Terms of Reference

Provision of Legal Services

27/NRC-NAT/NG/2026

1. The objective of the consultancy

The main objective of the assignment to be undertaken by the selected competent legal firm or expert shall be to advise the Norwegian Refugee Council (NRC Nigeria) on legal related issues.

The specific scope of work is contained below.

Scope of Service:

Specific areas of work shall include but are not limited to the following:

- Provide legal advice on employment and labour law matters, including employer obligations, disciplinary matters, employee relations, and employment-related disputes.
- Monitor and provide timely updates on relevant legal and regulatory developments affecting NRC's operations in Nigeria, including practical recommendations to optimize costs, ensure compliance, and mitigate legal and operational risks.
- Provide legal advice, support, and representation in relation to actual, threatened, or prospective litigation, arbitration, mediation, and other dispute resolution proceedings.
- Review and provide legal advice on NRC Nigeria existing employment, tenancy, supplier, and other contractual arrangements.
- Review and provide legal advice on NRC Nigeria's Terms of Employment and ensure its alignment with the Nigeria laws and regulations
- Liaise with auditors, evaluators, regulators, and other relevant stakeholders on legal matters, where required.
- Advice on issues arising from supply, service and work contracts, consultancy agreements, and tenancy arrangements, as required.
- Support audit processes by responding to legal queries and preparing or reviewing audit-related correspondence.
- Advise on and support applications for work permits, visas, immigration matters, and other statutory approvals or documentation required for NRC personnel.
- Review or prepare new agreements and legal documents required for NRC Nigeria's operations.
- Advise on legislative changes, regulatory requirements, and compliance obligations relevant to NRC Nigeria operations.
- Support registration, licensing, and regulatory filing requirements, including:
  - Registration of new NRC Nigeria's offices and operational locations;
  - Other statutory registrations and regulatory approvals as required.
- Advice on legal matters arising from taxes, fines, penalties, assessments, and other statutory charges imposed by government authorities and regulatory bodies.
- Provide attestation, witnessing, commissioning, certification, and notarization services, where legally permissible.
- Provide any other legal support services reasonably required by NRC Nigeria from time to time in connection with its operations and activities.

2. Deliverables

The legal firm/legal expert shall deliver the following outputs during the contract period:

- Written legal opinions, advisory notes, and recommendations on matters referred by NRC Nigeria within agreed response timelines.
- Practical guidance on legal, regulatory, compliance, employment, contractual, and operational matters affecting NRC Nigeria.
- Reviewed NRC global contract or agreements and align them with Nigeria laws and regulations.
- Periodic legal and regulatory update briefs outlining legislative changes and compliance obligations relevant to NRC Nigeria.
- Written legal research memoranda and analytical reports on specific issues requested by NRC.
- Interpretation of applicable laws, regulations, policies, and judicial decisions affecting NRC Nigeria operations.
- Preparation and filing of pleadings, submissions, witness statements, and other court or tribunal documents.
- Representation before courts, tribunals, administrative bodies, and alternative dispute resolution forums.
- Legal review of employment policies, procedures, and disciplinary processes.
- Legal guidance notes on employee relations, grievances, disciplinary actions, terminations, and workplace disputes.
- Completed applications and supporting documentation for registrations, permits, licenses, work permits, and statutory approvals.
- Evidence of successful registrations, renewals, and regulatory filings where required.
- Maintenance of a legal matter tracker detailing requests received, actions taken, status updates, and closure of assignments.
- Timely responses to legal requests in accordance with agreed service-level standards.

3. Duration, timeline, and payment

The contract is for one year from the date of contract signing and subject to satisfactory performance, may be extended by agreement for two years.

The bidder must provide quotation based on the table:

No	Specifications	Unit Price
1	Hourly rate for legal advice, to include document reviews, in-person or phone consultations, drafting legal analyses, and drafting communications with individuals or entities.	
2	Fixed rate for representation with an administrative entity	
3	Fixed rate for representation in court, to include appeals	
4	Monthly retainer rate (contract)	
5	Duration for which pricing can be fixed (3 years)	

NRC will pay all invoices within 30 days of receipt, provided that the services to which the invoice relates have been performed fully.

4. Proposed composition of team

Firms must demonstrate that they have the staff capacity to provide the range of services required, and that we will have regular access to a key contact person, details of whom should be provided.

The proposed team shall be maintained throughout the contract term. In case of any changes, these shall be clearly communicated to NRC Nigeria in writing.

