

## Terms of Reference (ToR): Part-Time Legal Advisor

### Position

Legal Advisor (Part-Time Consultancy, Individual or Firm)

### Background

NSCE provides technical assistance services in sustainable development to international organizations and governments across Africa, the Middle East, and Central Asia. Many assignments involve negotiating and implementing complex contracts governed by varying legal jurisdictions. To ensure due diligence, legal compliance, and risk mitigation, NSCE is seeking a qualified Legal Advisor.

### Purpose of Assignment

The Legal Advisor will provide professional legal support to NSCE in reviewing, drafting, and advising on contracts and related agreements, thereby ensuring that NSCE's contractual commitments are legally sound and protect the company's interests.

### Duties & Responsibilities

The Legal Advisor will undertake, but not be limited to, the following tasks:

1. Review contracts, MoUs, and partnership agreements with governments, donors, and other stakeholders.
2. Ensure contracts comply with applicable international and national laws.
3. Identify potential legal risks and propose mitigation strategies.
4. Provide legal advice during negotiations and contract modifications.
5. Draft/revise contractual clauses where necessary.
6. Advise on dispute resolution mechanisms and arbitration clauses.
7. Maintain confidentiality and uphold professional ethics in all dealings.

### Deliverables

- Written legal reviews with recommendations.
- Legal opinions on specific queries.
- Revised draft agreements (when requested).

### Reporting & Coordination

The Legal Advisor will report directly to the NSCE Managing Director, Heads of Units and collaborate with project managers.

### Duration

Framework agreement for 12 months, renewable based on performance. "When Actually Employed" type of contract.

### Required Qualifications & Experience

- Advanced degree in Law; specialization in contract or commercial law preferred.
- At least 10–15 years of professional legal experience.
- Demonstrated expertise with international donor-funded projects (e.g., World Bank, UN agencies, EU, AfDB).
- Experience in cross-border contracts and multi-jurisdictional legal systems.
- Excellent drafting and advisory skills in English; French/Arabic desirable.

### Evaluation & Selection

Candidates will be evaluated on:

- Relevant qualifications and experience.
- Demonstrated track record in contract review and advisory.
- Financial proposal (daily/hourly fee).

### Application Procedure

Interested individuals/firms are invited to submit:

1. Cover letter and CV/company profile.
2. Evidence of relevant assignments (references or work samples).
3. Financial proposal.