

Request for Proposal

For Legal Consultant Services - Bekaa

FOR

DANISH REFUGEE COUNCIL (LEBANON)

<b>Request for proposal (RFP) BKA/19/001</b>	
Name of the organization	Danish Refugee Council
Date of issue	19th of April 2019
Last date and time for receipts of bids	26th of April 2019 at 13:00 pm (Beirut time)
Address for the submission of proposals	By email at: procurement.rfp@drclebanon.dk
Address for queries	By email at: procurement.rfp@drclebanon.dk

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future.

We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Operating since 2004 in Lebanon, DRC has addressed the needs and rights of vulnerable populations, working initially with Palestinian refugees (since 2004), Iraqi refugees (2007-2010), Lebanese IDPs (during the 2006 conflict), migrant domestic workers (since 2009) and, since 2011, responding to the Syrian refugee crisis.

DRC Lebanon is currently delivering programming in protection, housing, infrastructure, basic assistance, livelihoods, and community development interventions. This myriad programming seeks to address the immediate needs of displaced populations and concurrently support vulnerable host populations. DRC has five offices spread throughout Lebanon in, Beirut, the Bekaa, Saida, Tripoli and Qobayat.

For further information about DRC, please refer to our website: [www.drc.dk](http://www.drc.dk)

### **Objectives:**

The Legal Consultant will be responsible for providing technical supervision of DRC's legal program which includes: legal awareness, individual counseling and court representation.

### **Responsibilities:**

- Develop and review existing informational materials regarding legal services, civil documentation, residency and other relevant legal issues.
- Produce, adapt and roll-out technical products based on identified needs such as: training, SOPs, guidance notes etc.
- Make recommendations and provide on the job coaching to improve quality of legal program.
- Support legal team to achieve activities' objectives and targets.
- Identify, review and prepare protection cases in need of court representation and working collaboratively with legal consultant/s on national or field level. Review legal documents that will be submitted to courts. Prepare briefs for National Legal Consultant on status of court cases on weekly basis.

- Regularly and proactively monitor and analyze ongoing trends in the region as related to protection and legal programming, and provide regular updates on these trends and how they affect programming.
- Participate in the submission of timely, accurate and well-written donor reports and other reporting requirements (incl. Donors' reports and Activity info). Feed into proposal development on legal aid.
- Support the recruitment of legal officers when needed.
- Support DRC on national and field level on developing a common analyses and shared learning to support advocacy efforts.

Maintain positive work relationship within the team, and promote team-building efforts with respect to internal DRC HR/Admin rules and procedures.

**Requirements:**

- At least seven years of prior professional legal experience in Lebanon, ideally specializing in services provided to vulnerable clients and refugees.
- Admitted to the Bar Associations of Beirut or Tripoli.
- Experience providing legal counseling and assistance on issues including HLP, employment law, civil status and criminal issues.
- Experience interacting with judicial, security and administrative authorities.
- Strong experience managing a diverse team.
- Demonstrated experience of the humanitarian values and a commitment to assist the most vulnerable.
- Experience working for an international humanitarian organization.
- Experience working on development of Standards of Practice applicable in an international context.
- Experience working with multilateral funding, ECHO preferred.
- Good knowledge of refugee context, as well as demonstrated ability to identify and refer vulnerable cases, is desirable.
- **Find attached Job duties for additional details**

**Submission guidelines:**

Candidates should submit the below:

- Detailed company profile and detailed CVs for individuals
- Examples of previous relevant work with INGOs
- Minimum response timeframe per service
- Signed Annex B, General conditions of contract for the procurement of services
- Signed Annex C, Code of conduct

**Instructions for Submission of Bid**

There are two methods for submitting bids:

- **Hard Copy:** One original copy of your proposal (CV's and relevant documentation) in a sealed envelope clearly marked with **RFP# BKA/2019/001 and the bidder's name**. The sealed envelope must be deposited into the DRC Tender Box at the address below before the RFP Closing Date and Time.

*Paragon Building, 3rd Floor, Alfred Naccache Street, Achrafieh, Beirut, Lebanon*

It is the bidder's responsibility to ensure that the sealed envelope is deposited into the Tender Box.

- **By Email:** Email submissions will be accepted and must be sent to the following address: [Procurement.rfp@drclebanon.dk](mailto:Procurement.rfp@drclebanon.dk) quoting, **RFP# BKA/2019/001, in the Subject line**. *RFPs must be received in the email inbox by the closing deadline.*

The closing date for submission of proposals is on the **26th of April 2019 at 13:00 pm (local Beirut time)**.

Bids submitted by mail or courier are done at the bidder's risk and DRC takes no responsibility for the receipt of such bids.

All bids received in pencil will be disqualified.

### **Evaluation of Bids**

The criteria for awarding contracts resulting from this RFP will be based on the 'best value for money' principle. For the purpose of this RFP DRC defines 'best value for money' as:

*Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).*

All CV's will be reviewed by a committee, and interviews will be held with the short listed candidates with relevant profiles and experience.

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Sincerely,

Procurement Department

April 2019