

Terms of Reference Legal Service Provider

Handicap International (HI) is an independent and impartial international aid organization working in situations of poverty and exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights. Handicap International is a not-for-profit French organization with no religious or political affiliation.

Handicap International has currently a country coordination office in Erbil, field offices in Mosul, Salahadin, Ramadi, and Baghdad.

Objectives of the legal service provider:

The organization seeks to contract with a legal firm to do the following:

- Able to represent HI before the court based on the request from HI.
- Review and advice on the organization's policies and documents such as (work contracts, by-laws and internal regulations, disciplinary procedures, and labor law related subjects).
- Follow up on the organization's transactions with regard to financial reports, social security and tax payments, customs clearance, and follow up with DNGOs both in KRI and Federal Iraq.
- Legal translation from and to the local languages upon request.

Selection criteria:

The criteria on which HI choose a lawyer are:

- Authorized to provide legal service in Iraq and KRI
- Availability & flexibility
- English, Arabic and Kurdish are required.
- Must be familiar with the Iraqi Labor Law
- At least three years of experience in legal issues, obtaining formal approvals and permissions (renewal of the organization's certificate, coordination with the DNGO, and contact with official bodies on behalf of the organization whenever requested by HI etc.)

Conditions of the offer:

To be accepted as valid, your offer must include:

- Name, address and stamp
- The date of the offer
- Your firm profile.
- Description of your firm experience
- Mention clearly your work mechanism to ensure the best achievement and tracking of the tasks required by HI.
- Mention in details the cost for the aforementioned legal services

Payment method:

Please note that the payment will be done by check after the delivery of the order and after checking that the quality match with the one define during the quotation request.

Application procedure:

Please send your CV and financial offer to r.iwan@hi.org before 30th of September 2023