

Legal Consultancy Services for Bekaa and North Office

Terms of Reference

The Danish Refugee Council (DRC) is a humanitarian, nongovernmental, non-profit organization founded in 1956 that works in 40 countries throughout the world. DRC fulfils its mandate by providing direct assistance to conflict-affected populations– refugees, internally displaced people (IDPs) and host communities in the conflict areas of the world; and by advocating on behalf of conflict-affected populations internationally, and in Denmark, on the basis of humanitarian principles and the Human Rights Declaration. Internationally, DRC actively participates in supporting the protection of refugees, and promoting durable solutions for conflict-affected populations.

DRC has been delivering humanitarian programming in response to various humanitarian crises in Lebanon since 2004, working with Palestinian, Iraqi and Syrian refugees, in addition to internally displaced Lebanese affected by the 2006 war, migrant domestic workers, vulnerable host communities, in addition to Lebanese and Refugees affected by the 2020 Beirut Port Explosion. Since 2011, DRC has focused primarily on responding to the Syrian refugee crisis in Lebanon. DRC Lebanon’s focus is to improve the living conditions of displacement-affected populations and contribute to the achievement of durable solutions.

For further information about DRC, please refer to our website: <https://drc.ngo/>

Objectives:

DRC is seeking to hire a highly qualified candidate who will provide technical support to DRC’s legal aid program through the provision of legal counseling, legal assistance and legal representation services to people included in DRC’s programing.

Responsibilities:

1. Provide Legal Representation Services; including through:

- Interviewing persons to be assisted with legal representation;
- Preparation and filing of all court documents;
- Collection of evidence to support individual’s claim and arranging translation where required;
- Legal research to support the individual claim;
- Court appearance for all relevant appointments related to individual’s claim;
- Regular follow up and maintaining of positive work relationships with relevant authorities, clerks and other administrative bodies as relevant;
- Documenting proceedings, challenges, recommendations and lessons learned based on the context of the judicial and legal system in Lebanon.
- Preservation and maintenance of any document received from the beneficiary or obtained by virtue of his position in the Danish Refugee Council.

- Finalizing all other administrative tasks required, including record keeping, for the provision of legal representation services.
- In coordination with the legal officer, assess the protection-related risks for the beneficiaries resulting from legal intervention.
- Estimating and forecasting legal cases representation costs (in relation to legal action plan)
- Develop legal action plan for legal representation, and reflect on protection outcomes with the support of protection teams
- Close coordination with other programs and teams to ensure qualitative services and timely response

2. Provide Legal Assistance Services, including through:

- Interviewing and assessing individual legal needs;
- Develop and maintain effective working relationships with key stakeholders including courts, clerks, administrative bodies, partner agencies, community leaders and service providers;
- Accompany refugees and stakeholders to GSO centers in the Area of intervention in order to renew their legal residency;
- Prepare relevant documents required and register the life events of beneficiaries in the relevant official departments (Moukhtar, Noufous Centers, Foreigners Registry Department, Ministry of Foreign Affairs);
- Adapting interventions in line with any legal decree and decisions issued on national level;
- Preservation and maintenance of any document received from the beneficiary or obtained by virtue of his position in the Danish Refugee Council
- Finalizing all other administrative tasks required, including record keeping, for the provision of legal assistance services.
- Facilitating Negotiation for Housing, Land and Properties (HLP) disputes.
- Coordinate with legal officer in regards to the provision of the legal assistance services and with other program teams to ensure qualitative services and timely response

3. Provide Legal Counseling Services; including through:

- Interviewing and assessing individual legal needs;
- Legal research to stay informed about developments/changes in the legal frameworks and legal decisions applicable to Lebanon, in addition to sharing the information with relevant staff;
- Adapting interventions in line with any legal decree and decisions issued on national level;
- Informing refugees and asylum seekers about project activities and their legal rights and counsel them on means by which they may receive assistance from DRC, partner organizations, or the government.
- Follow-up with relevant authorities and key stakeholders;
- Organization and implementation of legal aid clinics where needed;
- Supporting the development of informational materials on legal services, civil documentation, residency, and Housing, Land and Property (HLP) rights, and Decent Work Conditions (DWC);

