend lawsuits, litigations, court cases, administrative claims, or another legal claim
- f. Provide assistance in getting Preliminary work permits, work permits renewals and residency cards for NPA Expats and foreign staff.
- g. Any new lawsuits will be agreed upon between two parties.

IV. PROPOSAL EVALUATION

- h. Proposed approach to scope of work.
- i. Level of experience of the individual(s) identified to work on this matter
- j. The Offeror's experience with similar clients and legal matters
- k. Response from references
- l. Cost
- m. Interviews, if conducted.

V. Legal Advisor Profile

- a. All bidders are kindly requested to fill the table below

Attorney/firm name	Location- Full address	Registration number	Expertise field	Previous experience with NGOs / INGOs (please lists the names)

- b. Charges per year/ USD.....

Name

Signature

Stamp