

1. Background:

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German government-owned advisory company and works in 130 countries worldwide in the fields of international cooperation for sustainable development. GIZ provides viable forwarded solutions for political, economic, ecological and social development in a globalized world. Our corporate objective is to improve people's lives on a sustainable basis.

2. Scope of Work:

The objective of the assignment is to support and advise the GIZ country office in Georgia in all legal affairs, provide timely written legal advice in all emerging judicial cases and if necessary represent the company at different government entities, at court or at any other third party.

3. Task of the consulting company

1. Review and analyze all legal documentations that covers but is not limited to labor contracts, procurement contracts, service contracts, MoU or contracts with national governmental and non-governmental project partners, general terms of contracts, rental contracts, insurance contracts.
2. Submit written reports with risk assessment and recommendations
3. Draft the legal documentations according to the given recommendations
4. Provide verbal / written legal consultancy about different subjects within the field of tax law, administrative law, social law (inclusive labor law and civil law), commercial law, corporate law (inclusive private law).
5. Submit up-dates, reviews, risk assessment or recommendations about new or amended regulations which have a direct impact on GIZ operation in Georgia
6. Develop drafts of new legal documentation upon request.
7. Represent GIZ at different governmental entities, court or any other third party.

4. Deliverables:

- Revision of existing legal documentation (within 2-4 weeks)
- Legal consultancy upon request (within 1-5 working days)
- Development of legal documentations (1-4 weeks)
- Development of legal recommendations in order to comply with Georgian regulation (within 1-2 weeks)
- Working language both English and Georgian (German language would be an asset)

5. Requirements

1. Expert in tax law – at least 5 years of working experience
2. Expert in social law / labor law - at least 5 years of working experience
3. Expert in administrative law – at least 3 years of working experience
4. Expert in corporate law – at least 3 years of working experience
5. Expert in civil law – at least 3 years of working experience
6. Additional experts upon request: Taxation audit, Financial audit.
7. One lawyer with the attorney certification and at least 3 years of working experience as an Attorney – General

The company has to provide **one** expert/counterpart as a contact person for all relevant issues.

6. Documents to be submitted:

Technical Proposal

1. Company profile
2. Similar projects
3. Extract of register
4. At least 5 years on the market
5. Team: CV and at least 1 certificate of attorney, Language: English and Georgian written and spoken (others where applicable).

Financial Proposal:

- **Please provide estimate hours for review of each document:**

Labor Contract

General Terms of Contract

Service Contract

(documents are attached separately)

Financial offer shall indicate fee rate per expert /hour excluded VAT.

Fee rate of experts assigned that shall cover all personnel costs, including ancillary personnel costs; backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc.