## Request for Proposal

For Legal Support and Representation Services

FOR

DANISH REFUGEE COUNCIL (LEBANON)

<table>
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<tr>
<th>Request for proposal (RFP) BKA/20/001</th>
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<tbody>
<tr>
<td>Name of the organization</td>
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<tr>
<td>Date of issue</td>
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<tr>
<td>Last date and time for receipts of bids</td>
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<tr>
<td>Address for the submission of proposals</td>
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<td>Address for queries</td>
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<tr>
<td>Technical meeting in DRC Zahle office</td>
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Attendance is recommended but not mandatory.
Background: As the Syrian Crisis enters its seventh year, close to four million displaced Syrians are living in neighboring countries. Lebanon has absorbed 1.2 million Syrian refugees, which has resulted in mounting pressures on overstretched public infrastructure, services, and resources. Hosting populations have progressively suffered from declining living standards, livelihood opportunities and access to quality basic services as the crisis has moved from an emergency state to its current protracted situation. Initial charitable sentiments and generosity toward the refugee populations are eroding and growing social volatility in the region is contributing to inter-communal tensions, political unpredictability, and economic stagnation. While the Syrian influx has exacerbated socioeconomic cleavages in both Lebanon, it has certainly not created them and renewed attention on addressing the root problems of these challenges is needed to move beyond the short-term gap-filling assistance that has characterized the Syria Crisis response to date. Women and youth are disproportionately affected and opportunities to access sustainable livelihoods and participate in public debate and policy decisions are particularly limited, leading to growing frustrations. Recent reports have highlighted a generalized discontent among refugees and host communities with regard to the international and national responses to the crisis across the region, citing in particular a lack of transparency in aid provision, weak impact on preparation for future crises as well as low levels of community input in aid planning and delivery.

For further information about DRC, please refer to our website: www.drc.ngo

Specific Objective and Responsibilities:

DRC is seeking to appoint a highly qualified candidate who will be handling court representation cases and providing legal consultations for DRC beneficiaries located in Bekaa.

Responsibilities:

• Represent DRC’s beneficiaries in a minimum of 9 legal representation cases selected including by:
  - Interviewing beneficiaries.
  - Preparation and filing of all court documents.
  - Collection of evidence to support claim and arranging translation where required.
  - Legal research.
  - Court appearance.
  - Regular follow up with the authorities and clerks.
  - Documenting proceedings, challenges, and recommendations based on the context of the legal system in Lebanon and lessons learned.

• Give legal consultations in person and/or over the phone to beneficiaries of DRC, including by:
  - Interviewing beneficiaries.
- Legal research.
- Follow up with Lebanese authorities.
- Organization and implementation of legal aid clinics.

- Assist in development of informational materials regarding legal services, civil documentation, residency, and Housing, Land and Properties (HLP).
- Assist in preparation of documents including case studies, success stories, statistics and other topics as agreed with the supervisor.
- Propose new activities according to identified needs and suggest solutions for problems encountered.
- Contributing and leading protection ad hoc legal and needs assessment in the Bekaa to better understand the protection context in the area to support elaboration of evidence based reports for advocacy purposes.
- Develop and maintain effective working relationship with relevant stakeholders including partner agencies, community leaders and service providers.
- Familiarize him/herself with the aims and principles of the DRC, and act as a loyal consultant of DRC in all contexts.
- Inform refugees and asylum seekers about project activities and their legal rights and counsel them on means by which they may receive assistance from DRC, partner organizations, or the government.

Promote rights of refugees, asylum seekers and other persons of concern and ensure best possible application of international human rights standards

**Timeframe:** Starting March-2020 until November 2020, with a minimum of 6 full days/month based on the need of program team in DRC- Bekaa office.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
<th>Day 6</th>
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<tr>
<td>Give legal consultations in person and/or over the phone to beneficiaries of DRC</td>
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<tr>
<td>Represent DRC’s beneficiaries in a legal representation cases</td>
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Support Protection team in legal information session on field level.

**Essential experience and technical competencies:**

- Minimum of 4 years of experience in private practice, with a particular focus on personal status law.
- **Lebanese Bar qualification.**
- Understanding of humanitarian values and a commitment to assist the most vulnerable.
- Familiarity with international and national protection and human rights legal standards.
- Good knowledge of refugee context, as well as demonstrated ability to identify and refer vulnerable cases.

**Preferable experience and technical competencies:**

- Prior experience in working with or coordinating with other international humanitarian organizations and governmental authorities.
- Experience providing legal assistance to vulnerable individuals including survivors of GBV and children in contact with the law.
- Able to be present in the DRC Bekaa Office in the needed working days.

**Education:**

- University degree in law.
- Advanced university degree (Masters Degree), preferably with the specialization in international human rights law and/or international refugees law (preferable and not essential).

**Languages:**

- Arabic (Native).
- English (Fluent).

