

TERMS OF REFERENCE FOR HIRING LEGAL SERVICES FOR PLAN INTERNATIONAL VIETNAM

INTRODUCTION

Founded in 1937, Plan International is a development and humanitarian organisation that advances children’s rights and equality for girls. We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been working in Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition is to work alongside them and together act so that 2 million girls in Vietnam can learn, lead, decide and thrive.

OBJECTIVE OF THE SERVICE

Plan International Vietnam is seeking for proposals from attorney services who have extensive knowledge, practical experience and understanding of providing regular legal advices on laws affecting International NGOs in Vietnam.

SCOPE OF WORK

The service provider is requested to provide legal advisory services to Plan International Vietnam in the areas of, but not limited to:

- Administrative Law
- Employment and Labor Law
- Tax Law
- Supply Chain Management/Procurement Law
- Child protection

Note: Service providers may submit proposal in respect of any one or a combination of the service categories.

The services provider will present Plan International Vietnam in any legal proceedings, civil, criminal, labor or other that may be instituted by Plan International Vietnam or against Plan International Vietnam in any Court in Vietnam/or at any arbitration proceeding.

The service provider is expected to comply with the following policies of Plan International:

* Global Policy Safeguarding: The firm/individual shall comply with the Global Policy Safeguarding – Say Yes! To Keeping Children and Programme Participants Safe and Protected. Any violation /deviation in complying with Global Policy Safeguarding – Say Yes! To Keeping Children and Programme Participants Safe and Protected will not only result-in termination of the enlistment but also Plan International will initiate appropriate action in order to make good the damages/losses caused due to noncompliance of Global Policy Safeguarding – Say Yes! To Keeping Children and Programme Participants Safe and Protected

* Non-Staff Code of Conduct: The firm/individual shall comply with the Non-Staff Code of Conduct of Plan International Vietnam. Any violation /deviation in complying with Non-Staff Code of Conduct will result in termination of the contract.

* Anti-Fraud, Anti-Bribery, and Corruption: The firm/individual shall comply with the Anti-Fraud, Anti-Bribery, and Corruption of Plan International Vietnam. Any violation /deviation in co -Fraud, Anti-Bribery, and Corruption policy will result-in termination of the contracts

TYPE OF CONTRACT:

- Framework agreement, duration for three years
- Type of service fee: Rate per hour
- Number of service hours should be quoted for each request of consultation.

REQUIREMENTS

- Consultation requirements
 - Written consultation (email, fax, correspondence...), quotation may be breakdown for each language if it's different.
 - Consultation content: Comprehensive legal information that is objective, well-supported, professional, and meets all quality standards.
- Law firm's profile regarding experiences and professional:
 - The services provider must submit Curriculum vitae of the legal advisor team who will be attending to Plan work with specific reference to their educational/professional back ground and certificates and their relevant experience.
 - The Lead attorney must have at least five (5) years of post-qualification experience as an attorney.

- Transparency and clear communication: Ensuring complete and accurate information, a clear purpose, and a well-defined resolution process.
- Submission must include:
 - Registration certificate/Company licenses
 - Company profile
 - Advisor curriculum vitae and professional certificates
 - Quotation

Deadline: 27 November 2024

Submit to: Ms. Doan Thi Huyen

Email: Huyen.DoanThi@plan-international.org

THANK YOU