

## Section II: Schedule of Requirements (ToR)

eSourcing reference: RFQ/2023/47313

### TERMS OF REFERENCE

**Legal entity to provide legal services and consultation to the beneficiaries  
of the House Reconstruction in Gaza Phase II Project**

**Project Title: House Reconstruction in Gaza Phase II Project**

**Organization: United Nation Office for Project Services “UNOPS”**

**Duty Station: Gaza Strip**

**Duration: 7 calendar months**

#### **A- Background:**

UNOPS works hand-in-hand with the State of Palestine, the donor community, UN organizations, non-governmental organizations and the private sector to improve the rule of law, justice and human rights. UNOPS supports the Government and civil society’s efforts to strengthen capacities of people, systems and policies.

UNOPS has been granted additional funding to extend the scope of the House Reconstruction in Gaza Phase II Project. The project has been able to reconstruct 475 houses as well as rehabilitate 1,376 substandard housing units that were damaged during the 2014 and 2021 escalations. The additional funding will cover the rehabilitation of additional 120-125 housing units damaged during the May 2021 and May 2023 escalations.

As part of the preparation process for the beneficiaries to be part of the grant project, there is a need for UNOPS to engage a legal consultant to provide the project with the needed legal advice and verify the authenticity of the submitted documents by the projects’ beneficiaries.

#### **Objective:**

The objective is to develop and formalize a methodology to cover the legal aspects of the work including determining the needed legal documents and verifying them. The legal assessment will cover the substandard work package which includes at least 180 potential beneficiaries for the rehabilitation work of substandard housing units.

**B- Scope of Work & Deliverables:**

- Assist in providing legal support to the selected cases to obtain the necessary legal documents including *tabu* certificate, purchase agreement, inheritance agreement. This is based on the project legal statement (please refer to Annex I).
- Review and evaluate the available legal documents by the beneficiaries and determine the level and scope of the needed legal documentation based on the project legal statements.
- Prepare a plan for provision of legal aid based on the conducted assessments.
- Provide individualized legal counseling sessions to beneficiaries as required with focusing on more challenging HLP issues “ownership documents” and continued with support to obtaining the necessary documentation when needed.
- Assist beneficiaries to improve their security of tenure.
- Provide support during the implementation process and in any negotiations that may be required legal consultancy.
- Provide UNOPS with a hard copy of the beneficiaries' legal files.
- The consultant will also deal with the online system to check and upload all the needed legal documents.
- The consultant is expected to use his/her own computer and other equipment required for the task.
- Other relevant support as required.

**C- Methodology:**

The consultant will strictly follow the work plan, the time schedule and the legal statement stated in the project proposal, which will be shared with the successful firm, in undertaking the contract assignment.

**D- Duration of Work:**

- The duration of the contract shall be for a maximum of seven (7) months between July 2023 to January 2024.
- The number of cases that should be successfully cleared is 180 for the substandard work package.
- The consultant will work closely with the Project Team and will submit and share the progress of the activities as agreed.

**E- Duty Station:**

- The consultant will be based in Gaza and covering the whole strip.

**F- Payment Terms:**

- Payments will be made based on the successful delivery of the services during the seven months.
- Payment will be requested by the legal firm monthly upon submission of the Progress Update Report using the template on Annex II.

**Monthly report**, it should includes the following points;

- Overview about the Legal aid provided during the report period.
- Assessment progress and summary of the cases.
- Cases distribution based on the governorate.
- Complaints raised by beneficiaries.
- Challenges and risks affecting progress.
- Plan of action for next period.
- List of beneficiaries with completed legal assessment.