



Terms of Reference

CDE Legal Representation

Start of contract: 01 January 2024

End of contract: 31 December 2024

Type of contract: Service Agreement

Application to be sent to: tender.lebanon@chainedelespoir.org

- **General legal guidance**

Provide a non-fixed/open number of hours of legal assistance, counseling and advice.

Timely share with La Chaîne de l'Espoir updates of all laws, decrees, regulations of interest

- **Registration of CDE Lebanese Branch**

Provide oral and written legal advice, services, assistance and follow-up in regards to the registration/constitution of La Chaîne de l'Espoir as a branch of an international NGO in Lebanon in conformity with local rules and regulations.

- **Legal guidance and administrative support**

Provide legal services to introduce and follow-up with administrative procedures in front of the Lebanese public administrations such as the Ministry of Labor, Ministry of Finance, NSSF Directorate, Ministry of Interior, General Security, etc.; as well as oral and written advice and guidance in that regard.

- **Taxes and National Social Security Fund**

Provide oral and written legal advice and guidance on calculation, processing of monthly/quarterly/annual declarations of social security subscriptions, payroll tax, value-added tax exemption, non-resident tax in accordance with the local laws and regulations, register and declare new/leaving employees to NSSF and Ministry of Finance.

- **Employment contracts and Labor Law**

Provide oral and written legal advice and guidance for all matters related to employment such as contracts, service contracts, working hours, salary payments, holidays, trial periods, leaves, allowances, benefits, warnings served to employees, conflicts arising between the employer and employee, CDE internal regulations, daily workers' rights and obligations, expatriate housing, submitting and following termination requests for economic or ethical reasons.

- **Suppliers' contracts and consultancies**

Provide oral and written legal advice and guidance as regards contracts with suppliers and consultants, warranties, value-added tax, rights and obligations of parties, etc.

- **Expatriates' legal stay in Lebanon**

Provide oral and written legal advice and guidance, services and follow-up about all administrative procedures related to visa, work permits and residence cards of La Chaîne de l'Espoir's expatriate staff in Lebanon, including approvals and authorizations with the Ministry of Labor and the General Directorate of General Security.

- **Lawsuit representation**

Represent and provide legal assistance to La Chaîne de l'Espoir in lawsuits and court cases, which includes attendance to all courts' hearings, drafting and submitting written and oral pleadings to the courts, in addition to negotiations and amicable settlements of litigations, and withdrawal of lawsuits.