

TERMS OF REFERENCE

Humanity & Inclusion Lebanon Mission
Human resources Department

1. CONTEXT

The human resources department in Lebanon needs to contract a Lawyer to assure the legal services of the mission including all relations with the governmental authorities.

2. DESCRIPTION OF THE EXPECTED SERVICE

Legal advice and consultancies

We are looking for Legal Services and assistance through unlimited verbal and written consultancies and advice in various legal fields.

- Follow up and updating the registration of the organization with the Lebanese authorities at the Ministry of Interior – NGO department (replacement of the representative of the organization in Lebanon, submitting annual budget, amendments, and updating the ministerial decree...).
- Drafting and wording of agreements concerning the activities of the organization in Lebanon, including lease contracts for office spaces, warehouses, and expatriate housing.
- Reviewing disciplinary letters and termination in both language's Arabic and English.
- Providing guidance and advice for matters related to employment, including employment contracts, service contracts, working hours, salary payment, holidays, trial periods, leaves, allowances, benefits, or any advice related to labor law.
- Reviewing Internal Regulations and their registration and legalization at the Ministry of Labor.
- Holding one monthly meeting of two hours to follow up on pending issues and procedures. Monthly meeting with the country manager; and availability to answer promptly-mails and phone calls.
- Work permits and residency cards.
- Representation of the organization in court cases and litigations.

3. CONSULTANT'S PROFILE

- Lawyer registered in Lebanon with minimum of 5 years of experience in legal court.
- Having NGO and INGOs as client.
- Working languages: Arabic and English.

4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE

- Start date: 01/06/2024, end date: 30/06/2025
- Place of performance: The lawyer in his office with representation of HI in all court on the Lebanese territory.

5. REPORT

- Legal advice should be provided in English and Arabic

6. CONTACT PERSON

- During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, and notably with Mr. Mohammad Zohbi - Human Resources Manager, who will be his contact person or any other person from the department during the absence of Mr. Zohbi.

Administrative and technical annexes

(List of items to be included in the file, e.g.: training plans, media of any kind (DVD, CDROM, etc.), breakdown of costs, methods, general purchasing agreements, etc.)

- I Lawyer's CV
- II Lawyer Portfolio
- III Registration at the order of Lawyer in Lebanon
- IV Fiscal number and registration at the Ministry of Finance in Lebanon.