

*Our tender reference: **IRQ 1093-TND-017***

ID number of the tender in the eTender portal: 387410

Legal Services and Advisory Support

1. Introduction

General Context

The Deutsche Welthungerhilfe e. V. (hereinafter also referred to as "Welthungerhilfe" or "WHH") is one of the largest private development cooperation and humanitarian aid organizations in Germany. Welthungerhilfe is a non-profit organization and is politically and denominationally independent. It fights for "Zero Hunger by 2030".

Objectives and expected outcomes

The objective, is to establish a structured and efficient agreement for legal advisory services between Welthungerhilfe (WHH) and the selected legal service provider. WHH will designate focal points to facilitate communication with the Company's representatives. In turn, the Company shall assign dedicated focal points to respond promptly to WHH's requests for legal advice, clearly defining the timeframe for the completion of such tasks. The legal services provided by the Company shall cover all current and future locations where WHH operates. When necessary, meetings with the Company's legal advisors will be held at designated offices in Erbil or Dohuk. Furthermore, the Company is expected to prioritize urgent legal advice or revisions as specified by WHH, ensuring timely and effective support.

2. Required Qualification

- The legal firm should have demonstrable experience providing legal services to international or local NGOs, with a clear understanding of the legal frameworks and challenges faced by NGOs operating in Iraq and KRI.
- Experience in advising on matters such as contract law, labor law, regulatory compliance, and non-profit governance.
- The firm must be duly registered and licensed to operate as a legal entity within the Kurdistan Region of Iraq (KRI) and, if applicable, in Iraq as a whole.
- Valid tax registration and compliance certificates as required by local regulations.
- The legal team should include professionals with experience in specific areas such as labor law, contractual law, dispute resolution, and compliance with local regulations for non-profit organizations.
- The firm should provide an organogram or list of key staff, specifying their qualifications, roles, and relevant experience.
- The firm should have a system in place to prioritize and respond quickly to urgent legal matters, ensuring rapid turnaround for critical legal advice or contract revisions as required by WHH.
- Valid registration certificates in KRI/Iraq.

3. Documents to be submitted:

Interested service providers should submit their application through the E-tender portal (eu-supply.com) including the following:

- Signed and stamped Tender Document
- Duly filled, signed, and stamped Supplier Declaration (Annex I)
- Duly filled, signed and stamped Quotation Summary (Annex II)
- Duly filled, signed and stamped References (Annex III)
- Duly filled, signed and stamped ToR Term of Reference (Annex IV)
- Proof of professional registration and business tax identification is required.
- CV of the key staff.
- Detailed curriculum of Business Management Training (using the daily schedule – 7 days per session)
- List of the name(s) of trainer(s) and the areas/topics they will cover (as per the curriculum outlined)
- Please attach only your work-related contracts with your bid (If contracts are not attached, points will not be considered)

4. Contract Duration

The initial term of this contract shall be for a period of one (1) year, commencing on the effective date of the agreement. However, based on the ongoing needs and requirements of Welthungerhilfe (WHH), the contract may be extended at the sole discretion of WHH for an additional term of one (1) year or for a shorter duration, as deemed necessary. Any such extension shall be subject to mutual agreement and formal amendment of the contract.

5. Evaluation of submitted documents

Welthungerhilfe will evaluate bids received according to the following evaluation criteria:

- a. Price 70%
- b. Experience (Number of relevant contracts) 30%

1 Contract	2 Contract	4 Contracts	6 Contracts	8 Contracts or more
5 points	10 points	15 Points	20 Points	30 Points

- If contracts are not attached, points will not be considered.
- Providing more contracts will not increase the points.

All service providers will receive a final notification via the tender platform Registration is free of charge for participating companies. The bid must be submitted exclusively on this platform.

6. Payment Terms:

Payment shall be made in **IQD (Iraqi Dinar)** currency only.

Payments due by the respective Contracting Authorities shall be made to the **bank account under the company's name or by cheque to the company's name only** mentioned on the Quotation Summary (Annex II) of the tenderer and confirmed in the Contract.

