

Terms of Reference and Scope of Services

Legal Task Manager

Rationale for the Assignment

The Legal Task Manager will be responsible for overall coordination and implementation from the legal point of view of the activities of the ___ Project (the “Project”), under the guidance and supervision of the Project Manager.

Purpose of the Assignment

The basic purpose of the assignment is to provide assistance to the Project Steering Committee and the Project Manager in the detailed planning, coordination, implementation and monitoring of the activities of the Project’s Legal and Regulatory Advisers. In addition, the Legal Task Manager will also provide assistance to the Project Manager in regard to legal issues associated with the operation of the Project Office.

Experience Required

University degree in Law; Demonstrated experience and proven track record in legal service matters, ideally both as a practicing lawyer and as an academic; Experience of working with the energy sector issues; Excellent organization and interpersonal skills: Fluency in English as well as [local language] (both written and oral); Proficiency in the use of information technologies and common data and word processing software, including MS Office applications (MS Word and MS PowerPoint).

Detailed Description of Tasks

The Legal Task Manager will work under the overall guidance of the Project Manager on the tasks outlined below:

- monitor progress in the realization of the contract for the Project’s Legal and Regulatory Advisers;
- monitor the development of recommended primary and secondary legislation to be prepared by the Project’s Legal and Regulatory Advisers;
- coordinate with respective legal offices of stakeholder institutions, including the legal offices within the concerned Ministries and the National Assembly;
- provide support to the Project’s Legal and Regulatory Advisers, in terms of coordination and follow up with stakeholders, to ensure timely finalization of Project documents;
- participate in all stakeholder consultation meetings related to documents prepared by the Project’s Legal and Regulatory Advisers;

- provide technical and logistical support to the Project's Legal and Regulatory Advisors for all stakeholder consultation processes, including arranging for meetings, ensuring that legal documents are translated on time and accurately, and ensuring that relevant documents are distributed on time to stakeholders;
- communicate with all stakeholders to ensure that their comments are received on time, are translated into English and delivered on time to the Project's Legal and Regulatory Advisors;
- assist in conducting training on legal matters relevant to the Project;
- provide legal support to other Project Office staff to help them resolve Project-related legal issues;
- provide administrative support to the Project Manager during contract negotiations and contract signing with Project Office staff, with suppliers to the Project Office and with all Advisors to the Project; and
- maintain a complete electronic and physical record of all documentation submitted by the Project's Legal and Regulatory Advisors and all other legal documents relevant to the Project.

Reporting Obligations

The Legal Task Manager will:

- provide a weekly report to the Project Manager outlining the past week's activities and the future week's work plans, identifying any outstanding issues;
- submit a detailed monthly report to the Project Manager at the end of each month, detailing the past month's activities;
- attend joint twice-monthly meetings at the beginning of the first and third week of each month, with the Project Manager, the Project Task Managers and the Project Advisors;
- report to the Project Manager on a regular basis regarding stakeholder consultations on Project-related legal issues;
- communicate, on a frequent basis, with the Project's Legal and Regulatory Advisors to ensure that their deliverables will be completed on time and in accordance with the schedule set by the Project Steering Committee; and
- prepare quarterly progress reports for the Project Steering Committee on the status of Project-related legal activities.