**TORs FOR HIRING OF LEGAL ADVISOR ON RETAINESHIP**

1. **Information For Applicants**

Quaid-e-Azam Solar Power (Pvt.) Limited (QASPL) is wholly owned by the Govt. of Punjab. QASPL has successfully established 100 MW Solar Power Plant at Solar Park, Lal Sohanra, Bahawalpur.

QASPL required the services of a Legal Advisor for SECP and Legal matters as per Companies Appointment of Legal Advisor Act, 1974

**Name of Procuring Agency:** Quaid e Azam Solar Power (Private) Limited (**Company**)

**Last date and time for Submission of Application:** December 21, 2018 at 11:00 A.M. (the ‘submission deadline’)

**Address for submission of proposals: Manager HR & Admin**

Quaid e Azam Solar Power (Private) Limited

3rd Floor, 83-A/E-1, Main Boulevard, Gulberg III, Lahore.

**Ph: 042-35790363.**

1. **Scope Of Work**

2.1 Scope of work, skills and competencies for the hiring of the legal adviser includes, inter alia, the following:

* + 1. Consultation on routine matters concerning company law and related matters, as may from time to time be required by the Company;
    2. Assistance to the Company in the matters of regulatory compliance of corporate formalities as may be sought by the Company from time to time:
    3. Review of replies to any correspondence from Registrar’s Office addressed to the Company under the Companies Act, 2017;
    4. Provide assistance and guidance on statutory filings and other requirements under the Companies Act, 2017, as may be sought by the Company from time to time;
    5. Preparation, negotiating, reviewing, amending and vetting of agreement(s), deeds, briefs, memorandums and other legal instruments;
    6. Amendments and renewals of existing agreements and instruments;
    7. Attending meetings of the Board of Directors, Committees of the Board, Contractors or such parties as required on invitation;
    8. Appointed as legal advisor in SECP under legal advisor act, 1974;
    9. Legal vetting, legal opinion and advice on different contractual matters of the Company;
    10. Providing legal opinion on day to day business affairs of the Client’s company regarding all energy sector related issues and matters pertaining to Companies Act, 2017 and other enabling law of the country;
    11. Review and legal endorsement of all documents prepared by the Client, including but not limited to Pre-qualification Documents (PQD), Evaluation Criteria, Notification of pre-qualified bidders and grievances redressal etc;
    12. Review and legal endorsement to the Client about Bidding Documents, evaluation criteria and contracts/agreements for inviting Bids for procurement as defined in Punjab Procurement Rules, 2014, Notification of successful bidder and assistance in grievances redressal or any other matter incidental thereto;
    13. Providing legal assistance in the process of contract negotiations, legal endorsement of performance guarantees or any other guarantee and signing of contract agreement;
    14. Ensure the legal form and contents of all documents prepared, as well as for those to be approved by the Client;
    15. Provide legal assistance against any litigation arising out of its daily business affairs or during contract administration or O&M of the projects;
    16. Representing and defending the Client before the Courts of Law including but not limited to Magistrate /Civil / Labor Courts /Tribunals /Sessions / All High Courts of Pakistan as the case may be / Federal Shariat Court / Supreme Court for the cases either filed by the Client against Consultants/ Contractors/ Suppliers / Sub-Contractors/ Partners /Employees etc. or Vice Versa.
    17. Interact on behalf of the Client with relevant federal and provincial government authorities as and when required with regard to corporate/ contractual/commercial/ legal matters of the Client.
    18. Any other legal assignment as may be entrusted by the Company.

2.2. **Additional Services:**

The Legal Adviser may be required to represent the Company before judicial and quasi-judicial forums in mediation, negotiation, arbitration or litigation in which case the lump-sum fee shall be mutually agreed on case to case basis in accordance with the instructions and policies of the Government of Punjab

1. **Eligibility Criteria:**
2. The Legal Consultant should have a university degree in Law (LL.M) or Bar-at-Law with at least 07 years of relevant experience including 05 years’ experience of working with various Government organisations and can demonstrate experience of handling corporate and energy sector issues including bidding and procurement procedures.
3. A prior experience of working in energy sector specially in public sector and dealing with connected matters will be an asset.
4. Should be enrolled as Advocate High Court.
5. Fluent in English and Urdu language.
6. Able to handle with completed and complex legal issues.
7. Strong interpersonal communication skills.
8. Adhere strong professionalism, discipline and confidence.
9. Ability to meet the tough deadlines.

**DURATION OF THE ASSIGNMENT:**

The duration of this consultancy assignment shall be initially for 12 months.

**REPORTING REQUIREMENTS:**

The Legal Advisor will report on regular basis, its activity will be included in the progress report and submitted for the approval of the CEO of QASPL.

**FEE:**

Legal Advisor will pay the competitive retainership fee on monthly basis for the tasks mentioned above.

If you meet the above criteria and consider yourself a potential candidate, please send your application along with detailed CV and copies of testimonials to the undersigned latest by **December 21, 2018**.