## **Terms of Reference (TOR) for Employment Legal Specialist**

## **Secours Islamique France (SIF) Lebanon Mission**

SIF Lebanon Mission is duly registered in Lebanon by Decree 13572/2014 and has its Lebanon Country Office on the 1st Floor, Lamod Building, Berlin Street, Raouche. SIF implements programs for Syrian and Palestinian refugees and vulnerable Lebanese host populations in Beirut, Mount Lebanon, and North Lebanon, regardless of their social, religious, or cultural affiliations. Our sectors of operation are Child Protection, Livelihoods, and Food Security, and SIF implements both directly and with national NGO partners. Previous sectors of implementation are Water, Sanitation, and Hygiene (WASH), Education, and Social Stability. SIF actively participates in both National and Regional coordination mechanisms and liaises with relevant local authorities.

### **Scope of Services;**

SIF Lebanon is seeking the services of an Employment Legal Specialist service provider to provide the following services:

* Conducting legal advice on job placement opportunities for host communities and refugees including Palestinian and Syrian girls/women.
* Provide legal job placements contracts between SIF, the employer and the participant.
* Provide legal contracts between MSMEs and SIF.
* Drafting and preparing claims, employment contracts, or other legal documentation
* Providing legal advice to beneficiaries
* Working in the best interest of beneficiaries
* Keeping up to date with new rules, regulations, alterations, and developments in employment legislation, especially for Syrians and Palestinians willing to work in Lebanon
* Assisting beneficiaries with the completion of paperwork, and ensuring they are submitted on time.
* Providing beneficiaries with all relevant documentation
* Verifying the authenticity of paperwork and supporting documents
* Provide solutions for foreigners willing to hold jobs in Lebanon
* Consult and recommend solutions to beneficiaries to help increase their employability rates
* Follow up on cases
* Research and reach out to specialized parties to help recommend solutions for different employability problems that foreigners might face
* Prepare background materials, reports, papers, and other documents as requested by the supervisor or line manager
* Knowledgeable in employment regulations and policies of foreigners in Lebanon
* Engaged in the job matching for vulnerable women to ensure they do not encounter any constraints in their placement due to their nationality
* Engagement prior to the job-matching for vulnerable women to ensure they do not encounter any constraints in their placement due to their nationality
* Conduct awareness sessions for MSMEs and Women about labor rights
* Knowledgeable in Labor rights for Lebanese, Syrians, and Palestinians

### **Time duration**

|  |  |  |  |
| --- | --- | --- | --- |
| Deliverables | Estimated number of persons | Due date | Review & Approval required |
| Develop job placement contracts for women/girls | 270 | 31/5/2024 |  |
| Draft the final contracts for MSMEs  | 61 | 31/5/2025 |  |
| Conduct awareness sessions about labor rights for MSMEs and Participants |  | 31/5/2025 |  |
| Follow up on the job allocation activities  |  | 31/5/2025 |  |
|  |  |  |  |

### **Qualification Criteria;**

The Employment Legal Specialist Service provider shall meet the following criteria:

1. Fluent in Arabic and English
2. Minimum of a Bachelor’s Degree in Law, HR, Communications, or any other related fields
3. Superb verbal and written communication skills
4. Strong interpersonal skills
5. Strong time management skills
6. Ability to think quickly
7. Ability to work under pressure