

Request for proposals – Legal Services for the year 2025

##1. Introduction

Medecins Sans Frontieres (MSF) is an international non-governmental organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. Our teams are made of health professionals, logistic and administrative staff - most of them hired locally. Our actions are guided by medical ethics and the principles of impartiality, independence and neutrality.

2. Background

MSF Lebanon, a branch of MSF International focuses in its mandate of communication and recruitment in support of the whole MSF Movement. MSF has been operating in Lebanon since 1976 and MSF Lebanon, under its mandate has been active in Lebanon since 2018.

3. Scope of Services

MSF Lebanon, is assessing the market and eventually wishes to select a law firm that is expected to provide a range of legal services, including but not limited to:

- a. Legal advice and representation in matters related to NGO operations in Lebanon
- b. Assistance with compliance with Lebanese laws and regulations
- c. Legal support for employment and labor issues
- d. Intellectual property advice
- e. Contract drafting wording review and negotiation – Employment, suppliers and consultants (Including rent and other services)
- f. Assisting MSF Lebanon in obtaining visas, permits and residencies for its international staff and visitors, including preliminary approvals and renewals (From submission to follow-up to closure)
- g. Advise on the office governance structure
- h. Able to give advice and referral if MSF Lebanon office gets into or intent to get into a court case
- i. Any other services that you deem relevant

Note: The number of consultations and legal advice, whether by phone or in writing, cannot be bound by a limiting number.

4. Proposal Requirements

Interested law firms with offices in Lebanon, should submit a proposal that includes:

1. Firm's qualifications and experience, particularly their experience with INGOs
2. Biographies of key personnel who would be providing services
3. Description of the firm's structure
4. The financial offer
5. At least three references to existing clients

5. Evaluation Criteria

Proposals will be evaluated based on:

1. Relevant experience and expertise
2. Cost-effectiveness
3. References

6. Submission Guidelines

Please submit your proposals to michel.younes@msf.org and payel.purkayastha@msf.org with the subject: Legal Services for the year 2025

Submission date, before 31 August 2024

You are welcome to take point (a) to (i) in the Scope of Services paragraph as headlines to paragraphs on the services that your company provide when drafting your proposal.

MSF Lebanon might run a second round to ask for bids on a specific list of services if the request for proposal phase would require as such. All the companies that have submitted proposals, will receive the request for quotation.

7. Questions

Any questions regarding this RFP should be directed to michel.younes@msf.org and payel.purkayastha@msf.org before the end of the submission deadline.

We look forward to receiving your proposal.

Sincerely,

MSF Lebanon Team