



Terms of Reference (ToR)

# Retainer Legal Services

**Duration:** Initially for 2 years with possibility of extension

**Date of Publication:** 27 March 2026

**Deadline:** 12 April 2026

<b>Nature of assignment</b>	Retainer Legal Services
<b>Duration</b>	Initially for 2 years with possibility of extension
<b>Location</b>	Remotely
<b>Published Date</b>	27 March 2026
<b>End date of application submission</b>	12 April 2026

## 1. About Habitat for Humanity Nepal

Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions. Our integrated programming serves to benefit 2.7 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

## 2. Background

Habitat for Humanity Nepal (Habitat Nepal) is a non-profit organization working to improve access to adequate, safe, and affordable housing for vulnerable communities across Nepal. In the course of implementing its programs and managing its institutional operations, Habitat Nepal engages in a wide range of legal matters, including but not limited to regulatory compliance, contractual arrangements, employment and labor issues, governance matters, donor agreements, and coordination with government authorities.

To ensure that its operations are conducted in full compliance with the prevailing laws and regulations of Nepal, and to mitigate legal and reputational risks, Habitat Nepal seeks to engage a highly qualified and experienced Legal Consultant / Law Firm on a retainer basis. The selected firm will provide timely, reliable, and professional legal advisory and support services aligned with the organization's mission, values, and operational requirements.

This Terms of Reference (ToR) defines the scope, responsibilities, and expectations of the external legal consultant or law firm to be engaged. It outlines the nature of the legal services required, the expected standards of service delivery, and the framework for engagement under the retainer arrangement. The ToR is intended to ensure clarity, accountability, and mutual understanding between Habitat Nepal and the selected service provider throughout the duration of the contract.

Through this engagement, Habitat Nepal aims to secure consistent legal support that strengthens institutional governance, ensures compliance with statutory and donor requirements, supports sound decision-making, and enables the organization to effectively manage legal risks while focusing on its core programmatic objectives.

### 3. Objective

The overall objective of engaging a retainer legal service provider is to ensure timely, consistent, and high-quality professional support to the organization is to provide the organization with ongoing and on-demand access to specialized professional services as and when required.

### 4. Scope of Work

#### A. Legal Review and Compliance

- Review Habitat Nepal's policies, manuals, contracts, MoUs, agreements, and other documents to ensure compliance with all applicable Nepali laws.
- Provide practical legal recommendations for the implementation of reviewed policies and procedures.
- Review HR policies to ensure alignment with labour laws, regulations, and best practices, and provide legal endorsements where required.

#### B. Legal Advisory Services

- Provide regular legal advice on all laws governing INGOs in Nepal, including labour, tax, registration, insurance, intellectual property, criminal, and business laws.
- Advise SMT on emerging laws, amendments, or regulatory changes that impact organizational operations, including labour law reforms, tax updates, and expatriate visa/work-permit regulations.
- Provide inputs for standardizing legal formats, templates, and contract structures.

#### C. Dispute Resolution & Representation

- Prepare necessary legal documents for dispute prevention, resolution, and arbitration processes.
- Analyse complex contractual disputes and prepare legal opinions, briefs, and recommended actions.
- Represent Habitat Nepal before government bodies, courts, quasi-judicial bodies, and in formal legal proceedings as required.

#### D. Documentation & Translation

- Prepare, draft, and translate legal documents as needed.
- Ensure accurate legal language and documentation for organizational use.

#### E. Compliance & Organizational Support

- Ensure Habitat Nepal meets all statutory and regulatory requirements, including timely submissions and renewals.
- Provide additional legal support upon request by SMT or HR/Admin.

### 5. Key Deliverables

The following are the expected deliverables for this consultancy:

- Legal Advisory Support
- Reviewed & Legally Endorsed Documents
- Update documenting relevant laws, regulatory changes.
- Legal Opinions & Written Advice
- Formal, written guidance on issues referred by SMT or departments.

