



**NILE SUSTAINABLE
DEVELOPMENT ORGANIZATION**
Helping People to Help Themselves

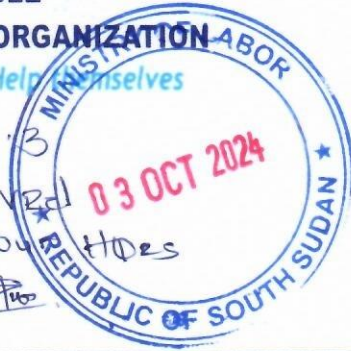
ADDRESS
HAI TARAWA BLOCK 4, HOUSE 279
AFTER NANA CORNER BRIDGE
JUBA – SOUTH SUDAN

TELEPHONE:
+211 915619581
+211 925396380
+211 928416545

EMAIL:
nilesustainabledevelopmentorg@gmail.com

WEBSITE:
WWW.NSDO-SOUTHSUDAN.ORG

50. H. B
Approved
Labour Dept
03 OCT 2024



ADVERT_ NOTICE

ASSIGNMENT	Provision of Legal Services for the Registration of the Local Response Pooled Fund (LRPF)
LOCATION	Juba, South Sudan
REPORTING TO	NSDO/Secretariat LRPF
BACKGROUND/OVERVIEW	<p>Nile Sustainable Development Organization (NSDO) is a national, non- governmental, non-partisan, non-profit making and non-political humanitarian relief and development organization. NSDO was formed and registered as a national NGO in June 2016 to address the needs of the community by alleviating poverty especially among vulnerable women and girls in the country. The organization envisions a peaceful community where men, women and youth live a life of dignity with sustainable livelihoods, reduced dependency on single source of incomes and reduced dependency ratios or syndromes. Throughout all activities, we apply human rights approach, and humanitarian principles. NSDO originated from a group of young development minded South Sudanese with previous vast experience linked to INGOs and thus encouraged themselves to start their own National NGOs to strengthen the national capacities of South Sudanese and practice national and local ownership as one of pre-condition to sustainability.</p> <p>NSDO is the Hosting Agency of the LRPF, as a legally registered entity. It supports the functions of LRPF as the host Agency of the LRPF in terms of Office space, Human resource management, Liabilities, recruitment and others on behalf of LRPF, and in consultations with the steering committee.</p> <p>National Non-Governmental Organizations (NNGOs) established the Local Response Pooled Fund South Sudan (LRPF-SS) in 2021 to improve the effectiveness of humanitarian and development assistance in South Sudan. The fund addresses the challenges local actors face in accessing timely and flexible funding, empowering them to take on more prominent roles in humanitarian responses. By making aid delivery more relevant, efficient, and accountable, LRPF-SS strengthens the capacity and impact of national organizations.</p> <p>Currently, the Nile Sustainable Development Organization (NSDO), which provides both legal and operational support Under NSDO's policies, hosts the LRPF-SS; the fund enhances local actors' capacity</p>



	<p>by improving access to funding and increasing decision-making authority. It emphasizes localization, supports resilience, disaster recovery, and long-term development. The fund also focuses on integrated programs that offer technical support, ensure compliance, and encourage greater participation of local organizations in humanitarian efforts.</p> <p>The Fund Secretariat is housed at the NSDO office in Hai Tarawa, Block 4, After Nana Corner, Munuki Payam, CES, Juba, South Sudan. LRPF-SS is now seeking the services of a qualified legal firm to provide comprehensive legal support across various areas.</p>
<p>OVERALL PURPOSE OF THE ASSIGNMENT</p>	<p>1. Objective of the Assignment</p> <p>a) Review and Update of By-laws: Review and update the existing by-laws of LRPF-SS to ensure they are legally sound and aligned with the network's objectives.</p> <p>b) Constitution Drafting: Draft and finalize the constitution of the LRPF-SS network, ensuring it meets legal requirements and supports the network's operational framework.</p> <p>c) Registration with Relevant Authorities: Facilitate the registration of the LRPF-SS network with relevant South Sudanese authorities and bodies, ensuring full compliance with local regulationsScope of work</p> <p>The consultant (organization elected) is expected to carry out Specific tasks as follows:</p> <p>2.1 Registration with the Relief and Rehabilitation Commission (RRC).</p> <p>2.2 Registration with the South Sudan NGO Forum.</p> <p>2.3 Registration with the South Sudan National Revenue Authority.</p> <p>2.4 Registration with other relevant government departments.</p> <p>The selected service provider will be expected to perform the following tasks:</p>
<p>SPECIFIC REQUIREMENTS</p>	<p>3.1 Review and Draft the Constitution: Review and prepare the constitution of the LRPF-SS network to ensure it is comprehensive and legally compliant.</p> <p>3.2 Registration with RRC: Facilitate the registration process with the Relief and Rehabilitation Commission (RRC).</p> <p>3.3 Registration with the NGO Forum: Register the network with the South Sudan NGO Forum.</p> <p>3.4 Registration with National Revenue Authority: Ensure the network is registered with the South Sudan National Revenue Authority and other relevant government departments.</p>