- Supporting the preparation of documents including case studies, success stories, statistics and other topics as agreed with the supervisor.
- Preservation and maintenance of any document received from the beneficiary or obtained by virtue of his position in the Danish Refugee Council;
- Finalizing all other administrative tasks, including record keeping, required for the provision of legal counseling services.
- Facilitating negotiation with stakeholders in case of confiscating of documents/items.
- Coordinate with legal officer in regards to the provision of the legal counseling services and close coordination with other program teams to ensure qualitative services and timely response

Other Services:

- Conduct legal training DRC and partner protection teams in order to improve their acknowledgment in international and national laws, as well as to participate in protection training in order to familiarize himself/herself with protection principles and programs.

Deliverables:

For each of the expected services outlined above, the Legal Consultant must provide the following deliverables for proof of service provision:

1. Legal Representation:
 - a. All relevant case or court files (proxy, divorce notification and certificate, custody, protection order, kinship, any other decision/documents issued by the judge related to the cases.)
 - b. Proof of Marriage contract if relevant
 - c. Completed relevant legal tracker
2. Legal Assistance:
 - a. Marriage certificates
 - b. Birth Certificates
 - c. Death Certificates
 - d. Legal Residency Permit
 - e. Completed legal assistance forms
3. Legal Counseling:
 - a. Completed legal counseling forms
4. Legal Training:
 - a. Attendance sheets
 - b. Training materials

Estimated workplan / lead time per deliverable:

Activity	Level of Effort (in days)	Means of Verification/Deliverable
Legal Counselling (including ADR for HLP)	0.2	Legal counseling forms
Legal Representation	3 days	Case/Court files
Legal Representation (Proof of Marriage)	1 day	Case/Court files/Proof of Marriage Contract
Registration of life events (birth and marriage registration)	0.5	Legal assistance forms/Birth or marriage certificate
Accompaniment for legal stay	1.5	Legal assistance forms/Legal residency
Legal Training	1	Training materials, Attendance Sheets

Documents to be submitted

- A **technical proposal**, including:
 - Detailed CV;
 - Outline of relevant experience in provision of similar services and demonstrating existing working relationships with relevant key stakeholders;
 - Name and contact information of three references;
 - Availability per month, indicating whether there are minimum or maximum availability limits;
 - A detailed workplan including methodology and outlining the level of effort for each service as outlined above (to be stipulated in number of days required per deliverable)
 - Proof of Lebanese Bar Association membership
- A detailed **financial proposal** in line with required deliverables as outlined above, including fees for stamps required for deliverables where relevant.
- ToR signed and stamped

Note: Failing to provide a complete technical proposal and financial proposal will subject the application to a direct disqualification from the process.

Experience and technical competencies:

- Minimum of 5 years of experience in private practice, with a particular focus on personal status law,
- Registered within the Lebanese Bar Association,
- Experience providing legal counseling, assistance and representation on issues including civil documentation, legal residency, and HLP
- Excellent understanding of relevant national legal frameworks, circulars, and practices relevant to legal counseling, assistance and representation services,

- Demonstrable experience interacting with judicial, security, and administrative authorities, and ability to maintain effective working relations with above-mentioned stakeholders;
- Experience working with an international non-governmental organization,
- Understanding of humanitarian values and a commitment to assist the most vulnerable,
- Familiarity with international and national protection and human rights legal standards,
- Excellent communication and negotiation skills;
- Good knowledge and understanding of the refugee context.

Education: (include certificates, licenses etc.)

- University degree in law.
- Advanced university degree (Master's Degree), preferably with the specialization in international human rights law and/or international refugees' law (preferable and not essential).

Languages:

Full proficiency in spoken and written English and Arabic.

Key stakeholders: (internal and external)

- Judiciary, including court staff, clerks, etc.
- Internal DRC sector managers and coordinators.
- Local authorities including municipalities, General Security Offices, ISF, Nofus, Personal Status Departments, Mouktars, and Ministries.
- Other relevant service providers.

Location:

One Legal consultant for North Office to start on the 1st of October 2022

Two Legal Consultants for Bekaa Office to start on the 1st of September 2022
