

Invitation for Competent Legal Firm

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| ORGANIZATION | Action Africa Help International (AAH-I), South Sudan |
| LOCATION | Juba |
| Date of Issue | 17 th March 2017 |
| Reference | Legal Firm |

1. Background

Action Africa Help International (AAH-I) is a non-governmental organization with a mission to support the livelihood challenged communities to sustainably improve their standard of living through community empowerment approach in partnership with stakeholders.

AAH I South Sudan is looking for competent legal Service to provide service

2. Terms of Reference

Interested competent legal Service Firms are invited to prepare and present their offers based on the following TORs. The firm shall offer the following services but not limited to other areas of consultations

- a) General legal advice
- b) Legal advice on contracts of employment and job offer for the both South Sudanese nationals and foreign employees.
- c) Advice to ensure legal compliance with South Sudanese employment and labour legislation
- d) Drafting of contracts between the client and Government of South Sudan, states, Counties, Institutions, private Business, individual and any other persons.
- e) Perusal of documents, response and advice on correspondence between the client and third parties.
- f) Legal advice on all kinds of taxes including customs and excise duties, personal income tax for employees.
- g) Offer legal advice when dealing with development projects
- h) Representation in all court cases and other situations that may require legal representation in South Sudan.

Experience and Competence

- 1- The firm should have proven experience of at least 5 years offering similar services in south Sudan
- 2- The firm should have good reputation with qualified lawyers
- 3- The firm should be registered in South Sudan Bar Association
- 4- The firm should have clear Office premises within Juba
- 5- The firm should have NGO representation experience in south Sudan

NB: to substantiate the above competencies, offers will be accompanied with detailed CVs of lawyers in the firm including copies of qualifications, any recommendation etc.

3. Remuneration & Currency

Payment will be based on the offer to be made based on TORs. It is therefore necessary to prepare an offer so that final adjustment is made where necessary.

The currency of the offer should be American Dollars (US\$)

4. Submission of offer and Deadline

- i- Preparation: The offer should be contained in a securely sealed envelope, clearly labelled “**Legal Service Firm**”
- ii- Submission(Hardcopy): The offer should be submitted to the address below:
AAH/UNHCR Logistics Base
Hai Gabat
Juba Town
Near JIT Supermarket
Note: Please ensure that you register your quotation with the Procurement Office upon submission.
- iii- Online submission should be made via the following email address
procurement.southsudan@actionafricahelp.org
NB: For online submission, please indicate the reference in the subject line of the email.

The closing date for submission of offers is March 30th 2017 at 10:00am. No late submission will be accepted.

6- Basis of award of Contract:

The award of the contract to the successful bidder will be based on the evaluation of the offers received and will be based on the following criteria:

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| 1- Comprehensiveness and quality of TOR 1 (technical): | 30% |
| 2- Competence and skills of the lawyers: | 40% |
| 3- Proven Experience and Expertise in providing similar service | 20% |
| 4- Financial Terms: | 10% |

Disclaimer:

This is only a request for offers and AAH-I South Sudan is not obliged to accept the lowest or any quotation. Selection of the bidder to whom to award the Order for supply shall follow an evaluation process and the decision of the Procurement Review Committee shall be final.