

Draft ToR for Legal Officer (Contract Monitoring Unit)

Key Responsibilities:

1. Contractual Risk Management:
 - Maintain an organized and up-to-date contract repository for easy access to contract documents and related information.
 - Contract Monitoring and Risk Identification:
 - Proactively identify contracts that may be at risk of non-compliance or failure.
 - Monitor ongoing contracts to ensure they are progressing as planned and highlight any potential deviations.
2. Contract Milestone Review:
 - Evaluate contract milestones achieved in comparison to the financial progress and time allocated.
 - Assess the adherence of both parties to the terms and conditions stipulated in the contract.
 - Contract Adherence and Performance Review:
 - Review the overall performance of contracts, considering both financial and operational aspects.
 - Analyze and report on the degree of adherence to contractual obligations by all parties involved.
3. Reporting and Recommendations:
 - Prepare comprehensive review reports that highlight contract performance, milestones, and any identified issues.
 - Offer recommendations and actionable suggestions to address delays or discrepancies.