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**Legal Counselor**

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**Background**

CARE Nepal is an international humanitarian organization working in the country since 1978. It currently works in 42 districts through various programs on issues relating to improving the lives of the poorest and most vulnerable populations through programs that work on the following themes: food security and climate change; emergency preparedness and DRR; migration and urbanization; sexual reproductive and maternal health; gender based violence; women and girls' leadership. Marginalized Women and Adolescent Girls are our two primary impact groups. Core priorities include investment in the empowerment and leadership of women and girls, good governance and accountability, working in partnership and alliance with like-minded actors, and evidence-based advocacy.

CARE Nepal meets all its statutory obligations under the laws of Nepal and no clause under any of the policies or employment contract and any amendment to the policies violate the existing laws of Nepal. In particular, all policies and its clauses including amendments will comply with the broad legal frameworks provided by the agreement of CARE Nepal with the Social Welfare Council and the Nepalese Labor Act and regulations.

In order to comply with all legal regulations of the Government of Nepal, CARE Nepal maintains a Legal Counselor in order to render advice on a broad range of legal issues including but not limited to official contracts and agreements; and to advice on changes, additions or deletion of current rules and regulations of the Government of Nepal and the Nepalese Labor Act which, directly or indirectly affect CARE Nepal or its programs.

**Time Period**

1 Year (renewable)

**Roles and Responsibilities**

1. Review and provide comments and edits on the correspondence concerning CARE Nepal staff / partners / vendors that could have legal implications to CARE Nepal.
2. Provide periodic update to CARE Nepal's Senior Management on the Nepalese Labor Act and Regulations and on any other specific legal issues as required by CARE Nepal.
3. Provide notary public service including translation of legal and government document relating to CARE Nepal.
4. Travel out of Kathmandu valley when required by CARE Nepal upon mutual consent.
5. Conduct the business of CARE Nepal to the best of his/her skill and ability. Provide advice to assign a specialist lawyer in pursuance of CARE Nepal's legal affairs if necessary. A contact person will be designated by the Legal Counselor, who will be contacted in absence of the Legal Counselor.
6. Provide insight regarding any legal cases, opposing counsel and possible procedural and substantive rulings in a timely manner.
7. If and while handling court case on behalf of CARE Nepal, the Legal Counselor must submit and discuss with CARE-Nepal his/her strategy for defense/resolution, updated damage/liability analysis, updated schedule of procedural requirements.



8. In consultation with CARE Nepal s/he should consider alternative dispute resolution mechanisms or solutions while handling a case, or while providing legal advice to CARE Nepal as far as possible depending upon the nature and fact of the case.
9. Collect and provide CARE Nepal with copies or descriptions of court documents relating to court cases.
10. In consultation with CARE Nepal s/he shall pursue the settlement of claims brought by or against CARE-Nepal, and forward all settlement demands and offers to CARE-Nepal's attention on time.
11. The Legal Counselor and CARE Nepal representative will meet periodically to keep abreast of outstanding and pending legal matters.