

Date: 05 January , 2021

World Vision International – Afghanistan (WVA), operating under the registration # 115 issued on 31-Oct-2005, invites to provide the legal consultancy services as follows:

**TERMS OF REFERENCE  
LEGAL SERVICES**

<b>1.</b>	<b>Name and address of Client:</b>	TBD
<b>2</b>	<b>Services requested:</b>	<p><b><u>Services shall include the following:</u></b></p> <ul style="list-style-type: none"> <li>a) Provide guidance and advice on a variety of legal matters, as requested.</li> <li>b) Provide legal consultancy and advice on Tax matters including possible exemptions to the operations of World Vision International-Afghanistan (excluding Tax returns on behalf of World Vision International-Afghanistan)</li> <li>c) Provide updates on legislative changes that may impact the organization, and recommend actions to ensure compliance with Afghanistan Government requirements i.e. visa and residency requirements, labor law regulations, tax requirements, etc.</li> <li>d) Conduct legal review of World Vision International-Afghanistan policies, contracts, supporting documents and templates (related Human resources, Procurement, Finance, Security, Administration, etc) and provide feedback on compliance with Government of Afghanistan rules and regulations.</li> <li>e) Review World Vision International-Afghanistan policies ensuring alignment with local law regulations and support to contextualize the policies.</li> <li>f) Provide legal representation in mediation/conflict resolution and/or in case of dispute/litigation.</li> <li>g) Attend court sessions if in case of any filed case against the World Vision. Review World Vision position papers and ensure that this is appropriate to the legal context in Afghanistan.</li> <li>h) Advise on employee discipline/separations to ensure compliance with local law.</li> </ul>
<b>3.</b>	<b>Period of services:</b>	Jan-2021 to Sep-2021
<b>4.</b>	<b>Payment terms</b>	Estimated Hourly gross rate (20USD) Monthly payment to be based on the act of acceptance for the services

		provided during the month considering the total number of hours.
<b>5</b>	<b>Qualification</b>	<ul style="list-style-type: none"><li>• Certified Legal Consultant with valid certificate or Master Degree in Law.</li><li>• Has experience working Non-Governmental Organizations.</li><li>• Excellent communication, negotiation and networking skills (Dari and English are required and Pashto is Preferred)</li><li>• Has proven record in Legal review and business registration in Afghanistan.</li></ul>