



Terms of Reference (TOR)

Legal Advisor

Association Nabad for Development in Lebanon is currently seeking for Attorney Services for 1 year starting from January, 2022, till December, 2022.

The Attorney (Service Provider) shall submit the proposal with financial offers in the annexes considering the below TOR.

1- Scope of services:

- a- The Service Provider must be available for legal consultations and general advisory, whether verbal or in writing, as required, covering a day-to-day operation, including Nabad relationships with third parties.
- b- Drafting and reviewing of agreements and/or other legal documents in connection with Nabad operations (Memorandum of Understandings - MOU, Rent Agreements, Purchase Agreements, Consultancy Agreements, Supplier Agreements, Services Agreements, Employment Agreements, Lease Agreements etc...).
- c- To examine the actual Internal Staff Regulations of Nabad in regards to the Lebanese Labor Law and amendment acts to provide its recommendations to ensure its compliance with the legal framework.
- d- Advising on legal matters including employees' issues, NSSF, labor law and employees' taxation.
- e- To assist Nabad with the contract termination process with the Ministry of Labor within the whole procedure with MoL and provide advices, follow up and updates when arises.
- f- Research and analysis on legal subjects and matters related to Nabad operations, and providing legal opinions, drafting briefs, reports and correspondence.
- g- Represent Nabad for Lebanese Government authorities and will assist in Government relations and administrative follow up if needed.
- h- Inform and update Nabad of all new Lebanese Laws and Regulations, which may be of interest to us.



- i- The Service Provider shall secure to Nabad work permits, residency permits and provide litigation and/or arbitration services, upon written request from Nabad and in consideration of specific fees to be agreed by both parties on a case-by-case basis.
- j- Assistance in special assignments, e.g., major contracts, negotiations, mass termination of employees, trademark registration, review of internal regulations etc. We will immediately advise you when we believe that a particular task would fall outside the scope of the day-to-day operation and be treated as a special assignment.
- k- Assist in the drafting of the Internal Regulations and its submission at the Ministry of Labor.
- l- The Service provider shall be able to provide the required services during the official working days from Monday to Friday from 9 a.m. to 5 p.m.,
- m- The Service provider shall be available for emergency matters anytime during the week.
- n- The final version of the standard contracts should be validated.
- o- To provide a legal opinion on working hours, salary payment, holidays, trial periods, leaves, allowances, benefits.
- p- Introducing and following up administrative procedures in front of the different Lebanese public administrations: Ministry of Telecoms, Electricité Du Liban, Municipalities, Ministry of Labor, Ministry of Social Affairs, Customs...