

## SCOPE OF WORK

<b>Consultancy:</b>	Provision of Legal Services
<b>Country:</b>	South Sudan
<b>Program:</b>	All grant
<b>Period:</b>	June 2023 - June 2024
<b>Task Manager:</b>	Director of Operations

### Background

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we collaborate to put bold solutions into action- helping people triumph over adversity and build stronger communities from within, now and in the future. To do this, we know our teams do their best work when they are diverse, and every team member feels that they belong. We welcome diverse backgrounds, perspectives, and skills so that we can be stronger and have long term impact.

Mercy Corps has been present in South Sudan since 2005 and has to date built a robust and diverse portfolio of programs working to enable South Sudanese affected by poverty, resource scarcity and conflict – in particular the youth, women, adolescents, and marginalized communities – to be healthy, productive and to drive peace and development of their communities. To do this, we deliver integrated programming to strengthen resilience, market, and WASH systems, and address the root causes of conflict. Mercy Corps South Sudan also collaborates with neighboring country to implement multi-country and cross-border programs.

### Scope of Work

#### Human Resource:

- Provides legal advice, counsel, services, and consultation to Mercy Corps on a wide variety of assignments, including but not limited to; advice and representation on Labour law, employment tax and other employment issues (civil litigations); review of Human Resource policies and employment related agreements and documents.
- Legal Counsel will also be expected to provide legal services to address all aspects of grievance arbitration, fact finding, litigation, as needed.

#### Operations & Finance:

- Provide legal advice, counsel, services, and consultation to Mercy Corps on a wide variety of assignments, including but not limited to office registration and set up, contract law, purchasing and procurement, etc.
- Answers requests for legal opinions, in writing and verbally.
- Prepares written legal opinions at the request of the authorized personnel and should be available to answer staff questions by telephone or communication means agreed.
- Appears before courts and administrative agencies to represent the organization's interests.

- Prepares and reviews contracts, leases, Memorandum of Understanding (MoU), Non-disclosure Agreements (NDA), and other documents for legal correctness and acceptability. As requested, negotiates said contracts, leases, MoUs, NDAs and other documents upon request.
- Reviews and redrafts various organization policies for legal correctness and acceptability. This would include, for example, procurement, administration, finance, and other policies.
- Advise on corporate and tax-exempt organization legal issues such as.
  - Withholding taxes
  - VAT
  - Custom and excise duties
  - Waivers and exemptions per the request.
- Provide guidance and support in processing various documents. These may include a special staff handbook.
- Legal Counsel will also be expected to provide legal services to address all aspects of grievance arbitration, fact finding, litigation, bond work and specialized tax work.

**Others:**

- Provide services of trademark registration from filing till registration process is complete!
- Support with any legal queries related to Intellectual Property, Copy Rights and Work Product Rights.
- Legal support and advice in area of Data Protection
- Perform other legal tasks as requested.

**Deliverables**

- The deliverables will be based on the specific engagements with the firm from the activities listed in the scope.

**Skills and Experience**

- 7-10 years of experience handling lawsuits related to Civil, Corporate, Employment and Labour Laws, Arbitration and Dispute Resolution, Rental/Lease Contracts etc.
- Experience of working with NGOs/INGOs in similar role
- Proven ability to handle complex legal issues.
- Strong Operational Capacity of the firm
- Excellent Proven Service Levels

**Timeline, Budget & Terms of Payment**

- Mercy Corps will pay the service provider for the services which shall be requested by MC authorized personnel on an as needed basis.

**Task Manager/Reporting**

The firm will work under the management of the Operations .