

Terms of Reference

For the specific task of:

Law Firm / Individual Law Advisor

- 2023/2024 -

Terms of Reference

DOT Lebanon is an organization launched in Lebanon since 2010 with headquarters in Ottawa, Canada, working towards enabling people to access and apply information and communication technologies (ICT) to create education, economic and entrepreneurial opportunities. We empower young people, entrepreneurs, schools, and SMEs with the business, digital and life skills to start businesses, find jobs and generate income.

Digital Opportunity Trust Lebanon is looking for a qualified Law Firm / Individual Law Advisor that possesses expertise in NGO-related legal matters.

The selected law firm will be expected to offer both retainer fees for 20 hours per year and provide information about their hourly fees for legal consultations.

The purpose of this TOR is to:

- Ensure that the DOTLebanon operates in full compliance with relevant laws and regulations.
- Find a Law firm with experience in NGO matters, knowledge of nonprofit law, regulations, and legal frameworks.
- Find a Law firm that can review contracts, agreements, and legal documents, and help identify potential risks.
- Assure that DOTLebanon adheres to ethical and legal standards.
- Enable proactive adjustments to remain compliant.

The chosen law firm will be responsible for the following tasks:

- Offer professional consultation sessions to discuss legal concerns, answer questions, and provide guidance on the best legal course of action.
- Help understand and ensure compliance with relevant laws, regulations, and standards that apply to our organization.
- Review, draft, and negotiate agreements, and other legal documents to protect our interests (negotiate with third parties, when requested by DOTLebanon Country Director)
- Responsible for MOI matters, including but not limited to, registering administrative board meeting minutes, resignations, yearly financial report/budget
- Offer advice on employment-related matters, including hiring, termination, workplace policies, and employee rights.
- Assist in protecting DOTLebanon's intellectual property
- Provide assistance in dealing with government agencies and navigating regulatory procedures.
- Offer advice on local laws and regulations relevant to our organization's operations and scope of work.
- Provide verbal and written advice and opinions in response to inquiries

The applying entity should submit a **detailed** and **financial proposal** including:

- Experience and expertise in NGO-related legal matters
- A minimum of 5 years of experience is required for firms, whereas individuals should have at least 10 years of experience. Firms also have the option to consider the professional expertise of their supervisors.
- Retainer fees for 20 hours per year
- Hourly fees if not under the retainer fees agreement
- Quality and relevance of past work with NGOs.

Consultancy Fees for Legal Support		
Scenario 1	Retainer fees for 20 hours per year	<i>"Please add the total fees/cost"</i>
Scenario 2	Hourly fees if not under the retainer fees agreement	<i>"Please add the fees/cost"</i>

SUBMISSION PROCEDURE:

The entity applying for this bid can be a Law Firm / Individual Law Advisor.

Thank you for providing us with the below mentioned documents:

- Commercial Circular
- Commercial Certificate
- Financial Registration Certificate
- Tax registration number & certificate
- Identification Card of the persons mentioned in the circular
- Three client references from the past 2 years related to similar projects (names, email, phone). These references should be available for a reference check by DOT Lebanon.
- Portfolio

- Payment Terms (Cash, cheque, transfer)
- Offer Validity
- Bank Information
 - Bank Name:
 - Branch:
 - Account Holder Name:
 - IBAN:
 - Swift Code:

All documents should be clearly labeled so it is clear to understand what each file relates to.

An authorized representative of the service provider must sign, stamp, and date the bid, and other relative documents accompanying it.

1. The offer shall remain firm for 30 days from the closing date
2. Submitted in English language, to the following email address: procurementlb@dotrust.org with the subject line: "Organization Name" - Law Firm / Individual Law Advisor
3. Received to the address before **September 12, 2023** at **12:00 PM**

For queries please contact the HR Senior Officer at hrlebanon@dotrust.org