

Terms of Reference

Law Firm

for

Providing Legal Consultancy Services

Dated March 22, 2023

Legal Consultancy Service

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1.0 BACKGROUND

1.1 The Regional Center for Renewable Energy and Energy Efficiency (RCREEE) is an intergovernmental organization with diplomatic status that aims to enable and increase the adoption of renewable energy and energy efficiency practices in the Arab region. RCREEE teams with regional governments and global organizations to initiate and lead clean energy policy dialogues, strategies, technologies and capacity development in order to increase Arab states' share of tomorrow's energy.

Through its solid alliance with the League of Arab States, RCREEE is committed to tackle each country's specific needs and objectives through collaborating with Arab policy makers, businesses, international organizations and academic communities in key work areas: capacity development and learning, policies and regulations, research and statistics, and technical assistance. The center is also involved in various local and regional projects and initiatives that are tailored to specific objectives.

Having today seventeen Arab countries among its members, RCREEE strives to lead renewable energy and energy efficiency initiatives and expertise in all Arab states.

1.2 In light of the mentioned above along with the endorsement of the organization's top management, a need to reengineer regulations and processes to achieve optimum workflow and productivity was spotted after the application of strategic, structural and people-oriented changes. Internal regulation and policies are the infrastructure for effective, efficient and applicable processes therefore this assignment is needed in support of the planned organizational change ongoing.

Please visit us @ <http://www.rcreee.org/content/who-we-are>

2.0 Scope of Services

- Provide full legal services whenever required and communicated by RCREEE.
- Corporations in order to fulfill its purpose shall adhere to get various licenses and approvals from various governmental authorities.
- Providing legal opinions, analysis and required recommendations for ongoing daily matters.
- Handling working visa/Iqamas for RCREEE's employees and other procedures for compliance with Egyptian authorities:
- Reviewing, and amending employment matters and providing required legal services for labor issues before labor office and social insurance authority.
- Attending all the required meetings including the BOT's meeting upon request by RCREEE;
- Providing legal services for tax legal matters and compliance procedures with the law.
- Represent RCREEE in resolving disputes in the court system.
- Providing accurate, reliable, & certified translations to RCREEE in bilingual forms (Arabic & English).
- Review contracts and Client's grant agreements when needed upon RCREEE request.
- Employees contract type and possibility of changing and amendments.
- Problem with social insurance.

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- Enhance the legal and diplomatic shape of RCREEE getting all the available payments (Taxes , protection) .
- Legal advising regarding the contracts with int'l clients
- Legal advising regarding the contracts with int'l suppliers

3.0 Other terms and conditions

- The firm shall be under an obligation of confidentiality on all matters concerning the activities and all issues relating to its assignment. This confidentiality clause commits the firm to respect the secrecy of all information, knowledge of which it may gain during the execution of its work, and to refrain from divulging to third parties or from using for personal/corporate gain or for that of a third party any document or item of information which would not otherwise have been made public, even after they have ceased to be of relevance to the aforementioned work. The firm shall thus not make any statements publicly or to media regarding the assignment unless RCREEE has given its written permission to do so.
- This ToR shall be deemed to form an integral part of the contract.

4.0 Technical and Financial Requirements

A. Technical Requirements:

- Provide a firm profile including years of experience in such field.
- CVs of the assigned lawyers.

B. Financial Requirements:

- The financial proposal shall be as follows:

| Description | Total fees in EGP |
|--------------------------------|-------------------|
| (30 hours / month) – Associate | |

- Rate per HR:

| Positions | Rate / HR in EGP | Rate / Extra HR in EGP |
|---------------------------------------|------------------|------------------------|
| Partner | | |
| Senior Associate / Managing Associate | | |
| Associate | | |
| Junior Associate | | |

- Fees will be calculated on bro rata basis in the months that any inquiry/request is made, and no fees applies in months that no inquiry/request is made.

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- Fees shall inclusive of all kind of taxes, duties, levies, fees and other charges of any nature imposed by any authority or entity.

5.0 Conditions for submitting proposals

1. The Technical Proposal and the Financial Proposal files **MUST BE COMPLETELY SEPARATE**. The financial proposal shall be encrypted with password and clearly labelled. The files must be sent to the dedicated email address specified in the TOR.
2. The password for opening the Financial Proposal should be provided only upon request of RCREEE. RCREEE will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
3. The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password.
4. Currency of Proposal: Egyptian Pounds
5. Payment Terms: Payment release will be made in Egyptian Pounds within thirty (30) days after the date of receiving RCREEE written acceptance of the outputs and approved timesheet.
6. Criteria for Contract Award: Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
7. Deadline for submission: no later than **Sunday April 2, 2023 @ 1:00pm Cairo Time** to procurement@rcreee.org