

Attachment 1

Consultant Scope of Work

Period of Performance: October – November 2021

Level of Effort: The Consultant (Contract Attorney) will work for 1 month to support the review of a one contractual agreement.

Background: International Medical Corps, Human Resources Department is looking to recruit a short-term contract attorney to provide a legal review on a contract.

Purpose: The Contract attorney will review the contract and ensure that all the terms used in the contract are indeed lawful and legal.

Qualifications:

- MA in Law or similar relevant field
- Registered in the Bar Associations in Lebanon
- Previous working experience as a Legal Counsel and Minimum of one year in contract law
- In-depth knowledge of administrative law and procedures

Deliverables/Due Dates/Payment Schedule:

Deliverable	Due Date
Review contract to make sure all the terms used in the contract are indeed lawful and legal.	In 10 days after contract signing
Review contract terms and update them to fit legal needs or the organizational policies	

Fixed Price Fee:

A Fixed Fee will be paid based on completion and International Medical Corps acceptance of deliverables.

Location of Work: The contract attorney will use his\her own office to conduct this assignment.