**TERMS OF REFERENCE (TOR)**

Legal Consultant for the Creation of the Service Users Association

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| **Project Name** | Improving Mental Health & Well-being of People Living in Lebanon |
| **Main partners** | Médecins du Monde – Lebanon  Skoun, Lebanese Addictions Center  Amel |
| **Duration of the assignment** | November - December 2020 |

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# **1-** **INTRODUCTION**

As part of the ‘Improving Mental Health & Well-being of people living in Lebanon’ project, Médecins du Monde (MdM), Skoun Lebanese Addictions Center and Amel Association aim at increasing the opportunity to enjoy the best possible mental health and well-being care, by contributing to the development of community-based centers offering inclusive services to people living in Lebanon, particularly vulnerable groups and people at risk.

In context of the above mentioned project, MdM is supporting the creation of a Mental Health & Psychosocial Support (MHPSS) Service User Association. The Association aims at ensuring that individuals living with mental illness are represented and their rights protected, and that mental health service users are empowered and have the ability to access affordable, available, and anonymous quality services.

The MHPSS Service Users Association would be committed to empowering individuals living with mental illness by facilitating access to services and patient education as well as protecting their rights through advocacy and policy programs through lobbying and direct participation in decision-making. It is dedicated to creating a more supportive and inclusive society by fostering awareness and education in the community.

# **2- BACKGROUND OF MDM IN LEBANON**

Médecins du Monde opened a mission in Lebanon in “2012”, to contribute to reducing the impact of the Syrian Crisis through a two folds approach: responding to the urgent health needs of Syrian refugees by providing access to quality comprehensive healthcare services, and strengthening the national healthcare system to help the sector cope with such crises. MDM is also providing support through strengthen the health care system, provide Mental Health and psychosocial support, and collaborate with several organizations, and universities.

# **3- SCOPE OF WORK**

The Legal Consultant is responsible for completing the entire registration process and making sure the creation of the NGO complies with laws and regulations.

The Legal Consultant is requested to provide the following services:

* Provide legal guidance regarding the steps needed to be taken by the founders of the NGO;
* Draft, in compliance with applicable laws, and principles of the Service User Association, the general and internal regulations thereof, and finalize it after getting the approval of and signature of the founders;
* Collect and provide all the legal and other documents needed for the registration process, including without being limited to, resolutions and declarations issued by the partners, applications and statements regarding their identities and affairs, with all ratifications and legalizations that may be requested in this respect;
* Register the Service User Association as a local/foreign association with the Lebanese Ministry of Interior;
* Follow up and hold with the relevant authority in order to secure [the Decree of Registration from the Council of Ministers *or* Notification of Registration from the Ministry of Interior];
* Attend meetings set by the founders and keep them involved and up-to-date with the legal process;
* Respect deadlines agreed upon;
* Draft contracts to be concluded with third parties during the establishment phase;
* Handle other task not mentioned here but necessary to the establishment and registration process.

# **4- DURATION OF THE ASSIGNMENT**

The service provider is expected to complete the assignment in 2 months from the date of issuance of the contract signature.

# **5 - QUALIFICATION OF THE SERVICE PROVIDER**

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* Degree in Law (the registration in the Lebanese Bar Association is not required).
* Knowledge in the fields of NGOs, Mental Health, and Human Rights.
* Knowledge in the creation of a Service Users Association is a plus.
* Previous experience in humanitarian work or NGOs.
* Excellent command of the Arabic and English language, fluency in French.

# **6 -** **MDM RESPONSIBILITY:**

* + Procure from the Partners all authorizations and proxies needed by the service provider for the execution of the scope of work;
  + Meet with the service provider for more clarity about the assignment;
  + Provide feedback on delivered work;
  + Inspect in a regular basis prior to completion to verify the quality of the work, asses the progress according to the agreed timeline and deliverables.

# **7 - DOCUMENTS REQUIRED FOR APPLICATION**

* + Portfolio and CV;
  + Financial offer stamped and signed by the service provider;

Deadline offer Submission 28th Oct, 2020.