



MILLENNIUM CHALLENGE ACCOUNT NEPAL (MCA-NEPAL)

Scope of Services

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|-------------|---------------------------|
| Position: | Legal Advisor |
| Division: | Legal |
| Reports to: | Chief Legal Officer (CLO) |
| Band: | C |

Background & Project Description

Millennium Challenge Compact was signed on September 14, 2017 between the United States of America, acting through the Millennium Challenge Corporation (MCC), a United States government entity, and the Federal Democratic Republic of Nepal, acting through its Ministry of Finance. The Compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India helping to spur investments, and accelerate economic growth. The Compact Agreement is currently in implementation stage, and is valid for a period of five years from the date of Entry-Into-Force (EIF), i.e. 30 August 2023.

Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal) entity. This position will assume a critical role in the success of MCA-Nepal.

Position Objective

The Legal Advisor is responsible for the analysis of legal matters, drafting legal documents, and advising/assisting on implementation of Compact and legal compliance. The Legal Advisor reports to the Chief Legal Officer.

Millennium Challenge Account Nepal (MCA-Nepal)
Lal Durbar Convention Centre, Yak & Yeti Complex, Durbar Marg, Kathmandu
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Roads and Electricity, Way to Prosperity



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Duties and Responsibilities

Legal Advice & Analysis

- Renders sound analysis on legal issues to support decision-making by MCA-Nepal management and by the MCA-Nepal Board.
- Advises/assists the preparation and interpretation of transactional documentation (e.g. related to procurement documents, project agreements and employment contracts)

Legal Compliance & Due Diligence

- Reviews/Drafts contracts/agreements/MOUs ensuring that proper these are consistent with MCA-Nepal standards for risk mitigation, legal documentations, and with country legal statutes
- Builds networks within the local legal community and local regulatory agencies, to keep current with legal developments in the country and anticipate how these may affect the work of the MCA-Nepal
- Oversees staff learning and development activities related to legal matters and ethics, to build an informed community and minimize the risks to the MCA-Nepal
- Ensures all necessary and appropriate records are produced and maintained by the MCA-Nepal.

Contract Management

- Assists in managing and resolving contract-related disputes through negotiation, mediation, or legal action when necessary.
- Supports in monitoring contract compliance, track obligations, and provide guidance on amendments or renewals.
- Collaborates with internal teams to align contracts with organizational requirements.
- Develops standardized contract/agreement/MOU formats for use across the MCA-Nepal, ensuring established practices are in place for the drafting of legal documents.

Support General Counsel / Chief Legal Officer

- Supports in developing and implementing procedures for the meetings of the Board and ensuring that Board meetings and actions comply with the requirements of the Compact and applicable laws.

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- Ensures appropriate update and management of documents that are in custody of legal team.
- Any other tasks assigned by the supervisor.

Requirements (*Education, Experience, Technical Competencies*)

- Completion of Advanced University Degree in Law (Juris Doctor); and must be qualified and certified in good standing to practice law in Nepal;
- Specialized experience in the provision of legal advice with a particular emphasis on commercial contracting and labor law;
- Approximately five (5) or more years of relevant experience working at a law firm or as legal counsel, preferably with some experience serving as in-house counsel and some experience working in a law firm or as legal counsel in Nepal;
- Demonstrated professionalism, good judgment, and flexibility to meet the needs of the position;
- Demonstrated ability to collaborate effectively with peers as well as work across departments or divisions;
- Strong interpersonal skills and the ability to establish and maintain effective working relationships with people of different backgrounds;
- Ability to work with multidisciplinary teams and institutions;
- A responsible and flexible attitude and capacity to simultaneously manage a variety of tasks, responsibilities, and shifting priorities and deadlines without supervision;
- Demonstrated history of delivering high quality projects and work product on time and within budget;
- The ability to work under pressure and against tight deadlines;
- Strong computer skills (e.g., MS Office, Internet);
- Written and verbal communication skills in English are beneficial but not necessary.

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.

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