

# **Terms of Reference (ToR)**

## **Legal Advice - Thailand**

**August 2025**

**ORGANISATION:** Humanity & Inclusion (HI) (Legal Name Handicap International Federation)

**TERM OF REFERENCE:** Legal Advice – Human Resources - Thailand

**CONTRACT TYPE:** Service

### **1. BACKGROUND**

#### **1.1 ABOUT HUMANITY & INCLUSION**

*“Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity”*

Humanity & Inclusion (HI) is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict, and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions, and promote respect for their dignity and fundamental rights. Since the organisation was first founded in 1982, we have set up development programmes in more than 60 countries and responded to many emergencies. Today we have a budget of around 150 million euros, with 3500 employees worldwide. The HI network is an organisation made up of a Federation (with 2 operational HQs in Lyon and Brussels), 8 national associations (Germany, Belgium, Canada, United States, France, Luxembourg, United Kingdom and Switzerland) and the HI Institute on Humanitarian Action. All these entities work concertedly to implement HI’s international aid and development mandate. The Federation is responsible for implementing the network’s social missions in around sixty countries. It operates under the names “Humanity & Inclusion” or “Handicap International” depending on the country. Humanity & Inclusion is committed to protect the rights of the children and opposes to all forms of child exploitation and child abuse. HI contractors must commit to protect children against exploitation and abuse. We are Disability-Inclusive Employer and We encourage people with disabilities and from other diverse backgrounds to apply”.

For further information about the association: [www.hi.org](http://www.hi.org)

## **2. OBJECTIVE OF THE CONSULTANCY**

The objective of this request for legal services is to provide HI (Thailand) with expert advisory service, knowledge, strategy and improvement on the respective legal framework for HI (Thailand).

Hence, HI (**Thailand**) is seeking for proposals from attorney Service who are interested to provide legal is expected to consumed with maximum 1 year (1 Oct 2025 – 30 Sep 2026).

## **3. SCOPE OF WORK**

The Attorney Firm shall provide full, prompt, accurate and expert legal services to HI. The services include, but not limited to, the following:

- The attorney shall perform legal advice on analysing the applicability of a new Terms and Condition of Engagement of National staff in relation to the legal framework of the country and the labour code and global frameworks into HI Thailand policies
- The attorney shall perform legal advice on analysing the applicability of a new Internal Regulations of National staff in relation to the legal framework of the country and the labour code and global frameworks into HI Thailand policies.
- The attorney should provide legal advice on the impact of decrease any benefits of employee in Thailand line with legal requirements.
- The attorney shall provide regular information regarding to the change of laws, rules and regulations, directives related to HI's activities and the potential impacts and opportunities of such changes within HR frameworks of HI.
- The attorney shall provide legal advice on the matters relating to labor law, reviewing employment agreement, contractual changes, roles and impact on salary positioning changes and other labor law related documents pursuant to Thailand Laws upon the request of HI.

## **4. DELIVERABLES**

HI would seek:

- draft response to questions from the legal advisor maximum within 1 week upon legal service is requested
- HI would provide request for clarifications (if any needed) within 1 week of receiving the draft response
- Legal advisor submits final answers maximum within 5 working days of receiving the HI request for clarification

## **BUDGET**

The applicant shall provide a detailed financial breakdown for each language related to the service with detail descriptions including taxes. HI will not cover any additional payment that are not included in the proposal.

## **HOW TO APPLY:**

### **5. PROFILE OF THE LEGAL ADVISOR**

Minimum profile

- At least 10 years' experience in the field of contractual law and labor law
- Minimum 3 years of working experience in providing support to similar type of organization
- Good knowledge of legal procedures as governed by Thailand
- Fluency (spoken and written) in English and Thai

Preferred:

- Applicants with knowledge / expertise on law affecting International NGOs
- Applicants with experience providing legal advice or representation to International NGOs on labor / employment matters

### **6. APPLICATION & FORMALITIES**

#### **PROPOSALS FROM INTERESTED LEGAL ADVISORS SHOULD INCLUDE:**

- Curriculum vitae of legal advisor (or team of legal advisors) proposed
- Presentation of the Legal advisor's firm
- Barrister certification (authorization to practice the law in the country)
- Legal Registration (as per consultant's country of registration/incorporation)
- A financial proposal, inclusive of all costs and applicable taxes
- A proposed schedule
- 3 client references

Humanity & Inclusion encourages qualified people with disabilities or chronic illness and women to apply.

**EVALUATION OF THE APPLICATIONS WILL BE MADE THROUGH A SELECTION COMMITTEE IN 2 PHASES:**

- Administrative compliance:
  - o Completeness of application.
  - o Minimum profile criteria are met
- Bid Evaluation, as per weighted criteria below:
  - o Prior relevant experience Labor / employment legal advice or representation (30%)
  - o Prior relevance experience of legal advice to International NGO (30%)
  - o Relevance of means and schedule to ToR (10%)
  - o Financial offer (30%)

Only candidates who passed the administrative selection will be taken into consideration for the bid evaluation. Bidders may be invited for a (MS Teams/skype) interview. HI reserves the right to contact the applicants for further information before the final selection of the selection committee.

“**Humanity & Inclusion** is committed to protect the rights of the children and opposes to all forms of child exploitation and child abuse. HI contractors must commit to protect children against exploitation and abuse”.

**THE DEADLINE FOR SUBMISSION OF PROPOSAL** is 10 July 2023 local time

**PROPOSALS SHOULD BE SUBMITTED TO:**

- **For Legal Advice HI Thailand:** *p.khamkongjan@hi.org*

The subject of the email must be “**Legal advice – HI HR THAILAND**”.