



RFI Title: Baghdad Legal Service Market Research

RFI Number: RFI_FY24_01

Date of issuance: 18 September 2024

Response due date: 29 September 2024

REQUEST FOR INFORMATION (RFI)

Counterpart International (hereinafter Counterpart) is requesting information for the provision of Legal Service in Iraq as described below in ‘Section 2- Statement of Need’.

This Request for Information includes the following sections:

1. Information
2. Statement of Need, prices and Project Description
3. Questions
4. Vendor Information
5. Submission Instructions

1. Information

This RFI is solely for information and planning purposes but may be used to define scope and inform vendor selection if the project moves forward to an RFQ. It does not represent a commitment to enter a future contract.

By responding to this RFI from Counterpart International, The company/ Law Firm consents to Counterpart’s privacy policy terms and conditions (<https://www.counterpart.org/terms-and-conditions/>), and provides Counterpart International permission to process the company’s personal data specifically for the performance of, and purposes identified in, this solicitation document and in compliance with Counterpart’s legal obligations under applicable United States and European Union laws, data protection and regulations and any other applicable legal requirements. The company may withdraw their consent at any time by contacting privacy@counterpart.org.

2. Statement of Need and Project Description

2.1 Statement of Need: To provide legal services for Baghdad office.

Functionality Requirements: Counterpart is in the process of market research to understand cost of legal services and requesting estimate of pricing for the services listed in the table below:

Item	Description	Unit	Frequency	Unit Price (USD)
	Staff registration in the Social Security Register Counterpart employees in the social security and complete the related registration in the DNGO.	Each	As Needed	
1	Social Security Monthly Payments:	Each	Monthly	

	Manage the monthly payment of social security subscription on behalf of Counterpart, and respond to inquiries related to social security.			
2	Income Tax Monthly Payments: Manage the monthly payments of staff income tax on behalf of Counterpart; follow up with the Tax Office, and complete the related tasks in the DNGO.	Each	Monthly	
	Social Security Annual Report: Submit annual report to social security and follow up until the completion of the process.	Each	Annually	
	Tax Office Annual Report: Submit annual report to tax office and follow up until the completion of the process	Each	Annually	
	Prepare Annual Financial Report Create annual financial report for the organization, the report should be certified by the iraqi union of accountants and auditors.	Each		
3	Annual Financial Reporting: Submit the annual financial reports to DNGO and other government offices	Each	Annually	
6	6 Month Visa: Apply for Federal 6-month multi-entry visa for expatriate staff and respond to related questions	Each	N/A	
7	One Year Visa: Apply for Federal one-year multi-entry visa for expatriate staff and respond to related questions	Each	N/A	
8	Single Entry Visa: Apply for Federal single entry visitor's visa for expatriate staff and respond to related questions	Each	N/A	
	Visa Blood Test: Assist in coordinating blood test related to multi entry visa for expatriate staff in Iraq.	Each	N/A	
9	Legal Labor Documents Review:	Page (1-10 pages per document)	N/A	

	Review employment related documents and provide written legal advice on labor contractual issues including social benefits, accruals, payments, terminations, disciplinary actions, and all aspects of recruitment			
10	Legal Labor Documents Review: Review employment related documents and provide written legal advice on labor contractual issues including social benefits, accruals, payments, terminations, disciplinary actions, and all aspects of recruitment	Per Page (More than 10 pages document)	N/A	
11	Legal Contractual Document Review (1-10 Pages Per Document): Review contracts and provide legal guidance on Counterpart's contractual relationships with local vendors, sub-grant recipients, and service providers	Per Page (1-10 pages document)	N/A	
12	Legal Contractual Document Review (More than 10 Pages Per Document): Review contracts and provide legal guidance on Counterpart's contractual relationships with local vendors, sub-grant recipients, and service providers	Per Page (more than 10 pages document)		
13	Dispute Resolution and Litigation: Handle disputes that may arise with local partners, contractors, or between the Organization and local or federal Iraqi authorities	Hourly Rate	N/A	
14	Power of Attorney Registration: Register Power of Attorney for Counterpart Country Representative, and facilitate the designation of Country Representatives as needed.	Each	N/A	

Minimum Vendor Requirements

- The company must have technical capacity to provide legal services to NGOs in the field of registration, tax clearance, social security, financial report, visas, residencies, and letters of approvals from security authorities. particularly as applied to USAID implemented projects.
- The company must have a record of well-established and successful delivery of similar services.
- The company must have the ability to communicate fluently in English language.

2.2 Project Description

The Iraq Civil Society Activity (ICSA)– Tafa’aol Project is a USAID program implemented by Counterpart International in Iraq. The goal of Tafa’aol is to strengthen citizen engagement and participation in the public sphere, as well as to strengthen and expand the capacity of civil society organizations for representing the interests of citizens and advancing community development. In support of project activities, Tafa’aol Project requires a licensed and registered firm to provide legal services to the project.



3. Questions:

- Does the company accept the payment for the services in wire transfer?
- Is the company registered and authorised to work in Iraq?
- Does the company have a bank account that accepts payments in USD?
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4. Vendor Information

Company Name and office address	
Point of Contact (name, email, and phone number)	
Company background overview	
Service being offered	
Describe similar use cases	
Previous work samples	

5. Submission Instructions

Interested parties are requested to respond to this RFI in PDF format and submitted via email to procurement.iraqcsa@counterpart.org no later than 29 September 2024 Please include the RFI Number in the subject line of your e-mail. Responses should be sent as email attachment in English. Please do not submit applications, proposals, resumes, promotional materials, and/or statements of qualifications. Responses are limited to five (5) pages and shall include, at a minimum, the following information:

- Section 3- Vendor Information
- Pricing Information

Responses to this RFI are strictly voluntary and Counterpart International will not pay respondents for information provided in response to this RFI. Responses to this RFI will not be returned and respondents will not be notified of the result of the review.