



TOR - Terms of Reference

Service type : Legal advisor / lawyer

Duration : 1 year, renewable

Background information

- Attorney at law registered in the Beirut Bar Association (BBA)
- At least five years of experience providing services to Lebanese and international businesses and NGO

Scope of service

1-Reviewing any kind of Contract; labor, personnel, commercial contracts, real estate contracts, etc... not limited to HR

2-Providing all kind of legal advice, whether written or oral,

3-Answering the phone calls of the clients at any time during the week days,

4- Deal as a mediator and negotiator for any issue with Third party (staff, suppliers, etc...), sending notices and warnings (if necessary) to any moral or physical person that the Client deals with,

5- Represent the client before the court and follow all the matters of the Client before the Public Authorities (all institutions like VAT and ministry of finance, including more specifically the Ministry of Interior)

6-The above scope of work is not limited and the Client has the right to ask the Attorney for any other matter,

Criteria for selection

The service provider will be selected based on the below criteria:

- Proven experience with Lebanese and international businesses and NGOs
- Financial offer
- Payment terms



Documents to be presented

The service provider should present the below documents via email to logistic.libano@avsi.org before the deadline being **5-Feb-2021 at 5:00pm Beirut time**:

- Copy of the service provider's license or registration in the BBA
- Service provider's portfolio
- Financial offer including desired payment terms or schedule

AVSI Operations Manager

Rami Kazzi