



**Service contract:** Legal Consultancy Services

**Duration:** 15 July 2024 – 14 July 2025

## I. INTRODUCTION

### **About Mekong Institute**

Mekong Institute (MI) deepens regional cooperation and integration through capacity development, dialogue, and advocacy for the acceleration of sustainable socioeconomic development and poverty alleviation in the GMS.

Founded and represented by Cambodia, P.R. China, Lao PDR, Myanmar, Thailand, and Viet Nam, MI's strategies are aligned with the core tenets of the GMS Cooperation Program Strategic Framework 2030, ASEAN Economic Community, and the 2030 Agenda for Sustainable Development.

MI supports these frameworks through the implementation of projects across the areas of Agricultural Development and Commercialization, Trade and Investment Facilitation, and Sustainable Energy and Environment, while addressing issues of social inclusion and vulnerability, digital economy and innovation, and labor mobility to cement holistic and sustainable development impacts in the subregion and beyond.

### **About this assignment**

MI seeks to engage a legal consultancy firm to provide comprehensive legal support, particularly in managing conflicts or legal issues among staff, and with suppliers or contractors. This includes providing legal opinions, assisting in dispute resolution, and ensuring compliance with applicable laws and regulations.

## II. SCOPE OF WORK

The legal firm will perform the following tasks:

### **1. Conflict Resolution and Legal Support for HR:**

- Assist in resolving internal conflicts among staff, including disciplinary actions and dispute resolution.
- Provide legal advice on employment matters, including termination, discrimination, harassment, and workplace safety.
- Support HR in drafting and reviewing employment contracts, policies, and procedures to ensure legal compliance. In addition, MI guidelines are aligned with Thai labour law.

## 2. Legal Support for Suppliers and Contractors

- Address disputes with suppliers or contractors, including contract breaches, performance issues, and negotiations.
- Review and draft contracts with suppliers and contractors, ensuring they are legally sound and aligned with MI's policies.
- Provide guidance on compliance with procurement laws and regulations.

## 3. General Legal Support

- Conduct a comprehensive review of MI's legal framework and recommend improvements.
- Offer legal opinions on various issues affecting MI, including intellectual property, compliance, and risk management.
- Deliver training sessions or workshops on relevant legal topics to MI staff if deemed necessary.

## 4. Documentation and Reporting

- Prepare legal documents and contracts as required.
- Document all legal consultations and conflict resolutions.
- Submit regular reports detailing activities, issues handled, and recommendations.

## III. EXPECTED DELIVERABLE

The selected legal firm is expected to provide the following deliverables:

1. **Conflict Resolution Reports:** Detailed reports on conflicts handled, including the nature of the conflict, actions taken, and outcomes.
2. **Legal Documents:** Drafted or reviewed legal documents, including contracts, policies, and procedural documents.
3. **Training and Workshops:** Documentation of any legal training sessions or workshops conducted for MI staff.
4. **Comprehensive Legal Review Report:** A report highlighting key findings from the review of MI's legal framework and areas for improvement.
5. **Legal support:** assist MI with any legal process under the Thai law from the beginning till the case ends.

#### **IV. DELIVERY TIMELINE**

The service period will run from 15 July 2024 to 14 July 2025. The timeline for specific deliverables will be agreed upon with the selected firm.

#### **V. QUALIFICATIONS**

The legal firm must meet the following qualifications:

##### **1. Licensing and Experience**

- A valid license to practice law in the relevant jurisdiction.
- Proven experience in providing legal consultancy services to international organizations or similar entities.
- In-depth knowledge of regional and international laws relevant to MI's operations.
- Experience in handling employment disputes and supplier/contractor conflicts.

##### **2. Skills and Competencies**

- Excellent communication and interpersonal skills.
- Strong background in dispute resolution and contract law.
- Experience with intergovernmental or international organizations or UN agencies is an asset.

#### **VI. PAYMENT TERMS**

- The legal consultant will be negotiated and paid in case by case or in some cases in lumpsum pay or daily rating.

#### **VII. SUBMISSION OF APPLICATION**

The interested consultancy firm is expected to submit the following documents until July 10, 2024:

- A quotation
- A sample of case/ contract
- A company profile/individual profile

These documents shall be sent via email to Mr. Rithy Buth, [rithy@mekonginstitute.org](mailto:rithy@mekonginstitute.org), Ms. Kanrayanat Yatsom, [kanrayanat@mekonginstitute.org](mailto:kanrayanat@mekonginstitute.org) and Ms. Kornkanok Sripinyo, [kornkanok@mekonginstitute.org](mailto:kornkanok@mekonginstitute.org)