	<p>a) Technical Proposal:</p> <ul style="list-style-type: none"> - A statement of relevant experience, including details of similar assignments completed or currently underway within the last five years. - An indication of the consultant's availability to undertake this consultancy within the required timeframe. - Supporting documents, such as CVs of key personnel, to be attached as appendices. <p>b) Financial Proposal:</p> <ul style="list-style-type: none"> - The financial proposal should cover all administrative costs, including overheads, printing, posting, copying, and presentation expenses
--	---

2. DELIVERABLES

- a. Review and Draft the Constitution:** Review and prepare the constitution of the LRPF-SS network to ensure it is comprehensive and legally compliant.
- b. Registration with RRC: Facilitate** the registration process with the Relief and Rehabilitation Commission (RRC).
- c. Registration with the NGO Forum:** Register the network with the South Sudan NGO Forum.
- d. Registration with National Revenue Authority:** Ensure the network is registered with the South Sudan National Revenue Authority and other relevant government departments

d. QUALIFICATIONS AND SKILLS

To be considered for this consultancy, the legal firm must meet the following criteria:

- 4.1 Legal Registration:** Be a registered legal entity with the Government of South Sudan.
- 4.2 Tax Compliance:** Be a registered taxpayer in good standing.
- 4.3 Professional Membership:** Be a member in good standing with the Republic of South Sudan Government and the South Sudan Bar Association.
- 4.4 Ministry of Justice Registration:** Be a registered law firm with the Ministry of Justice and Constitutional Development.
- 4.5 Licensed Legal Practitioners:** Ensure that all legal consultants involved are fully licensed practitioners with the South Sudan Bar Association.
- 4.6 Experience:** Have at least five years of experience providing similar legal services. The firm should provide evidence of this experience, including at least three reference letters from NGOs in South Sudan that have previously been served by the firm



WORK CONDITIONS	Based in Juba. The assessment requires visit or travel to LRPF partners field offices or other LRPF locations in the country
-----------------	--

ASSIGNMENT COMMITMENT	
OPENING DATE	3 October 2024
DURATION OF COMMITMENT	30 days

SUBMISSION OF APPLICATION	
CLOSING DATE	23 October 2024
HOW TO APPLY	<p>a) All proposals/applications should be submitted strictly electronically to the Secretariat of the LRPF-SS Steering Committee at: lrpfssd2022@gmail.com with copies to tabanidavid87@gmail.com and rtabanus@@gmail.com.</p> <p>Applications can also be dropped off at Nile Sustainable Development Organization (NSDO), Hai Tarawa Block 4, house number 279, after Nana Corner Bridge, Munuki Payam CES, Juba South Sudan, before closing date of 23rd October 2024 by 5:00 PM</p> <p>(Please use reference code "Provision of Legal Services in the Registration of Local Response Pooled Fund (LRPF)" in the subject line).</p> <p>b) Request for clarifications to be sent to tabanidavid87@gmail.com by COB 10 October 2024.</p>
QUALIFICATIONS AND SKILLS	<p>Please provide the following when applying for this Assignment:</p> <ol style="list-style-type: none"> Certificate of Corporation Current business licenses Valid PIN Certificate Current valid Tax Compliance Certificate from relevant Revenue Authority Profile of the consultant outlining the relevant skills and experience Demonstrated experience having done the same assignment before with local NGOs in South Sudan Provide 3 references for organizations where similar work has been undertaken Strong computer literacy with full knowledge of MS Office applications. <p>NSDO is an equal opportunity employer. NSDO prohibits discrimination and harassment of any type and affords equal opportunities to employees and applicants without regard to race, color, religion, and sex and disability status. Nile Sustainable Development Organization will undertake background checks of the selected Consultant.</p> <p>Please note that: Female Consultant are encouraged to apply!</p> <p>Only short-listed firms will be contacted.</p>