**Key stakeholders:**

- Judiciary.
- Internal DRC sector managers and coordinators.
- Local authorities like municipalities, GSO, ISF, Mouktars, and Ministries.
- UN agencies and NGOs.
**Location:** Based on the above timeframe for outputs and deliverables tables. The consultant will be executing the needed tasks at DRC Bekaa Office and in all required legal institutional of the cases.

**To Apply:**

Interested applicants should submit the following:

The **technical proposal** must include:

- Detailed company profile and detailed CVs for individuals.
- Minimum response timeframe per service.

The **financial proposal** must specify the following:

- A detailed financial proposal for the services requested in the deliverables.
- The Costs should be provided in **USD**.

The Consultant shall be wholly responsible for all taxes, national insurance or other contributions, which are or may be payable out of, or as a result of the receipt of, any fees or other monies paid or payable in connection with this Agreement. The Consultant shall accordingly indemnify and hold DRC harmless against all taxes (including VAT), national insurance or other contributions, costs, claims, penalties, interest, expenses or proceedings arising out of or in connection with such taxes and contributions.

The Consultant should notify DRC of his/her registration for V.A.T. and provides V.A.T. invoices in respect of the Consultancy Services, if applicable.
Instructions for Submission of Bid

There are two methods for submitting bids:

- **Hard Copy:** One original copy of your proposal in a sealed envelope clearly marked with RFP# BKA/20/001 and the Consultant name. The sealed envelope must be deposited into the DRC Tender Box to the address below before the RFP Closing Date and Time.
  
  - Paragon Building, 3rd Floor, above Body Garage gym, Alfred Naccache Street, Achrafieh, Beirut, Lebanon.
  - Bekaa – Zahle Baalback highway – Nicolas Khoury Building – 3rd floor

  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: LBN-Procurement-RFP@drc.ngo quoting, RFP# BKA/20/001, in the Subject line. RFPs must be received in the email inbox by the closing deadline.

The closing date for the submission of proposals is **10th of February at 14:00 pm (local Beirut time).**

Any bids received past the deadline will be disqualified.

All related questions should only be addressed to: LBN-Procurement-RFP@drc.ngo.

Bids submitted by mail or courier are done so at the bidder’s risk and DRC takes no responsibility for the receipt of such bids. All bids received in pencil will be disqualified.

**Validity of Offer**

Your bid must be valid for a minimum of 30 days from the date of the RFP closing date. Bids not meeting the Bid Validity Period may be disqualified. DRC will attempt to notify all suppliers of the outcome of their proposals as soon as possible after evaluation.

**Evaluation of Bids**

All Bids received and accepted will be evaluated on a ‘line item’ basis as follows:

- **Administrative Evaluation:** Evaluated to ensure compliance with all the RFP requirements and to ensure that all Bids and calculations are readable and acceptable and includes:
  - Signed Code of Conduct
  - Supplier profile registration form
b) **Technical Evaluation:** All Bids received will undergo a Technical Evaluation based on ‘cumulative bid score’ as stated below:

Generic Technical compliance:
- Technical/Finance proportion 70/30
- Minimum passing technical score 40

The technical criteria for this RFP and their weighting in the technical evaluation are:

<table>
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<tr>
<th>Technical Criteria #</th>
<th>Technical Criteria</th>
<th>Technical Weighting</th>
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<tbody>
<tr>
<td>1</td>
<td>Minimum of 4 years of experience in private practice.</td>
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<td>2</td>
<td>Experience providing legal assistance to vulnerable individuals / working with similar NGO</td>
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<tr>
<td>3</td>
<td>Experience in personal status law.</td>
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| Financial            | Financial proposal / quotation                         | 30                  |

*Out of the maximum 70 points that can be given for the Technical evaluation, bidders must obtain a minimum score of at least 40 in order to proceed to the financial evaluation. Only then will the financial offer be evaluated and reviewed against the technical offer.

c) Bids that comply with the requested items, specifications, and delivery conditions will be classed as ‘responsive’ (acceptable). Only Bids classed as ‘responsive’ (acceptable) will progress onto the ‘Financial Evaluation’ and will be shortlisted. ‘Non-responsive’ bids (not-acceptable Bids) will no longer be under consideration at this stage.

d) **Financial Evaluation:** All ‘Responsive’ Bids will undergo a Financial Evaluation based on proportion 70/30 where 30 is the weighted percentage of price offer.

**Note:** Shortlisted suppliers complying the technical and financial requirements may be asked for an interview with the responsible manager and supplier chain.

**Contract Award**
Under the ‘best value for money’ principle, DRC will award the contract(s) (DRC Purchase Requisition or Service Contract) to the ‘lowest responsive bid’ except where other considerations are warranted. These other considerations can be – total cost of ownership; cost of on-going consumables; price vs warranty; quality vs price.
RFP Enquires
All enquiries and questions should be addressed to the email given in the RFP Detail’s section! All Q&A’s will be shared with all invited suppliers.

Under DRC’s Anticorruption Policy, Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Sincerely,
Supply Chain Department

January 2020