

DRC to complete		Bidder to complete	
Specification (refer to the RFP invitation letter and the Terms of Reference)		Bidder's proposal	
<b>Bidder Skills and Qualifications</b>			
<b>Profile</b>	List and description of expected expertise (e.g. Similar project during the last 10 years)		
	<ul style="list-style-type: none"> <li>•Holder of the Tunisian certificate of practice as a lawyer -</li> <li>•Expertise and experience within legal and fiscal areas listed under deliverables -</li> <li>•Extensive experience working with International NGOs</li> <li>•Strong interpersonal and communication skills</li> <li>•Ability to build strong working relations with both the organization and external stakeholders at all levels</li> <li>•Discretion in handling confidential matters.</li> <li>•Excellent judgment and ability to anticipate legal issues or risks.</li> <li>•Proactive approach to problem solving.</li> <li>•Overall broad legal knowledge and understanding of legal issues affecting the organization .</li> </ul>		
<b>Key Personnel</b>	A minimum of 7 to 10 days years of expertise and experience within legal and fiscal areas proven. At least Degree in law.The consultant has the authorisation to work in Tunisia.Written and spoken fluency in Arabic, French and English	The key personnel that the bidder proposes to assign to the provision of the Services	
<b>Reference</b>	Head of Support Services, Etienne Ramiasa HR Coordinator , Rym Cherif Supply Chain Manager, Rabie Elmejri		
<b>Deliverables</b>	List and describe the expected outputs to be delivered (e.g. Plan, scope of work, manual, system, training,...)	Implementation/quality management system proposals <i>(Information can also be provided in Bidder's Technical Proposal)</i>	
	<ul style="list-style-type: none"> <li>•Advise on legal issues and legal risks related to Tunisian legislation, primarily related to labor, local and fiscal law</li> <li>•Interpret local laws, rulings, and regulations and keep abreast of legislative changes that may affect the organization and inform the management in a timely manner</li> <li>•Review and/or draft contract templates, employment handbooks and other legal documents</li> <li>•Assist in preparation of disciplinary hearing documents, draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses</li> <li>•Represent the organization in front of the court in case of litigation</li> <li>•Communicate and negotiate with local external parties (police station, public authorities etc.)</li> <li>•Advise on international staff, tax and social security payments in Tunisia or other tax/custom duties obligations</li> <li>•Advise on visas for international staff, work permits, and residency permits</li> <li>•Advise on financial statements to government and external auditors</li> <li>•Advise on lease/rent contracts of offices, guest houses and staff houses</li> <li>•Advise and support on registration process, with Tunisian government authorities, for the organization</li> <li>•Ensure that the organization is fully compliant with Tunisian regulations.</li> <li>•Include processes for identifying, assessing, and mitigating legal risks.</li> <li>•Provide training sessions for focal points staff on labor laws and compliance.</li> </ul>		
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<b>Max. completion time required (days after contract signature):</b>	30 Days	<b>Completion time offered (days after contract signature):</b>	
<b>Minimum bid validity period required:</b>	90 Days	<b>Bid validity period offered:</b>	
<b>Additional comments to bidders:</b>		<b>Company Name:</b>	
		<b>Contact Person:</b>	
		<b>Address:</b>	
		<b>Email Address:</b>	
		<b>Signed by a duly authorized company representative:</b>	
		<b>Title:</b>	
		<b>Print Name:</b>	
		<b>Stamp of company</b>	