Eligible legal firms should have staff team(s) that comprise of but not limited to: Lead **Legal Counsel and Supporting Legal Staff**, with the following qualifications and experience: -

a) **Lead Legal Counsel**

- Law degree with specialization in Business Law, Labour Law, Commercial Law, International Law, Tax Law or related field;
- Must be enrolled as a Barrister and Solicitor of the Supreme Court of Nigeria.
- Must be a member in good standing of the Nigerian Bar Association.
- Evidence of a current practicing license issued by the relevant regulatory authority
- Bachelor's degree in law (LL. B) from a recognized university.
- Completion of the Nigerian Law School and qualification as a Barrister and Solicitor of the Supreme Court of Nigeria.
- At least 7 years of post-call legal experience, with a minimum of 5 years in a senior legal advisory or legal management role
- Demonstrated experience providing legal advisory services to international organizations, non-governmental organizations (NGOs), development agencies, corporate entities, or humanitarian organizations.
- Strong knowledge of Nigerian employment, commercial, corporate, tax, regulatory, and administrative laws
- Familiarity with, as well as experience in providing legal services to, international non-governmental organizations;
- Excellent communication and presentation skills; and
- Experience providing legal services in Nigeria.

b) **Supporting Legal Staff**

- Law degree with specialization in Business Law, Labour Law, Commercial Law, International Law, Tax Law or related field;
- Relevant current legal practicing certificate in Nigeria
- Bachelor's degree in law (LL. B) from a recognized university.
- Completion of the Nigerian Law School and qualification as a Barrister and Solicitor of the Supreme Court of Nigeria;
- At least five (5) years' relevant experience in providing legal services, with at least three (3) years being in the area of Business Law, Labour Law, Commercial Law, International Law, Tax Law or related field;
- Familiarity with, as well as experience in providing legal services to, international non-governmental organizations;
- Excellent communication and presentation skills; and
- Experience providing legal services in Nigeria.

Bidders must be fully accredited full-service law firms, with an appropriate level of professional indemnity insurance, details of which should be provided.

5. Eligibility, qualification, and experience required

Eligible legal firms or experts and teams therein submit the following documents, qualifications and experience: -

Administrative:

- Certificate of Incorporation issued by the Corporate Affairs Commission (CAC).
- Memorandum and Articles of Association, or equivalent constitutional documents.
- CAC Status Report or Evidence of Current Company Registration.
- Valid Tax Clearance Certificates for the last three (3) years.
- Evidence of Tax Identification Number (TIN).
- Evidence that the firm is duly registered and authorized to practice law in Nigeria.
- Bank account attestation of the firm
- Current Nigerian Bar Association (NBA) practicing certificates for the Lead Counsel and key legal personnel proposed for the assignment.
- Evidence of enrollment of proposed legal practitioners as Barristers and Solicitors of the Supreme Court of Nigeria.
- Detailed company profile including:
    - Year of establishment;
    - Office locations;
    - Areas of legal specialization;
    - Organizational structure;

Qualification and Experiences

- The legal firm or expert should have at least 7 years' collective experience in providing legal advice in Business Law, Labour Law, Commercial Law, International Law, Tax Law or related field any litigation issues in this regard in Nigeria.
- The legal firm or expert should have experience with a minimum of 4 clients (previous or ongoing), in providing legal advice to non-profit, INGO or humanitarian/development organizations in Nigeria
- Eligibility of the team comprises staff with Degree in Law, and combined specializations in the fields of Business Law, Labour Law, Commercial Law, International Law, Tax Law and criminal law.
- The team – Lead Counsel should have at least 7 years' collective experience in providing legal advice in Business Law, Labour Law, Commercial Law, International Law, Tax Law and criminal law and any litigation issues in this regard in Nigeria.
- Ability to maintain confidentiality and manage sensitive information.
- Strong leadership, problem-solving, and decision-making capabilities.
- The team should demonstrate flexibility and availability in service provision.

6. Evaluation of bids

The legal firm or expert must demonstrate that they have the capacity to provide the range of services required, and that we will have regular access to a key contact person, details of whom should be provided.

7. Submission of bids

Bid documents should be submitted in electronic format to: NG.tenders2@nrc.no by **5th August 2026 at 11:59p.m.** E-mail subject **Reference Number 27/NRC-NAT/NG/2026 (Provision of Legal Services)**