

Request for Proposal
Terms of Reference
IL/YAB2024/PR#50

Subject: Call for Legal Consultant/Legal Firm for Company Registration and Compliance.
Reference: IL/YAB2024/PR#50
Posted Date: January 02, 2025
Closing Date: January 13, 2025

ABOUT INJAZ LEBANON

INJAZ Lebanon is a non-profit organization, an affiliate of Junior Achievement (JA) Worldwide, with a mission to equip youth with the skills and mindset they need to become entrepreneurs and business leaders stimulating their communities. It is also a member of INJAZ Al-Arab, a regional network of 14 countries across the MENA region. INJAZ Lebanon delivers programs in partnership with the business sector focusing on entrepreneurship, work readiness, and financial literacy.

ABOUT THE YOUTH AGRIFOOD BUSINESS

The Youth Agrifood Business (YAB) Program, a six-month initiative by UNICEF's GenU, aims to empower vulnerable youth in Lebanon, particularly alumni of CBT training programs conducted by UNICEF partners such as ANERA and LOST. The program supports youth-led group businesses in the agrifood sector within Beqaa, Beirut, Mount Lebanon, North Lebanon, and Akkar. YAB seeks to create sustainable economic opportunities for young people in underserved regions by fostering entrepreneurship in the agrifood industry.

OBJECTIVE

INJAZ Lebanon is seeking a qualified Legal Consultant or Legal Firm to provide comprehensive legal support for youth-led agrifood businesses under the Youth Agrifood Business (YAB) Program. The consultant/firm will assist with company registration, legal compliance, and other related services to ensure the businesses are fully operational and compliant with Lebanese laws, including exportation regulations and trademark registration.

SCOPE OF WORK

The selected legal consultant/firm will be responsible for fully executing the necessary legal processes required for the teams, which include registration, licensing, compliance, and all related legal work. This includes but is not limited to:

1- Company Registration

- The consultant will assist in ensuring the proper registration of the teams under Lebanese law. This includes advising on the most suitable legal structure, drafting the necessary documents, and liaising with the relevant government authorities for registration.

2- Trademark Registration

- The consultant will assist each team in registering their trademarks with the Lebanese Intellectual Property Office, ensuring that the brand names and any related products are protected.

3- Exportation Requirements

- The consultant will provide legal guidance on the necessary steps to ensure that each team is compliant with Lebanese regulations for exportation. This includes advising on required documentation, trade licenses, and any specific requirements related to the export of food products or other goods.

4- Licensing and Compliance

Provide guidance on acquiring the necessary licenses for manufacturing, production, and sale of products, especially for those teams seeking to expand beyond local markets. The consultant should also ensure that all legal compliance requirements are met according to Lebanese food safety and business laws.

Team 1: Produces nut-based products, including nut butters and oils, under the brand name with plans to rebrand.

- Change the company registration to reflect the new brand name.
- Obtain a production and manufacturing license (رخصة صناعية) for exportation.
- Trademark registration for two trademarks.
- Prepare exportation legal documents and paperwork.

Team2: Offers unique potato chips and is expanding from live events to retail.

- Obtain a manufacturing license (رخصة صناعية).
- Obtain exportation legal papers.
- Register their trademark.

Team3: Specializes in premium, dairy-free products such as sauces, dips, and spreads.

- Registration with the Ministry of Health and the Ministry of Industry (وزارة الصحة ووزارة الصناعة).
- Trademark registration for their brand.
- Legal guidance on exportation procedures.

Team4: Turns agricultural waste into eco-friendly products using nanotechnology.

- Intellectual Property (IP) registration for their R&D in Lebanon and abroad.
- Agreements with business partners and employees.
- Legal registration outside Lebanon.

Note: Note: In addition to the four teams mentioned above, there are five additional teams whose specific business details and legal needs will be shared at a later stage, once their business models and requirements are fully defined. These teams may also require additional legal support or services, which will be refined and communicated in later stages of the project.

Deliverables:

- Full Legal Registration for each team, including filing and submission of all required documents and obtaining registration certificates.
- Licensing for each team, ensuring they have the necessary licenses for their business activities, and obtaining exportation permits if required.
- Legal Compliance reports for each team, detailing compliance with local regulations, health standards, and industry-specific rules.
- Intellectual Property Protection, including the registration of trademarks, patents, and any other relevant IP.
- Fully Drafted and Signed Contracts: All necessary business contracts, agreements with partners, suppliers, clients, employment contracts, and non-disclosure agreements, ready for signing.
- Exportation Documentation for teams involved in export activities, including all necessary legal paperwork for international trade.
- Periodic Legal Updates and progress reports outlining completed steps and pending actions for each team, ensuring transparency and tracking of the work.
- Availability to provide prompt support and respond to the teams' inquiries whenever needed throughout the process.

Timeline and Reporting:

- The lawyer will provide a clear timeline for each task, outlining the completion dates for the registration, licensing, compliance work, and other legal responsibilities.
- Regular updates and progress reports should be provided to INJAZ Lebanon throughout the process, ensuring the work is progressing as planned.

Competencies: (Knowledge, Skills & Abilities)

Professional Competencies:

- Minimum three years of relevant professional experience as lawyer
- Legal authorization to practice as a lawyer, registered at local bar association (practicing corporate law)
- Excellent knowledge of the local legal system and legal procedures
- Prior experience in working with governmental authorities is a plus.
- Knowledge on how to communicate with vulnerable population groups, such as youth.
- Strong report writing skills

Duration:

The consultant's service will begin upon signing the agreement and end by March 31, 2025. All deliverables should be completed within this time.

Payment Conditions

1. Payment shall be made by wire transfer or through Payment Order/Telegraphic Transfer/over-the counter payment after submission of an appropriate and acceptable original invoice with all the requested to INJAZ Lebanon.
2. INJAZ Lebanon operates through bank Audi and won't handle any transfer or withdrawal charges (To be charged to the trainer)

Submission Requirements

Interested legal consultants or firms should submit the following documents:

- **Technical Proposal:** A detailed proposal explaining the methodology, approach, and timeline to deliver the required services. This should include a description of the consultant's or firm's experience with similar legal matters, specifically for startups or youth-led businesses in Lebanon, if available.
- **Financial Proposal:** Detailed price list per service or global package including all above services. The offer could also include extra services not mentioned above with the detail's fees.
- Validity of the offer and Payment terms and conditions.
- **Legal Qualifications:** A copy of the consultant's/firm's legal registration or license to practice, as well as proof of at least three years of relevant experience in corporate law.
- **CV/Company Profile:** A brief resume of the consultant or a company profile that highlights relevant experience and expertise.

HOW TO APPLY

To apply, please complete the Google Form. Please ensure you fill in all required details no later than **January 13, 2025**. Google form: <https://forms.gle/L68t9iZpZKAsjhU39> .

For any questions, please contact us via email at jennifer@injaz-lebanon.org , with Firas@injaz-lebanon.org in CC.

Proposals that are received by INJAZ Lebanon after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Thank You.