**Terms of Reference**

Armenian Caritas Benevolent NGO

In the framework of EU funded “Increased Resilience of Syrian Armenians and host population” (IRIS) Programme

Call for the selection of Legal Expert for Business Incubator

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| Position | Legal Expert |
| Place | Yerevan, Republic of Armenia |
| Duration | 3 years with possible extension (3 months of probation period) |
| The deadline for proposal submission | 08.03.2019 |
| E-mail submission of technical proposals | [l.stepanyan@caritas.am](mailto:l.stepanyan@caritas.am), [chairperson@sme.am](mailto:chairperson@sme.am), [iris.businessincubator@gmail.com](mailto:iris.businessincubator@gmail.com) |

1. **Programme background**

## “Armenian Caritas” Benevolent NGO (AC) and “SME Cooperation Association” NGO (SME) in consortium with the Austrian Red Cross (AutRC), Armenian Red Cross Society, and the “Center for Coordination of Syrian Armenians’ Issues” NGO are implementing the “Increased Resilience of Syrian Armenians and host population” (IRIS) programme funded by the EU Regional Trust Fund in Response to the Syrian Crisis (MADAD Fund).

The EU IRIS programme aims at improving social and economic resilience of Syrian Armenians and host population and strengthening institutional capacities for economic growth in Armenia. The action is coordinated by the AutRC.

In the framework of IRIS Economic Integration component a Business Incubator (BI) will be established in Yerevan that will support Syrian Armenian and local entrepreneurs through trainings, coaching, mentoring, incubation and financing for establishing new businesses. The BI will stimulate the culture of entrepreneurship and business environment in Armenia and will become a tool for sustainable development of future generations of start-ups.

AC and SME seek a Legal Expert for the Business Incubator (BI). The person should be experienced legal adviser with strong organizational and communication skills, with prior experience of supporting local businesses during the set-up and operation phases and passionate about economic growth and entrepreneurship.

The BI Legal Expert will be responsible for preparation of the BI registration and operational documentation packages and for providing legal consultancy, trainings and coaching to BI residents. The Legal Expert will develop and conduct legal trainings, prepare start-ups' legal documentation, protect the rights of the start-ups when required, interact with State Authorities responsible for Taxes and Customs and support the registration procedures. The BI Legal Expert will work in close collaboration with BI Programme Manager (BI PM), AC Legal expert and other experts (financial, accounting, operational and marketing).

Reporting to and immediate supervisor: BI Programme Manager (BI PM).

1. **Job responsibilities**

* Participates in the establishment of the BI under the coordination of BI PM, AC PM, SME PM and AutRC PM
* Develops the Standard Operating Procedures (SOPs), the legal part of BI regulations, modules and other documents under supervision of BI PM and in close collaboration with AC and SME
* Drafts contracts and other legal documentation related to BI activities, provides legal advice and prepares legal registration documents during the registration process of the BI
* Supports the BI PM to run the Business Incubator by providing legal expertise and ensuring compliance with applicable laws, regulations and organizational policies
* Prepares all internal legal documents required for smooth operation of the BI including internal contracts, MoUs, cooperation agreements with internal and external stakeholders for both BI and BI residents
* Works in close collaboration with other experts to develop and deliver trainings for the programme participants and BI residents on legal and regulatory issues including IP rights, drafts information brochures and provides continuous legal consultancy and coaching to start-ups throughout the phases of pre-incubation and business incubation
* Prepares the start-ups' documentation legal part for the Selection Committee
* Interacts with State Authorities responsible for Taxes and Customs, supports the registration procedures of the start-ups and protects their rights when required, supports in Intellectual Property rights protection and registration
* Contributes to a work environment that encourages knowledge of, respect for, and the development of skills to engage with those of other cultures or backgrounds
* Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending trainings and/or courses as directed
* Reports to the BI PM; liaises with the AC and SME programme management and if required with overall AutRC Programme management
* Participates in the BI activities which require Legal Expert’s involvement, promotes a positive image of the BI through participation in various meetings and interaction with external stakeholders
* Follows all EU Regional Trust Fund „Madad“ rules & regulations required within the EU IRIS programme

### Required qualifications

* Master's degree in law
* At least 4 years’ experience in a legal advisory firm or as an in-house legal advisor
* Strong knowledge of and relevant experience in civil, corporate, commercial and financial law
* Proven experience in working with SMEs and start-ups
* Experience in developing and conducting trainings and providing coaching
* Ability to effectively interact with a wide range of stakeholders from diverse backgrounds
* High degree of professional ethics, integrity and responsibility with the ability to multitask and work under pressure
* Experience working in a high-performance, collaborative, constructive peer group
* Analytical mindset with great problem-solving abilities and understanding of innovation processes
* Strength in coordinating, coaching and retaining individuals and teams, empowering them to elevate their levels of responsibility
* Proficiency in MS Office, knowledge of office management systems and procedures
* Excellent written and verbal communication skills in Armenian and English

1. **Selection criteria**

The selection of the BI Legal Expert will be conducted according to the above mentioned conditions and giving preference to the candidates having professional qualification in providing legal advice to newly established businesses and working experience with the target groups of the programme.

1. **Compensation**

The BI Legal Expert will be engaged on a long-term contract with monthly salary payments, either part-time or full-time, negotiable based on the profile and availability of the selected candidate. Compensation is competitive, based on market rates and qualifications of the candidate.

1. **Application Procedure and Deadline**

All interested candidates are kindly requested to submit their **CV**s by e-mail to [l.stepanyan@caritas.am](mailto:l.stepanyan@caritas.am), [chairperson@sme.am](mailto:chairperson@sme.am) and [iris.businessincubator@gmail.com](mailto:iris.businessincubator@gmail.com) not later than **8th of March, 2019**. Please indicate the title of the position “Legal Expert for Business Incubator” in the subject line of your e-mail.

Armenian Caritas and SME Cooperation Association are grateful to all interested applicants; however, only shortlisted candidates will be contacted for the interview.