



Norwegian People's Aid

Mine Action and Disarmament Programme –Iraq

Request for Proposal (RFP) FOR LEGAL SERVICES

RFQ No: [RFP237-22-007]

Norwegian People's Aid is a humanitarian organization rooted in the Norwegian Labor Movement. We work with International Development Partnerships, Humanitarian Disarmament, Rescue Service and First Aid, and Asylum and Integration. Norwegian People's Aid has more than 12000 members in Norway and, 2400 staff worldwide, and we work in 39 countries around the world.

Norwegian People's Aid (NPA) has been involved in mine action operations since 1992 and is one of the leading humanitarian demining organizations worldwide. Together with national authorities and other stakeholders we are working to resolve problems faced by local communities caused by landmines and other explosive remnants of war.

Norwegian People's Aid (NPA) MAD programme in Iraq invites eligible attorneys' firms for the supply of the **LEGAL SERVICES**

RFP will be conducted in accordance with the NPA's open tendering procedures as detailed in the NPA procurement manual and is open to all interested eligible bidders.

The RFP document with instruction to bidders can be obtained by email at iq-logistics@npaid.org. Any queries shall be sent to the same email address before **COB 04/July/2022** which ends a couple of days before the deadline for submission of bids. (Alternatively, the tender document can be obtained by hand at the address given below, Sunday to Thursday between 08:00-16:00 hours.)

Bids will only be considered if received by email in PDF format at iq-logistics@npaid.org or/and received in sealed envelope to the physical address given below before **COB 07/July/2022**.

Received bids will be opened thereafter by the appointed opening and evaluation committee.

NPA Address:

Norwegian People's Aid – MAD Programme in Iraq

Address Al Jamia district 913/Alley 48

Al Jaderiya, House 15

Baghdad- Iraq



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I. General information

- a. **Purpose.** This request for proposal (RFP) is to contract for legal services and representation of NPA.
- b. **Who may respond.** Only attorneys who are currently licensed to practice law in Iraq and maintain an office in **Baghdad** or law firms including such attorneys, may respond to this RFP.
- c. English language is **required**.

II. Instructions

- a. Closing submission date: **COB 07/July/2022**
- b. Bids must be submitted in the English language via email to iq-logistics@npaid.org in this NPA's format and **must be signed and stamped**.
- c. Inquiries. Inquiries concerning this RFP should be mailed to: iq-logistics@npaid.org or by phone **07818786404** with deadline on **04/July/2022**
- d. Notifications of award. It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all unsuccessful bidders will be informed, in writing.

III. Scope of service

- a. Provide general legal service to NPA upon request
- b. Unlimited written and/or oral advices in relation to any legal issues including but not limited to labor law, contract law and employment contracts
- c. Drafting, wording and reviewing contracts, documents, letters related to the activities of NPA in Iraq including lease contracts, staff contracts and any other contracts related to NPA's activities in Iraq, etc.
- d. Introducing and following up administrative proceedings at the different Iraqis governmental departments
- e. Defend lawsuits, litigations, court cases, administrative claims, theft, car accidents, or any other legal claims
- f. The Firm shall ensure the quality of the legal service provided to the NPA and shall be liable for the direct patrimonial damage caused to the NPA through intent or gross negligence during the performance of the Contract for Legal Services.
- g. the attorneys of the Firm shall apply due diligence measures with regard to the NPA, its representatives, actual beneficiaries, transactions and business partners to the extent established in the Money Laundering and Terrorist Financing Prevention Act and by the Iraqis Bar Association.
- h. Arrange for Power of Attorney (POA) issuing and renewal.
- i. Any new lawsuits will be agreed upon between two parties.



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IV. PROPOSAL EVALUATION

- j. Proposed approach to scope of work.
- k. Level of experience of the individual(s) identified to work on this matter
- l. The bidders experience with similar clients and legal matters
- m. Response from references
- n. Cost
- o. Interviews, if conducted.

V. Legal Advisor Profile

- a. Bidders are kindly requested to provide their **firm profile and list of its clients.**
- b. All bidders are kindly requested to fill the table below:

Attorney/firm name	Location- Full address	Registration number	Expertise field	Previous experience with NGOs / INGOs (please lists the names)

- c. Charges per year/ USD.....

Name

Signature

Stamp