



International Organization for Migration (IOM)
The UN Migration Agency

Call for CV / Expression of Interest

Assignment Title : **Individual Lawyer Consultant (Multiple Vacant Positions)**
Duty Station : **IOM Cairo, Egypt**
Type of Appointment : **Consultancy Contract**
Estimated Start Date : **As soon as possible**
Closing Date : **15 August 2022**
Reference number : **CFCV/2022/12**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

1. Nature of the consultancy:

Objective:

The objective of this consultancy is to provide IOM applicants and beneficiaries with assistance in legal matters and advise in legal documentation, negotiations, contracts, and all the services mentioned in the contract, with the terms and conditions of this consultancy contract.

Target: vulnerable and stranded migrants

2. IOM Project to which the Consultancy is contributing:

Under the overall supervision of the Head of Unit (Migrant Protection and Assistance) and the direct supervision of the Project Officer (Migrant Protection and Assistance), the successful candidate council, legally present and assist vulnerable and stranded migrants. The lawyer is expected to carry out his/her duties in accordance with strictest moral and ethical standards and with due respect for gender and socio-cultural differences.

3. Tasks to be performed under this contract:

The lawyer will be expected to perform the following services for IOM beneficiaries based on set criteria and agreed referral mechanism with IOM and/or other authorized parties (to be determined by IOM and stipulated in the Consultancy Contract):

1. Raise migrants' communities' awareness of their legal rights and obligations through facilitating community meetings and other community-based engagements.

2. Provide individual and group legal consultation to vulnerable migrants eligible for IOM's assistance.
3. Provide legal representation to vulnerable migrants based on referrals made by IOM.
4. Participate in trainings conducted by IOM, related to migrant protection and assistance.
5. Prepare monthly progress reports on assisted cases.
6. Respond to each case referral email with expected time frame and cost.
7. Facilitate in issuing legal documents such as (Birth certificate - Residency - Death certificate - Marriage contract - Divorce contract) and any other legal document requested.
8. Represent the migrants in the court for such cases (Child custody cases - divorce - Human trafficking - protection) and any other matters.

4. Tangible and measurable output of the work assignment:

- **Training**

The selected lawyer consultant will be required to participate in trainings conducted by IOM, related to migrant protection and assistance, in order to ensure that the selected consultant meets IOM's expectations and standards.

- **Reports and Time Schedule**

The consultant will be required to prepare periodic monthly progress reports on assisted cases and quarterly financial and narrative reports for all cases. The consultant must comply with IOM's data protection standards and reporting expectations based on criteria and timetables set by IOM.

The consultant is expected to conduct individual and group legal consultation sessions with beneficiaries at IOM premises every two weeks, depends on the caseload.

5. Deliverables:

A lawyer Consultant is requested to submit a financial proposal in EGP for each item for the services below:

Service	Note
Birth Certificate Issuance - After 15 days from the birth date	
Birth Certificate issuance 15 days from the birth date With Marriage contract	
Issuance of legal documentation [i.e., marriage/death certificate, or any other relevant legal document].	
Legal Assistance Child Custody	
Filling a police report	
Legal Awareness sessions (Cairo)	
Legal Awareness session outside (Cairo)	
Legal counselling	

Human trafficking case	Criminal aspect- Civil aspect in addition to 10% of the amount of compensation awarded after implementation
Legal Printouts	More than 10 pages according deal in that moment.
Acquisition of Egyptian nationality of person	In the nationality office. Government fees are due according to official receipts
Acquisition of Egyptian citizenship for the children of the person we have assisted in acquiring citizenship	in the nationality office. Government fees are due according to official receipts
Defense before Prosecutor	
Defense before Delinquency	
Defense before the court of appeal	
Appeal case	

*All services inside Cairo.

*Additional transportation expenses may apply if the consultant performs services in Alexandria.

6. Performance indicators for evaluation of results (value of services rendered in relation to their cost):

1. Satisfactory completion of all tasks listed above.
2. Timely submission of all key deliverables listed above.
3. She/He shall comply with all applicable laws, ordinances, rules and regulations when performing its obligations under this contract.
4. In all circumstances She/He shall act in the best interests of IOM
5. No official of IOM or any third party has received from, will be offered by, or will receive from the consultant any direct or indirect benefit arising from the Agreement or award thereof.
6. She/He shall abide by the highest ethical standards in the performance of this Agreement, which includes not engaging in any discriminatory or exploitative practice or practice inconsistent with the rights set forth in the Convention on the Rights of the Child.
7. Take all appropriate measures to prohibit and prevent actual, attempted and threatened sexual exploitation and abuse (SEA) by any other persons engaged and controlled by it to perform activities under this Agreement ("other personnel"). For the purpose of this Agreement, SEA shall include:
 - A. Exchanging any money, goods, services, preferential treatment, job opportunities or other advantages for sexual favors or activities, including
 - B. humiliating or degrading treatment of a sexual nature; abusing a position of vulnerability, differential power or trust for sexual purposes, and physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.
 - C. Engaging in sexual activity with a person under the age of 18 ("child"), except if the child is legally married to the concerned employee or other personnel and is over the

age of majority or consent both in the child's country of citizenship and in the country of citizenship of the concerned employee or other personnel.

8. Strongly discourage other personnel having sexual relationships with IOM beneficiaries.
9. Report timely to IOM any allegations or suspicions of SEA, and investigate and take appropriate corrective measures, including imposing disciplinary measures on the person who has committed SEA
10. Ensure that the SEA provisions are included in all subcontracts.

Required Qualifications and Experience:

Education & Experience

- Hold a minimum of a degree in Law and a professional qualification in legal practice with 4 years of experience.
- Post-graduate degree is an advantage.
- Have proven knowledge and experience in working with international organizations.

Languages

- Good command of Arabic and English (oral - written) is required.

Required Competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

***Female candidates with the above qualifications are strongly encouraged to apply.**

Application procedure/ How to Apply:

Interested candidates are expected to submit their applications on or before Monday, 15th of August 2022 - Cairo time to [Careers | IOM Egypt](#). Late submissions will not be considered.

Interested candidates are expected to submit the following documents:

- a) Resume/CV.
- b) A one-page cover letter expressing motivation for applying.
- c) Detailed financial proposal for all service items in EGP.
- d) Technical proposal for performing similar services.

Applications with missing documents will be treated as incomplete and will not be considered for further assessment.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.

Posting period:

From 02.08.2022 - 15.08.2022