

Terms of Reference (TOR) for Employment Legal Specialist

General:

Entity: Secours Islamique France (**SIF**)

Subject: Project : "My Career, My Choice: Promoting Women Empowerment through Employability in Lebanon "

Period: May 2023 – December 2023

Deadline for submission of tenders: April 2023

Estimated Start Date: one framing meeting at the contract signing which will be held on the 5th May and thereafter the project planned which will be on the 10th May for the beginning of the services

Places of services : SIF Lebanon Office - 1st floor, Lamod Building –Above Play town, Berlin Str. Rouche Ras Beirut, Lebanon.

Title:	Legal Specialist	Job Category:	
Department/Group:	Livelihood		
Location:	BML/North	Travel Required:	Field visits
Deadline for submission of tender:	28 April 2023	Position Type:	Consultant
Contract Duration:	Until end of December 2023		
Direct Reporting Line:	Livelihood Project Manager	Liaison	Business Officer, Beneficiaries (youth girls & women), Businesses & MSMEs and PM Livelihood Manager

Job Description

SIF Lebanon mission commenced operations in Lebanon in 2012, duly registered in Lebanon by Decree 13572/2014, and has its Lebanon Country Office at 1st Floor, Lamod Building, Berlin Street, Raouche. SIF implements programs for Syrian and Palestinian refugees, as well as vulnerable host populations, in the Beirut, Mount Lebanon and North Lebanon, regardless of their social, religious, or cultural affiliations. Our sectors of operation are Child Protection, Livelihoods, Food Security, both directly and with national NGO partners, with previous implementation in the WASH, Education and Social Stability Sectors. SIF actively participates in both National and Regional coordination mechanisms and liaises with relevant local authorities.)

I. PROJECT DESCRIPTION:

The project will empower young women to take control over their career choices by providing skills and opportunities to increase their employability and support them to make informed life choices. This will be achieved through high quality career services and life skills training and a suitable job placement and/or vocational training. Given the precarious economic situation for businesses, the project will strengthen the capacity and resilience of MSEs to withstand the current crises, thereby increasing the likelihood that women will remain employed after job placement. The project will improve Public-Private dialogue and engagement by promoting collaboration between the private sector, SDCs and project beneficiaries. In addition, the project will encourage women rights and regulatory frameworks conducive to growth of youth and women-led enterprises and decent working conditions.

PROJECT MODALITIES (Food, Cash, Capacity Strengthening, Technical and Specialist Services): Cash, Capacity Strengthening, Technical and Economic Empowerment Gender Equality.

MAIN ACTIVITIES:

- Career counselling and life skills sessions are delivered to 540 young women from 18 to 29 years old.
- 25 facilitators from 8 SDCs and 2 local NGOs are better prepared to deliver high-quality employability

programmes.

- Targeted young women receive conditional stipend throughout their job placement and vocational training attendance.
- Technical skills and knowledge of targeted young women is enhanced
- Job matching is offered to targeted vulnerable young women
- Micro and small enterprises are supported by a tailored business plan

LOCATION / REGION: Nabaa, Shatila, Burj al-Barajneh, Tripoli, Beddawi and Naher al-Bared

II. Objective:

Scope of Work/Assignment:

The Employment Legal Specialist will be engaged prior to the job-matching for vulnerable women to ensure they do not encounter any constraints in their placement due to their nationality. Furthermore, the project will support MSMEs to regularize their business status with local authorities to mitigate any regulatory risks they may face.

III. Time duration

Deliverables	Estimated number of persons	Period	Review & Approval required
Develop job placement contracts for women/girls	300 women/girls	May-Dec 2023	PM/Program Co
Interviews with women/girls for job placement/employability advises	300 women/girls	May-Dec 2023	PM/Program Co
Draft the final contracts for MSMEs	40 MSMEs	May-Dec 2023	PM/Program Co
Provide awareness/advise to MSMEs about labour Law with special attention to women/girls.	40 MSMEs	May-Dec 2023	PM/Program Co
Support in the processing of legal work permits at MOL for women/girls, NSSF, registration of MSMEs or at any other		May-Dec 2023	PM/Program Co

legal/governmental organization			
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IV. Organization of the legal services ;

➤ IV1. Methodology and Approach

The consultant will propose a methodological note for the conduct of this services related to Employment of women/girls and encounter any constraints in their placement due to their nationality or any other constraints. In addition to the methodology on how the MSMEs will regularize their business status with local authorities to mitigate any regulatory risks they may face.

