

Quotation for Consultancy Service

# To be ﬁlled by the consultant in the blank areas

**I. Project Name: Development Cooperation Project and General Project of Felm Nepal**

**II. Project Brief Description:**

Felm has been working in Nepal since 1977, first affiliated with United Mission to Nepal, and from 2009 onwards Felm Nepal was registered as an International Non-Governmental Organization (INGO) when the first general agreement with the Social Welfare Council was signed.

Felm Nepal is implementing a country program in Nepal, with funding from the Ministry for Foreign Affairs of Finland, as well as from the Finnish parishes and individual donors. The program is implemented through local partner organizations. We design and implement our work in close coordination with local, provincial, and federal government of Nepal.

Felm Nepal has offices both in Kathmandu and in Dhanghadi. The work is concentrated on Nepal’s least developed geographical areas, both in Karnali and Sudurpaschim Province.

Through development cooperation, Felm Nepal targets at empowerment, enhanced livelihoods, quality education, and food security for marginalized groups such as women and girls, persons with disability, ethnic minorities and indigenous people. It works in close partnership and coordination with local governments and stakeholders.

Felm Nepal actively supports Nepal in its various emergency situations, for example flood recovery work and COVID-19 pandemic response. Felm Nepal is a member of ACT Alliance Nepal Forum, as well as AIN, the Association of International NGOs working in Nepal.

## Consultancy Firm Basic Data:

Name: .....................................................................................................................................

Address: ...................................................................................................................................

Telephone No.: ............................................ Mobile No.: ......................................................

E-mail: ......................................................... Year Established: ............................................

Registration No.: ......................................... Date: .........................................................

##  Service required from Consultant:

Felm Nepal is looking for legal service for a minimum of two years to provide his/her expertise on all legal matters related to Felm Nepal. Felm Nepal may seek the consultant’s guidance and support related to Felm’s operation in Nepal, as and when needed or on a regular basis, depending on the case.

Below is the service required from consultant:

The Attorney Firm shall provide full, prompt, accurate and expert legal services. The services include the following:

* The attorney shall provide regular information regarding to the change of laws, rules and regulations, directives related to Client's business and the potential impacts and opportunities of such changes related to ongoing case.
* The attorney shall work as a mediator in the labour issues, represent client in collective bargaining negotiation in relation to ongoing court case.
* The Attorney shall be present in the Client office on legal related matters based on the requirement and urgency in relation to the ongoing court case.
* The attorney shall also provide other services including writing petitions, to defend the Client in the Court of Law in litigation or Arbitration matters in relation to the ongoing court case.
* The consultant will provide written updates on Fortnightly basis to Country Director (cc CMT) of the existing status of Felm Nepal related issues with solution in relation to the ongoing court case.
* The consultant will give in written email about the status of the case till date for future reference to CD (cc CMT) and HQ.
* The consultant will refund the original files and all the supporting documents of the case to Felm Nepal before the contract end date.
* The consultant will maintain confidentiality of the case and information even after not continuing with Felm Nepal.

**V. Consultancy Fees** (lump sum amount): Currency NPR…….…including VAT for the ongoing case, and regular legal advice for Felm Nepal.

**VI. Consultancy Firm Staﬀ:** Total No. of Staﬀ: ..........................................

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| --- | --- | --- | --- |
| Staﬀ Name (Mention main staﬀ only) | Designation/ Position | Qualiﬁcation | Years of Experience |
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1. **Consultancy Firm Experience** (Mention largest projects designed or supervised by the Firm):

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| --- | --- | --- |
| Organisation Name  | What type of service provided | Number of Year of Service |
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Below is the required condition for the consultant for the service.

* A degree in law (LLB or equivalent) from a recognized institution.
* A minimum of five years of experience in providing legal services, preferably in the development or non-profit sector.
* Strong knowledge of [local/regional/international] laws and regulations applicable to the organization.
* Proven experience in contract management, dispute resolution, and risk management.
* Excellent communication and negotiation skills.
* Ability to work effectively in a multicultural environment.
1. **Consultancy Firm Equipment / Facilities** (Computers / Vehicles / Instruments, etc.):

## Consultancy Firm Director/Executive Director:

*Name : ............................................. Signature: ..................................... Date: .......................Stamp:*

## Attach: Firm Registration - Experience Certiﬁcates and another useful document.

## Note: Those who meet the above requirements criteria will be considered for next process.

***"The tender can be rejected or the contract terminated if the contract arrangement or the implementation of the contact involve bribery or corresponding unlawful activity (including bribing a foreign public official)".***