Terms of Reference

Legal Adviser, Ukraine

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| Project Information |
| Project Title: | 931, " Healthcare Resilience Expansion and Development Initiative (HEALTH READY)" |
| Project Period: | 15.04.2024 – 30.02.2025 |
| Project Legal Consultant Period: | 10.06.2024 – 30.02.2025 |
| Project Donors: | Cordaid |

# Background information and Context

CUA is member of global confederation of 162 Catholic organizations Caritas Internationalis and one of 48 members of Caritas Europa Federation. CUA is a member of humanitarian coordination platforms in Ukraine. Has a nation-wide network more then 40 local organisations Caritas, facilities, staff, and volunteers that can be used for an emergency response. Network Caritas also both have the capacity to coordinate with and leverage the vast network of 3000 community-based churches spanning the country.

The project will be implemented in the following 8 regions throughout Ukraine. The implementing actors will be local Caritas organizations.

Below, you find a table with the attribution as to which actor is implementing in which region:

**Table 1: Regions of implementation by local actor**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Region** | **Eparchy/Exarchate** | **Local Actor / Local Caritas**  |
| **1** | Drohobych | Sambir-Drohobych | Caritas Drohobych |
| **2** | Khmelnytsky | Khmelnytsky | Caritas Khmelnytsky |
| **3** | Kolomyia | Kolomyia-Chernivtsi | Caritas Kolomyia |
| **4** | Brody | Sokalsko-Zhovkivska | Caritas Brody |
| **5** | Nadvirna | Nadvirna | Caritas Nadvirna |
| **6** | Dnipro | Doneck Exarchate | Caritas Doneck (Dnipro) |
| **7** | Poltava | Kharkiv Exarchate | Caritas Poltava |
| **8** | Ternopil | Ternopil-Zboriv Eparchy | Caritas Ternopil |

# Methodology

Provision of legal assistance: oral consultation and preparation of letters of legal reference, analysis and development of business contracts, development of local legal acts, development and submission to authorities of licensing documents additional to obtaining all types of licenses related to the provision of medical assistance, support of contracting procedures. with NSZU, providing answers to complaints, requests, statements of applications and control bodies, development of personnel documentation templates, representation of interests in courts, law enforcement agencies, etc., as well as, if necessary and with prior approval, it is possible to provide other legal services.

# Guiding Principles & Donor concepts

Guiding principles and concepts of donors The Legal Adviser must conduct the consultation in accordance with the principles set out in the Caritas Code of Conduct document. A copy of these documents will be provided to the consultant. The consultant must take all reasonable steps to ensure that the consultation is designed and conducted to respect and protect the rights and welfare of individuals and the communities of which they are members, and to ensure that the consultation is technically accurate, reliable, legal and conducted in a transparent and impartial manner.

# Professional Qualification and Experience

* A Legal Consultant must have the following necessary skills and competence profile:
* Higher Edukation in legal sciences, political sciences, economics, development or related fields; is required
* Experience in Consulting legal consultations of medical companies, especially in the field of humanitarian work; is required
* Good knowledge of the local context; is required
* good analytical skills; is required
* Excellent written knowledge of the English language; is required
* Any other relevant language skills; is required
* Understanding the structure and mission of the Catholic Church, Caritas centers, Caritas of Ukraine; is required

# Terms of Payment

The legal consultant must receive payment from Caritas of Ukraine:

• Every month after receiving the written report, subject to their acceptance by Caritas Caritas of Ukraine will not make any payments if the counseling institution does not complete all tasks on time.

# Application Procedure

Interested candidates should submit their application material by 11.06.2024

The application itself should include the following components:

* Company summary (CV),
* A cover letter that transparently summarizes relevant experience in legislation on legal support in the medical field, as well as practical experience in planning and conducting legal support of projects
* Technical proposal for legal consultations
* The financial offer underlying the assessment, including the subscription fee for a month no longer than 30 February 2025

# Proposals of the consultant

**Proposals must include:**

* Proposed legal support methodology (if it differs from the above);
* Financial proposal;
* Sample agreement before signing.

**The proposal should be addressed to:** **tender@caritas.ua**

Email title: RFQ20240531.01 Тендер ПОСЛУГ З ЮРИДИЧНОГО КОНСУЛЬТУВАННЯ ТА ЮРИДИЧНОГО ПРЕДСТАВНИЦТВА

**All questions and clarifications should be addressed to: ynakonechnyi@caritas.ua**

Yurii Nakonechnyi Project Manager Caritas Ukraine

**Homepage:** [http://caritas.ua/](http://caritas.ua/?fbclid=IwAR0ZpBO7UxmGBnCwFRMCxnA-B9yAjZxMEMWuJ4RcvDW9yFHzizkbWC8uBkg)