➤ IV2. Place of Intervention:

The area of intervention will be in Burj el Barajneh; Shatila & Nabaa at Beirut/Mount Lebanon, and at North including Tripoli, Beddawi and Narhr el Bared.

V. Conduct and frame of the Legal services

- SIF Lebanon is seeking the services of an Employment Legal Specialist service provider to provide the following services leading to successful implementation of the project towards decent working conditions to women/girls and legal support to MSMEs
- The purpose of the Legal Specialist is to lead on the legal documentation, processes, laws and practice. The core functions of the Legal Specialist Group are to:
 - Draft contracts and agreements to mitigate employment risk, ensuring that Employment legal requirements and standards are met;
 - Draft the main contracts between MSMEs and SIF that guarantee all parties' rights and responsibilities.
 - Drafting and preparing claims, employment contracts, or other legal documentation
 - Providing legal advice to beneficiaries on the rights of work in Lebanon, towards 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
 - Verifying the authenticity of paperwork and supporting documents legal papers for employment purposes with the completion of paperwork, and ensuring they are legally processed according to the Labour Law requested 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 employability contracts.
- Prepare background materials, reports, papers, and other documents as requested
- Knowledgeable in employment regulations and policies of foreigners including Palestinian & Syrian in Lebanon
- Engaged in the legal issues related to 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
- Handle claims and disputes related to work place including MSMEs/Businesses/Women/girls
- Knowledgeable in Labor rights for Lebanese, Syrians, and Palestinians

VI. Reports to be provided

Reporting/Communication:

- Draft narrative and qualitative reports (Monthly & Quarterly and final report) as per SIF internal requirements and donor requirements.
- Ensure internal communication and information sharing on project with relevant staff (Livelihoods manager, Programme Coordinator)

VII. Reference documents

- Project financing agreement between Secours Islamique France and B&Z
- Activity plan
- Proposal

VIII. Technical and financial proposal

The consultant invited to bid shall provide the following to Secours Islamique France:
A technical proposal which should indicate:

- The proposed methodology for conducting the services
- The consultant's references and experiences (3 pages maximum);
- The CV of the consultant(s) and the distribution of responsibilities;
- The provisional timetable of intervention as well as an estimate of the workload in men/days;

A financial proposal, which should indicate:

- Total costs in USD including VAT
- Payment terms (schedule)

The consultant's profile:

- Proof of experience in performing Legal services: list current and past clients where the bidder carried out external Legal services along with the name of the organization, contact person, designation, contact number, nature of the external Legal services and length of the appointment for at least three (3) non-governmental organizations where you have rendered Legal services in the last three (3) years

VIII. Application Process

The Consultant will be chosen by the selection method based on quality and cost:

- Technical offer: understanding of TDRs, methodology, experiences of the consultant(s)
- Financial offer: daily rates, number of days offered, other costs, global offer corresponding to the available budget

IX.1 Application Evaluation

The technical evaluation will follow the following evaluation tab (to be adapted by the OSC):

Criteria	
TECHNICAL OFFER	60%
Understanding the Presentation of the methodology used	10%
References and experiences of the consultant	20%
experiences of NGO structures	10%
experience of international projects	5%
Experience in public Legal services	5%
CV of stakeholder(s)/shared responsibility	5%
Provisional intervention schedule/estimate of loads in day/man	5%
FINANCIAL OFFER	40%
TOTAL	100%

Once the proposals have been received and analyzed, the applicants reserve the right to negotiate the proposals with the pre-selected candidates.

The applicant also reserves the right not to select any candidate if no offer is considered.

All information relating to the project " **My Career, My Choice: Promoting Women Empowerment through Employability in Lebanon** " and included in the tender documents or provided separately must be treated in strict confidence by the contractor. The applicants agree not to disclose or publish any information relating to this tender.

In the same way, any document provided by the provider will be considered confidential.

X. Sending offers

Tenders must be sent by courier to this address (SIF Lebanon Office - 1st floor, Lamod Building –Above Play town, Berlin Str. Rouche Ras Beirut, Lebanon), in English, with the reference: **2023/01/BEI/SIF-AFD/BEI/001**

Deadline for sending applications: 28/04/2023

XI.I Ethic and professional practice

- Always respect of beneficiaries' confidentiality.
- Respect and promote SIF's Policies and report to your line manager any non-respect of SIF's policies amongst the teams or partners.
- Address needs and requests in a professional way.
- Report any incident or act that causes any harm to beneficiary or to others.
- Always respect a refusal of assistance in job opportunity that is not the field of interest for the beneficiary

Name: _____ As : _____

Signature: _____

Duly authorized to sign the tender for and on behalf of : _____

Dated: _____ day of : _____