

Terms of Reference
Law Firm (Gol)

Duty station	Government of Iraq areas
Type of contract	Agreement for the procurement of legal services over a specified period of time (one year), with a fixed hour/day/or task rate.
Working hours	As needed by Care Iraq
Requirements	• Legally registered and authorized to practice law in Central and Southern of Iraq. • Have a minimum of 5 years of experience in legal advisory services. • Demonstrate experience working with international NGOs, UN agencies, or donor-funded organizations. • Proven work experience with INGOs. e.g. Labor issues, procurement contracts, partnership agreements, staff visa and access permits, and gov of Iraq relationship. • Have expertise in Iraqi labor law, civil law, commercial law, NGO regulations, and dispute resolution. • Provide qualified lawyers fluent in Arabic and English • Have the capacity to provide representation across relevant jurisdictions in Iraq. • Proficient in legal translation/authorized legal translator.
Background and purpose of assignment	Background: CARE, a global humanitarian organization, operates in Federal Iraq including the Kurdistan Region of Iraq. To ensure compliance and support our expanding operations, specialized legal expertise is essential. Purpose: The assignment aims to engage a reputable law firm to provide comprehensive legal support to CARE Iraq, including but not limited to legal review, legal advice, and representation before courts and authorities.
Scope of Service	The selected law firm shall provide the following services as per need: Legal Review of Documents • Review and advise on CARE Iraq's internal policies, procedures, and guidelines. • Review employment-related documents, including contracts, amendments, disciplinary actions, and termination documents. • Review service agreements, partnership agreements, grant agreements, lease agreements, procurement contracts, and other commercial contracts. • Identify legal risks and recommend mitigation measures. Legal Advice and Opinions • Provide written legal opinions on matters related to Iraqi law. • Advise on labor law, taxation, registration requirements, NGO regulations, compliance obligations, and contractual matters. • Provide guidance on legal implications of organizational decisions and activities. • Advise CARE representative on visa and residency-related matters for CARE international staff. • Advise CARE representatives on the renewal of administrative orders and Power of Attorney (POA). Legal Representation • Represent CARE Iraq before Iraqi courts, governmental bodies, and administrative authorities when required. • Handle litigation, disputes, claims, and legal proceedings. • Coordinate with CARE Iraq on case strategy, documentation, and reporting. Annual Financial Report • Facilitate and follow-up with DNGO report submission and/or tax/social issue follow up.

Deliverables	The law firm shall provide, at a minimum: • Reviewed and annotated contracts/policies. • Written legal opinions and advisory notes. • Legal representation reports and case updates. • Advise CARE representative on visa and residency-related matters for CARE international staff. • Advise CARE representatives on the renewal of administrative orders and Power of Attorney (POA). • Facilitate and follow-up with DNGO report submission
Performance Indicators	Performance will be assessed based on: • Timeliness of responses. • Quality and accuracy of legal advice. • Effectiveness of legal representation. • Practicality of recommendations. • Professionalism and responsiveness

Submission:

I) Proposal Submission Requirements

Individuals:

- CV
- At least three (3) references from similar clients.
- Any required licenses or professional certifications.

Law firms:

- Company profile and registration documents.
- CVs of key legal personnel.
- At least three (3) references from similar clients.
- Financial proposal.
- Any required licenses or professional certifications.

II) Financial Proposal

The offer should include cost of services including but not limited to the following

#	Services	Unit
1	Legal Review of policies, contracts	Page
2	Legal Translation services (per page)	Page
3	Legal opinion/advice (per case)	Case
4	Legal Counsel (per hour)	Hour
5	Represent CARE in employee related disputes or in court	Case
6	Advise on visa and residency-related matters for CARE international staff.	Advice
7	Advise on the renewal of administrative orders and Power of Attorney (POA).	Advice
8	Submission of DNGO report submission	Report
9	Other services Can be added by law firms and lawyers	