



TERMS OF REFERENCE FOR PROCUREMENT OF LEGAL SERVICES ON A RETAINER BASIS

BACKGROUND

Samaritan's Purse, South Sudan (SPSS) is an international NGO that helps meet the needs of people who are victims of war, poverty, natural disasters, disease, and famine. Samaritan's Purse has been operating in South Sudan since the 1990s and currently has projects operating in Unity State, Northern and Western Bahr el Ghazal and Maban, focused on water and sanitation, healthcare facility rehabilitation, nutrition, NFIs, and continuing partnerships with local churches.

SPSS seeks to engage the services of a law firm on a retainer basis to provide the following legal services.

Legal advisory and representation.

Provision of oral advice, written legal advice, and written legal opinion. Written legal opinion to be provided promptly within a maximum of three days. This will include Off hours of legal advice (in case of emergencies)

Court appearances. Representation in all court cases/suits in any manner and of all kinds.

Casefile management before any court or tribunal or any other Labor office

and case correspondence(s):

Represent Samaritan's Purse in situations that may require legal representation in Juba such as representation before the police, National Security, and any other armed forces

Assist in follow up of documentation with government authorities (work permits, visas, residence permits, etc.) that may be required by Samaritan's Purse for its operations

Helping the client in securing exemptions whenever needed from local authorities

Dealing with any cases of injury to any public by the client's vehicles or other accidental injuries

Provision of regular updates on any changes in South Sudan laws or government policy

Attend office conference(s) or meeting with the client when required

Document preparation includes the following.

Drafting or preparing agreements and contracts for the client, staff, suppliers, and service providers and handling disputes with the same.

Preparing settlement agreements, attending settlement meetings as the client's attorney, wherever necessary

Upon request by the client, ensuring that all settlement agreements are legally enforceable

In cases of settlements, agreeing with the claimant under any lawsuit and client and confirming to the client that the lawsuit has been withdrawn whenever that happens

Duration

The retainer contract will run for one year from the date of signature.



QUALIFICATION AND EXPERIENCE.

The retained firm must

1. Be registered with all the relevant government authorities in South Sudan and operate legally in South Sudan.
2. Demonstrate capacity to render the said services through a team of qualified advocates based in and familiar with the South Sudan context
3. Demonstrate experience in rendering similar services to other INGOs and/or organizations of similar nature.

SUBMISSION PROCEDURE:

Firms that wish to show their interest in being considered can send a proposal demonstrating their experience in undertaking such assignments and the relevant registration documents, qualifications of key personnel, and recommendation letters from at least 2 organizations where they have undertaken such assignments. The proposal should also include a proposed retainer rate per month.

The proposals should be addressed to the procurement department, Samaritan's Purse South Sudan.

DEADLINE:

All proposals are expected to be submitted by
SPSS reserves the right to accept or reject the proposals