The contractor is in charge of covering the bank fees. **WHH WILL NOT PAY EXTRA FOR BANK FEES.**

Payment shall be made by Cheque or Bank Transfer against documents (CAD) within twenty (20) working days from the receipt of the correctly signed and stamped documents stated in Article 9. at WHH in Duhok.

The exact payment conditions will be negotiated with the WHH Office in Duhok/Erbil and fixed in the contract.

Payment schedule will be every 4 months in 3 Installments:

After signing the contract: 1st instalment

After 4 months: 2nd Instalment

Rest of the remaining months: 3rd Instalment

The payment terms outlined above may be subject to modification and shall be finalized upon mutual agreement by both parties during the contract drafting stage. Any changes to the payment terms will require the consent of both parties and will be incorporated into the final version of the contract

7. Participation:

Interested service providers must submit their documents via Welthungerhilfe's electronic tender portal. Bids that reach us by other methods cannot be evaluated.

To participate in this tender, you must register in the tender portal. The one-time registration allows you to participate in all tenders of Welthungerhilfe. Registration is free of charge for participating companies and individuals. The bid must be submitted exclusively on this platform. For more information on how to register in the tender portal and how to navigate through the portal, please see our Quick Guide:

→ [Welthungerhilfe Quick Guide.pdf \(eu-supply.com\)](#)

8. Bid opening, examination, and evaluation of the bids

In the public procedure WHH will sift and evaluate incoming offers. The selection of a contracting party shall not be made solely on the basis of the lowest bid price, but on the basis of the best overall price-performance ratio.

9. Communication:

All communication, including questions and answers, will be handled through the tender portal. Questions about the tender must be written in English and submitted in the tender portal via the "Own tender - bidder questions and answers" module. By clicking on "Submit bidder question", you can ask a question that will be sent to the awarding authority. Questions require a subject and a worded, non-personalized question that can then be submitted to the Procurement Office. Questions submitted by other means cannot be answered.

10. Expected date of the start of the tender:

Deadlines for submitting and responding to questions can be found on the tender portal. The deadline for submission of tenders can also be found on the tender portal.

11. Validity of the bid

All bidders are bound by the prices of their bids for at least 60 calendar days after the closing date of the tender. The bidder can only withdraw his bid within the bidding period by written declaration.

12. Language

The procedure, the preparation of the offer and the execution of the contract shall be carried out in English.

13. Currency

All prices shall be quoted in **Iraqi Dinar (IQD)**.

14. Confidentiality

Welthungerhilfe will send tender documents to the service provider in this connection. Confidential information about Welthungerhilfe may be passed on to the service provider on the occasion of the sending of the tender documents and the subsequent discussions as well as the conclusion of the contract. Against this background, both parties agree: (1) The service provider undertakes to treat all confidential information received from Welthungerhilfe in connection with the invitation to tender and the discussions as strictly confidential, including vis-à-vis third parties. (2) Upon termination of the contract, both parties undertake to return all documents made available to the other party without being requested to do so.

15. Confidentiality

The contracting authority (WHH) will send the external service provider tender documents in this connection. On the occasion of the sending of the tender documents and any subsequent discussions as well as the conclusion of a contract, confidential information about the contracting authority may be disclosed to the partner. Against this background, the parties agree on the following:

Each party undertakes to treat all confidential information which it receives from the other party in the context of the tender and any discussions in strict confidence, including vis-à-vis third parties.

This agreement shall enter into force upon receipt of the tender documents and shall continue to apply for the duration of the discussions, any future cooperation and for a period of two years after termination of the discussions or cooperation. Upon termination of the agreement, the parties undertake to return any documents disclosed to the other party without request.

16. Awarding authority and contracting entity:

Deutsche Welthungerhilfe e. V.
Duhok, Media Quarter, Hasarost St.

The following Annexes form part of this Tender Documentation:

Annex I: Supplier Declaration
Annex II: Quotation Summary
Annex III: References Template
Annex IV: ToR
Annex V: Terms and Conditions for International Procurement