

Request for Proposal (RFP)

FOR LEGAL SERVICES

Right to Play International

Right To Play is a global organization, using the transformative power of play to educate and empower children and youth facing adversity. Through playing sports and games, Right To Play helps over one million children learn through play to create better futures, while driving lasting social change in more than 20 countries each week.

Right to Play International invites proposals from interested and eligible attorneys for the proposal of LEGAL SERVICES.

I. General information

- **Purpose.**
 - This request for proposal (RFP) is to contract for legal services and
 - Representation of Right to Play International.
- **Who may respond?**
 - Only attorneys who are currently licensed to practice law in Lebanon and maintain an office in Beirut or law firms including such attorneys, may respond to this RFP.
 - English language is required.

II. Instructions

- Closing submission date: **COB 6 Dec 2021**
- Bids must be submitted in the English language via email to **mzaytoun@righttoplay.com** and must be signed and stamped.
- Inquiries concerning this RFP should be mailed to: **mzaytoun@righttoplay.com** or by phone **71/175565**
- It is expected that a decision selecting the successful Firm will be made within two (2) weeks of the closing date for the receipt of proposals.

III. Scope of service

- Provide legal service and advises on all activities and aspects.
- Unlimited written and/or oral advices in relation to any legal issues including but not limited to labor law, tax rules and regulations, NSSF rules and regulations, contract law.
- Drafting, wording and reviewing contracts, documents, letters related to the activities of RTP in Lebanon including lease contracts, staff contracts and anything related to normal activities such as drafting warning letters etc.



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

- Introducing and following up administrative proceedings at the different Lebanese governmental departments and other parties, coordinating with ministries (MOF, MOL, MOI...)
- Defend lawsuits, litigations, court cases, administrative claims, or another legal claim
- Provide assistance in getting Preliminary work permits, work permits renewals and residency cards for RTP Expats and foreign staff.
- Any new lawsuits will be agreed upon between two parties.

IV. PROPOSAL EVALUATION

- Proposed approach to scope of work.
- Level of experience of the individual(s) identified to work on this matter
- The Offeror’s experience with similar clients and legal matters
- Response from references
- cost
- Interviews, if conducted.
- Legal Advisor Profile

a. All bidders are kindly requested to fill the table below

Attorney/firm name Location- Full Address	
Registration Number	
Terms of engagement	
Corporate services/ Expertise field	
Previous experience with NGOs / INGOs please lists the names)	

b. Charges per year/ USD.....