
Annex I - Terms of Reference

IQ-25-015

iMMAP Inc. is in Iraq since 2011. It currently relies on a national team of approximately 10, in 2 offices, Erbil and Baghdad. Since the beginning of its operations in Iraq, iMMAP Inc. has built a solid acceptance from local authorities and population. Thanks to this trust, iMMAP Inc. has been able to implement its activities throughout the country, in both the Iraqi Kurdistan and Federal Iraq areas.

Following decades of conflict and humanitarian crisis, Iraq is becoming more secure and stable and is establishing new policies and programs to benefit the people. iMMAP Inc. supports its international partners and, most importantly, the Government of Iraq, in accessing and managing the information they need to make effective evidence-based decisions. iMMAP Inc. is currently implementing projects in key sectors on the country's path to peace and stability: humanitarian mine action, private sector development, health, and disaster preparedness.

iMMAP Iraq's Head office is in Erbil and it has an operational base in Baghdad.

1 BACKGROUND INFORMATION

1.1 Partner country

The Republic of Iraq.

1.2 Contracting authority

The contracting authority is iMMAP Iraq, represented by Mr. Irshad Ali, the country representative in Iraq.

1.4 Related programmes and other donor activities

N / A

2 OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of this contract is to contribute to the successful delivery of legal services by providing quality services in Iraq.

2.2 Specific objective(s)

The specific objective of this contract is to provide the requested legal services.



2.3 Expected outputs to be achieved by the Contractor

The Contractor shall provide high-quality legal services in a timely manner of all iMAP requests, according to the turnkey principle, rendered in compliance with the Order Form.

Scope of Work for Legal Consultant – iMAP Iraq

Scope of Services

iMAP Iraq is seeking the services of a qualified Legal Consultant (firm) to provide comprehensive legal services. The Consultant (firm) will be responsible for all legal matters pertaining to iMAP's operations in Iraq. The scope of services includes, but is not limited to, the following:

A. Legal Representation and Advisory

1. Represent iMAP Iraq in all legal matters before courts, government agencies, and other competent authorities throughout Federal Iraq and the Kurdistan Region of Iraq.
2. Act as the official legal representative of iMAP Iraq before relevant Iraqi institutions as needed.
3. Provide ongoing legal counsel on Iraqi laws, including but not limited to labor law, tax law, social security law, NGO regulations, civil and commercial codes.

B. Human Resources and Staff Legal Support

1. Advise on compliance of employment practices with Iraqi labor laws and social security regulations.
2. Review and revise staff employment contracts, ensuring alignment with local laws and iMAP's internal policies.
3. Provide dual-language templates (Arabic, Kurdish, and English) for employment contracts, ensuring full compliance with legal standards.
4. Provide legal support regarding staff income tax filings and employer obligations.
5. Review and support Social Security contributions and the management of related files, ensuring timely submission and compliance.

C. Organizational Compliance and Registration

1. Oversee and assist in the renewal and maintenance of iMAP Iraq's registration with DNGO and any other relevant government authorities.
2. The service provider shall support the organization in securing and renewing all required official authorizations and documentation related to the establishment, relocation, or continuation of office premises in Iraq. This includes, but is not limited to:
 - a. Assisting in obtaining initial and renewal of security clearances for office locations from relevant Iraqi authorities.
 - b. Facilitating the issuance and renewal of movement permissions required for office relocation, particularly in areas with restricted access or heightened security protocols.

- c. Supporting the acquisition and renewal of any operational licenses, permits, or accreditations necessary to legally establish or operate office premises under the applicable laws and regulations in Iraq.

The service provider is expected to liaise with the appropriate governmental and local authorities to ensure timely completion of these requirements, thereby enabling uninterrupted humanitarian operations.

D. Contracts and Legal Documents

1. Review, draft, and amend service contracts, partnership agreements, and vendor agreements to ensure full legal compliance.
2. Advise on the legal implications of operational activities and suggest risk mitigation strategies.
3. Ensure all documents comply with Iraqi law and are enforceable in the appropriate jurisdictions.

E. Legal Monitoring and Updates

1. Provide iMMAP Iraq with timely updates on amendments to existing laws, new regulations, directives, and proclamations relevant to the organization.
2. Proactively identify legal risks and gaps in iMMAP's operations and recommend corrective measures.

F. Internal Investigations and Disputes

1. Conduct or support legal investigations into internal administrative violations or disputes, ensuring alignment with Iraqi law and iMMAP's internal policies.
2. Advise on disciplinary actions or mediation proceedings involving staff or external parties.



Irshad Ali
Country Representative - Iraq
19 May 2025