

## **Terms of Reference – *Pro Bono* Counsel**

### **1. Project Title**

The *Pro Bono* Clearinghouse Project.

### **2. Project Description**

A key objective of the Bar Council of the Maldives (BCM) is to strengthen access to justice in the Maldives. In order to achieve this, the BCM has been working, with the support of the UNDP, to establish a '*Pro Bono* Clearinghouse' which shall be an intermediary structure through which the general public can access *pro bono* legal services.

### **3. Scope of work**

Under the guidance of the BCM, the legal officer shall provide legal support in all matters of the *Pro Bono* Clearinghouse. The tasks to be undertaken by the legal officer include, but are not necessarily limited to, the following;

- i. Assessing the legal requests received by the *Pro Bono* Clearinghouse and preparing briefs to be circulated to the *pro bono* lawyers' network or providing advice directly, depending on the nature of the request;
- ii. Liaising with service seekers and service providers at the *Pro Bono* Clearinghouse regarding the execution of the required legal documents such as contracts, disclaimers, and forms;
- iii. Providing legal support, inclusive of during complaints, and in drafting legal documents;
- iv. Researching legal concepts, case law, judicial opinions, statutes, and regulations as and where required;
- v. Preparing and conducting training for *pro bono* legal service providers regarding the operations of the *Pro Bono* Clearinghouse or as otherwise required;
- vi. Maintaining accurate case files and reports;
- vii. Carrying out other legal support responsibilities, as required by the BCM.

### **4. Nature and term of employment**

Fixed term contract of 1 (One) year.

### **5. Qualifications required of the legal officer**

The legal officer is expected to fulfill the following criteria in terms of expertise and qualifications:

- i. A minimum of a masters or a bachelor's degree in law, or other relevant field that supports the scope of work;
- ii. A minimum of 2 (Two) years of professional experience working in the legal profession;
- iii. Licensed to practice law in the jurisdiction of the Republic of Maldives;
- iv. Experience in the region or in similar context is an added asset;
- v. Excellent organizational skills and time management skills to handle multiple cases;

- vi. Strong leadership ability and ability to work with minimal supervision;
- vii. Excellent written and verbal communication skills, in Dhivehi and English;
- viii. Excellent interpersonal skills when working with clients and lawyers;
- ix. Good research skills and techniques;
- x. In-depth knowledge of areas of law overseen by the *Pro Bono* Clearinghouse, including family law, domestic violence and migrant workers' rights shall be an asset; and
- xi. Working knowledge of software such as Microsoft Office, Teams, and financial software shall be an added asset.

## **6. Recommended documents**

Interested candidates should submit;

- i. CV (summary with broad responsibilities required; extended CV may be requested for successful applicants);
- ii. Attested copies of academic certificates;
- iii. Copies of reference letters;
- iv. Copy of National Identity Card or Passport; and
- v. Cover letter.

## **7. Payment terms**

- i. Basic salary: MVR 18,000, prior to mandatory pension deduction;
- ii. Ramazan allowance shall be provided according to statutory requirements;
- iii. The position does not include overtime pay.