



# MAAB TAWFIQ

## Attorney at Law

### CONTACT:

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### WEBSITE:

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### LOCATION:

Baghdad Iraq

### NATIONALITY:

Iraqi

### LANGUAGES:

Arabic (Native)  
English (General Professional Fluency)

### YEARS OF PROFESSIONAL EXPERIENCE:

20

### ATTORNEY RANK IN IRAQ:

C  
Attorneys have absolute authorization and accreditation to represent clients before all types of courts, including small claims, First Instance, Appeals, and Federal Courts and in all types of cases. C is the highest ranking for an attorney practicing law in Iraq

### COUNTRY EXPERIENCE:

Iraq

### MAIN FIELDS OF EXPERTISE:

- Extensive experience in engineering and power generation projects
- Represented clients in over 350 cases in 2018 and 2019 pertaining to labor law and labor disputes
- Expert attorney on procurement contracts, particularly with foreign companies and turnkey projects. Negotiates major contracts on behalf of the Iraqi government.
- One of the first attorneys to negotiate turnkey projects on behalf of the Government of Iraq and according to international standards
- Extensive experience in tax law, tax calculations and representing clients in commercial courts

### DEGREES EARNED:

- Bachelor's of Law, University of Baghdad – 2000

### CERTIFICATIONS / ASSOCIATIONS:

- Iraqi Bar Association

### TECHNICAL EXPERIENCE:

- Contract Drafting, Project Design and Execution, Procurement Processes, Institutional Management, Housing Policy, Power Generation, Oil & Gas

### PROFESSIONAL EXPERIENCE:

The Law Firm of Ahmed Dawood & Associates (BHC member law firm)  
*Attorney at Law, 2016 – Present*

- Responsible for all legal matters related to Iraqi procurement and tenders and tax law, labor disputes, calculation of labor contributions, particularly with the Ministry of Planning and General Commission of Taxes
- Representing clients before all commercial courts

Ministry of Municipalities and Public Works  
*General Counsel*

- Provided legal consultations on governments contacts of all types and according to the regulations for executing government contacts as well as international standards
- Legal consultations regarding investment contracts according to the investment law and issuance of investment licenses, land ownership, sale and rental of land according to the sale and rental of government properties, contingent and executive land seizure procedures

- Legal consultations on municipality institutions and its adherence to relevant laws and representation before commercial courts in the area of government contracts.

### Ministry of Municipalities and Public Works / Directorate of the Municipalities of Kirkuk

*Director of the Legal Division, 2013 – 2014*

- Provided legal consultations on the law of Civil Service No. 24 of 1960
- Land ownership, land sales, contingent and executive land seizure
- Chaired a number of investigative committees according to the law of Government Employees Discipline No. 14 of 1991

### Ministry of Municipalities and Public Works

*Contracts Officer, 2004 – 2012*

- Prepared the legal clauses for procurement contracts (to procure machinery, vehicles, and specialize heavy machinery) from foreign and local companies
- Prepared the legal clauses for construction contracts with top national companies
- Prepared the legal clauses for engineering consulting offices and supervision contracts with the offices affiliated with the Iraq universities and accredited engineering offices in Iraq
- Prepared legal contracts for standardized slaughterhouse (deign and turnkey systems) with foreign companies. This was considered the first time for these type of contracts in Iraq according to international standards and requirements
- Prepare the ads of tenders for publication in newspapers and legal requirements for tenders
- Prepared contract award resolutions to recipient companies having been reviewed by the committee and certified by the ministry
- Prepared direct invitation letters to foreign and local companies
- Worked as a member in the committee at the ministry for opening and analysing bids from 2004 – 2012. And a member of the committee for extending government contracts in 2009
- Worked as member in the Ministry's Special Operation Chamber which addresses projects executed by the ministry prior to 2010

### Private Law Practice

*Attorney at Law, 2002 – 2004*

- Represented clients in civil and personal injury case before Iraqi courts.

### Baquba Company for Dates Packaging

*Intern at the Companies Department, 2000-2001*

- Provided legal advice on a variety of legal matters, particularly civil complaints pertaining to the company

### **TRAINING COURSES, CONFERENCES, AND CONTINUED EDUCATION:**

- 2016: Provincial Authorities According to Provincial Law of 2016, organized by Taqadum, Erbil

- 2015: Project Implementation, Project Procurement & Risk Mitigation Strategies, organized by Professional Training & Development (PTD), Baghdad
  - 2011: Government Contracts and Tender, Ministry of Municipalities and Public Works, organized by Ministry of Planning, Baghdad
  - 2011: Housing Policy Development and Management in Iraq, organized by KOICA, Seoul, S. Korea
  - 2011: Participated in the conference regarding Amendments in Executing Government Contracts, No. 1 of 2008, Ministry of Planning, Baghdad
  - 2009: Government Procurement, Federal Board of Supreme Audit, Baghdad
  - 2008: The Regulations for Executing Government Contracts No. 1 of 2008. The Management Development Center, Ministry of Planning, Baghdad
  - 2006: Change Management, Rehabilitation and Research Center, University of Baghdad, Baghdad
  - 2006: Leadership Skills Development, The National Center for Consultancy & Development, Ministry of Planning, Baghdad
  - 2005: Internet Training Course, IT Department at the Municipality Directorate, Baghdad
  - 2002: Training Course for Upgrading Attorney Rank, Iraq Bar Association, Baghdad
- Ms. Maab is the recipient of numerous appreciation certificates.