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**Terms of Reference (ToR)**

**for Consultancy on legal status for Good Neighbors International Haiti**

1. **Background**

Good Neighbors International is an international humanitarian development NGO founded in Korea in 1991 to make the world a hunger-free place where people live together in harmony.

Good Neighbors International Haiti has been working since the earthquake in 2010; the head office is located in Port-au-Prince. The organization handles Community Development Projects (CDPs) in two locations. The first CDP is located in Orangers, Croix-Des-Bouquest, established in 2013, and the second is Ganthier located near Etang Saumâtre, established in 2016. The Community Development Projects (CDPs) programs that have been working with Sponsored programs for vulnerable children and communities, working on sectors for Education and Protection, Health, Water, Sanitation and Hygiene, Advocacy, Environment, Network, Income Generation activities, and has provided support for Emergency Relief to response with support for hurricanes, earthquakes, and Covid-19.

Good Neighbors International Haiti has funds that come from international donors in the form of cash and in-kind donations. Organizationally, Good Neighbors International Haiti is managed by a Country Director recruited by Headquarters. The Director has a mandate of representation which gives him the authority to negotiate, make all declarations, receive any document, and give any signature in the name and on behalf of the Organization.

Good Neighbors International has decided to terminate its operations in Haiti based on the high decrease in sponsors’ funds to the country, making it difficult to continue the operations in CDPs and Head Office.

1. **Purpose**

The overall purpose of this consultancy is to establish and advise and ensure the legal procedure according to Haitian Non-Governmental Organizations and other laws to close and finalize administrative, financial, field activities, and legal operations of Good Neighbors International Haiti.

1. **Scope of work**

The consultancy is expected to:

1. Establish the procedure based on Haiti NGO law and related to finalizing and concluding legal operations in the country.
2. Determine the phases and timeline based on Haiti NGO law to finalize and conclude legal operations in the country.
3. Identify and review the financial, administrative(including HR), operations, and legal documentation Good Neighbors must provide and present to government entities to conclude operations according to the law.
4. Advise and support the organization and Country Director during operations closure.
5. Present the required documentation and information to the Government institutions to ensure compliance with the procedure.
6. **Expected deliverables:**
   1. Document the procedure to conclude Good Neighbors International Haiti NGO operations and legal entity.
   2. Document the phases and timeline to conclude Good Neighbors International Haiti NGO operations and legal entity.
   3. Document the administrative, operational, and legal documentation required to conclude Good Neighbors International Haiti NGO operations and legal entity.
   4. Mid-term report on the advisory and process perform.
   5. Reception of legal documents presented to correspondent Government institutions to conclude legal status.
   6. Legalized statement and final report on the procedure competence for (temporary or permanent) closing Good Neighbors International Haiti NGO.
7. **Schedule and timeline**

The consultancy is expected to be conducted in 3 months. And to start on August 15th.

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| No. | Activity | Deliverable | Month 1 | | | | Month 2 | | | | Month 3 | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 1 | Meeting with Country Director and Representative. | Meeting minutes |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Establish procedures based on Haiti NGO law and related to finalizing and concluding legal operations | Document the procedure |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Phases and timeline based on Haiti NGO law to finalize and conclude legal operations | Document the phases and timeline |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Identify financial, administrative, operations, and legal documentation | Document with the list of administrative, operations, and legal documentation required |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Review the financial, administrative, operations, and legal documentation to present | Report of review and meeting minutes |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Mid-term report on the advisory and process perform. | Report |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Presentation and reception of documentation | Reception of the presented documentation |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Legalized statement and final report on the process competition. | Legalized statement and final report |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Required Competencies**
   1. Be an individual, organization, lawyer, or legal advisor.
   2. Have knowledge and experience in NGO law for the legalization, opening, and closure of organizations.
   3. Experience advising other organizations on legalization, opening, and closure, mainly to NGOs.
   4. Well-knowledge of NGO work, legal status, and the context in Haiti
   5. Effective communication skills, both verbal and written
   6. Fluency in spoken and written English
2. **Selection criteria**

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| **No.** | **Aspects** | **Weight** |
| 1. | The quality of the consultant to undertake all aspects required in the scope of work. | 20 |
| 2. | The consultant can show a clear understanding of the required deliverables, can suggest appropriate approaches to the problems, and is able to recommend clear action plans to achieve the objectives. | 20 |
| 3. | Demonstrate the capacity for similar | 20 |
| 4. | The competitive price for this activity compares to the market. | 20 |
| 5. | Communication skills, writing skills, and language proficiency. | 10 |
| 6. | Clear technical and financial plan | 10 |

1. **Payment**
   1. 25% in advance
   2. 25% at mid-process with the presentation of the mid report
   3. 50% at final, with the presentation of final report and documents
2. **Application submission**

Applicants should send the related documents in English LAC Reginal Office, [lac.region@goodneighbors.org](mailto:lac.region@goodneighbors.org) their proposal by August 6, 2023.

1. Cover letter, Curriculum
2. Diploma, certificate
3. Information on related experience
4. Technical proposal
5. Economic proposals
6. Patente, Matricule Fiscal