- Dispute Resolution Support
- Review of Standard Forms & Templates
- Translation Services (if required)

## 6. Qualifications, Skills, and Experience

Habitat Nepal is looking for a recognized law firm having the following qualifications:

- BA LLB; licensed as an Advocate by Nepal Bar Council. with a minimum of 5 years of relevant experience of the team member(s) for this professional services.
- Experience working with I/NGO, government organizations or commercial business houses.
- Well informed in all prevailing laws and regulations currently in practice, especially those related to labor, registration, and taxation.
- Demonstrated ability to provide legal recommendations and appropriate legal responses to pressing issues.
- Ability to provide opinions and guidance in both English and Nepali.

## 7. Evaluation Criteria and Budget:

70% of the weightage is assigned to the legal company relevant experience, qualification of key legal advisor(s), understanding the SOW and propose approach, responsiveness compliance with application requirements and 30% to the fees/pricing. Technical proposals securing less than 50 out of the total possible 70 will be disqualified. The proposal that scores the highest based on the sum of technical and financial proposal scores will be preferred for selection.

### Scoring of criteria evaluations:

S.N.	Summary of proposal evaluation	Score weightage (%)
1	Technical Evaluation Criteria	70%
2	Financial Evaluation Criteria	30%
	<b>TOTAL SCROE</b>	<b>100%</b>

Proponents shall submit in the Technical Proposal all information and support documentation required to perform a complete evaluation of the proposal according to the criteria described in the table below:

SN	Criteria	Score
<b>1</b>	<b>Technical approach</b>	
1.1	Understanding of TOR & Approach	20 points
1.2	Relevant Experience	20 points
1.3	Team Qualifications & Competence	20 points
1.4	Compliance & submission of all required documents	10 points
	<b>TOTAL SCORE IN TECHNICAL PROPOSAL</b>	<b>70 points</b>
<b>2</b>	<b>TOTAL SCORE IN FINANCIAL PROPOSAL</b>	<b>30 points</b>

## 8. Coordination and Supervision

Under the supervision of the Senior Manager – HR & Admin, the legal advisor will work closely with Habitat Nepal's team. The selected firm will be required to undergo a session on Habitat's Safeguarding policies as part of the onboarding process.

## 9. Support from Habitat Nepal

Habitat Nepal will provide the necessary information to obtain legal advice.

## 10. Mode of Payment

On completion of each service the legal company will raise invoices and send them for the relevant service. The payment of the fees will be made based on receipt of invoice.

## 11. Ethical Standards

In accordance with its foundational mission principles, Habitat for Humanity Nepal is committed to the highest ethical standards and opposes all forms of discrimination, exploitation, and abuse. We intend to create and maintain a work and living environment that is safe, productive, and respectful for our colleagues and for all we serve. We require that all staff and representatives (consultants, contractors, vendors/suppliers, interns, volunteers, agents, and implementing partner organizations) take seriously their ethical responsibilities to Safeguarding (Child Protection, Prevention of Sexual Exploitation Harassment, and Abuse) our intended beneficiaries, their communities (especially children), and all those with whom we work. Abiding with the organization, the consultancy service has responsibilities to maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights.

## 12. Copyright

Copyright for the documents will remain with Habitat Nepal.

## 13. Application Requirements

- The legal firm is required to submit the firm/company profile along with a list of clients of the firm, and the CVs of the owner/key partners of the legal firm.
- Detailed fees and payment terms (hourly rate, daily rate)
- A copy of firm/company registration certificate.
- A copy of VAT registration certificate.
- A copy of tax clearance certificate of most recent fiscal year.
- **Signed and stamped copy of technical proposal and financial proposal in a separate sealed envelope** with details of all relevant costs including applicable taxes.
- The entire proposal should be a maximum of seven (7) pages including the financial proposal. Proposals not meeting this requirement will not be considered.
- Confidentiality of Information: All documents and data collected will be treated as confidential and used solely to facilitate analysis.

#### **14. Instructions to Submit the Proposal**

Interested national reputed and qualified law firms should submit their technical and financial proposal including testimonials/certificates in the form of hardcopies in a separate sealed/closed envelope.

Please send the sealed proposal to Administration Department at Habitat for Humanity Nepal, House No. 126, New Colony Marg, Dhobighat, Lalitpur, Nepal. Contact: +977 1 5421182, 5454976

For any queries contact the following email address [info@habitatnepal.org](mailto:info@habitatnepal.org)

**Application deadline: 12 April 2026**



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