

## TERMS OF REFERENCE FOR HIRING OF INDIVIDUAL CONSULTANT FOR LEGAL MATTERS

The Sindh Education Foundation (SEF) has been working since 1992 to empower disadvantaged communities of Sindh towards social by creating and facilitating new approaches to learning and education. The Foundation works on a diverse portfolio of programs through promotion of Public, Private and Community partnerships and seeks to address not only the goals of Education for All and quality education targets but also create greater ownership and sustainability of the educational interventions. These objectives are achieved through provision of employment, entrepreneurship and institutional development opportunities at the grassroots level with financial support from the department of Education and Literacy, Government of Sindh, the Foundation's portfolio is continuously expanding to reach out to over 500,000 beneficiaries through a network of more than 3,000 schools in underserved areas of Sindh.

The SEF intends to hire services of a Consultant/Legal Advisor. The basic objective of this consultancy is to help SEF, compliance with the legal requirements/obligations and amicable settlements of legal matters/disputes.

### **KEY RESPONSIBILITIES:**

- 1) Providing legal advice to the SEF on a regular basis, as and when required.
- 2) Negotiate and prepare reply legal notices and help SEF sort out issues out of Court(s).
- 3) Prepare and review the draft partnership contracts, as and when required and to take necessary steps needed for completion of legal requirement for such partnership contract.
- 4) Help in interpreting laws and policies if and when required.
- 5) Representation before the Courts of Law including but not limited to Magistrate/Civil/Sessions/High Court/Federal Shariat Court/Supreme Court for the cases either field by SEF against suppliers, partners, employees, others etc., and vice versa.
- 6) Deal with relevant government authorities if and when required.
- 7) Having proper backup person to manage simultaneous proceedings.
- 8) Deal with matters such as trials, civil suits, bails, incidental rent, appeals, revisions, transfer applications, intra court appeals/larger benches appeal, leave to appeal, etc.
- 9) Be willing to travel throughout Pakistan for representation, if nature of the cases, so warrant.
- 10) Ensure his/her timely on call availability.
- 11) To extend related help/expert services to SEF not specifically stated above.
- 12) Others issues as when arises out.

**SKILLS AND COMPETENCIES:**

- a) Degree in Law from a recognized University License to practice law in the lower courts and high courts of Pakistan.
- b) 7-10 years of experience of specifically dealing Civil, Criminal, Rental, Contractual Services/Labour Laws cases.
- c) A prior experience of working with NGOs/INGOs in similar position and dealing with connected matters will be an asset.
- d) Enrolled as Advocate High Court. Enrolment as Advocate supreme court of Pakistan will be a plus.
- e) Excellent networking and relationship with lawyers community and bar associations.
- f) Knowledge of practice related to Human Resources.
- g) Fluent in English and Urdu language.
- h) Able to handle with completed and complex legal issues.
- i) Strong interpersonal communication skills
- j) Adhere strong professionalism, discipline and confidence
- k) Ability to meet the tough deadlines
- l) Have basic knowledge of electronic communication

**DURATION OF THE ASSIGNMENT:**

The duration of this consultancy assignment shall be 16 months.

**REPORTING REQUIREMENTS:**

The Legal Advisor will report on quarterly basis, its activity will be included in the progress report and submitted for the approval of the MD SEF.

**FEE:**

SEF will pay the retention fee on quarterly basis for the tasks mentioned above. In case of representation of a case to a court of law, fee will be negotiated on case to case basis and reimbursements on the basis of actual expenses incurred.

**Only short-listed candidates will be contact for interview.**