

**Terms of Reference: Engagement of a Law Firm for Retainer Legal Services**

**Purpose**

Alight South Sudan seeks to engage a competent and reputable law firm to provide retainer legal services in support of its operations in South Sudan. These services are crucial for ensuring compliance with local laws, mitigating legal risks, and safeguarding the organization’s personnel, assets, and programming.

**Contract Duration**

The engagement will be for a period of **one (1) year**, **renewable** upon satisfactory performance review, evolving operational needs, and availability of funding.

**Key Criteria for Selection**

1. **Valid Legal Registration & Licensing**
	* The law firm must be **duly registered and licensed** to operate in South Sudan by the relevant national legal authorities (e.g., South Sudan Bar Association, Ministry of Justice).
2. **Proven Experience with INGOs**
	* Demonstrated **track record of providing legal services** to INGOs or UN agencies operating in humanitarian or development contexts, with knowledge of relevant regulations and requirements affecting NGOs.
3. **Expertise in Key Legal Areas**
	* The firm must show competency in South Sudanese laws related to:
		+ Labor and Employment
		+ Immigration and Work Permits
		+ Taxation and Exemptions
		+ Contracts and MoUs
		+ Land and Property
		+ Security and Law Enforcement Interactions
		+ Statutory Compliance with the Relief and Rehabilitation Commission (RRC)
		+ Suppliers/Vendors contract management
4. **Availability and Responsiveness**
	* The firm should provide **timely responses**, especially during legal emergencies or compliance deadlines. A dedicated **legal liaison** should be assigned to the Alight South Sudan.
5. **Professional Reputation and Ethical Standing**
	* Must have **no history of malpractice, suspension, or ethical violations**. References from past or current INGO clients will be required and verified.
6. **Capacity for Nationwide Legal Representation**
	* Ability to represent and support the Alight in **Juba and field locations** across South Sudan, including courts, local authorities, and ministries when required.
7. **Fee Structure and Cost-Effectiveness**
	* Transparent and **reasonable retainer fee structure**, with clear breakdowns of services covered under the retainer and those charged separately.
8. **Legal Opinion and Advisory Services**
	* Ability to provide **written legal opinions, reviews of legal documents**, and advice on emerging legislation or legal changes impacting INGO operations.
9. **Conflict of Interest Declaration**
	* Disclosure of **existing or potential conflicts of interest**, especially if representing government entities or organizations with opposing mandates or interests.
10. **Commitment to Confidentiality**
* Must have policies and practices ensuring **strict confidentiality of Alight information and data**, including during and after the contract period.

**What Alight South Sudan is Looking for in the Retainer Services**

As an INGO, the organization requires a **reliable legal partner** to ensure compliance with national laws while protecting its humanitarian mission. Specifically, Alight seeks:

* **Proactive legal support** to navigate administrative requirements (e.g., RRC registration, tax clearance).
* Review and drafting of employment contracts, Supplier/vendor agreements, and MoUs with government and partners.
* **Guidance on labor law** for staff disputes, termination, and disciplinary actions.
* Assistance in securing and renewing **work permits and visas** for expatriate staff.
* **Representation** in court or in front of government agencies when necessary.
* Legal interpretation and advisory on new or evolving **national legislation** affecting NGO operations.
* Support during **donor audits, compliance checks, or legal investigations**.
* Mediation or support in resolving **community or land disputes** that may affect program delivery.

All the eligible legal firms and individuals to drop their proposal to Alight office plot 709,3K-south off ministries road (Behind Phenicia) Kololo Juba South Sudan by 22nd -4-2025.

Alight aims to build a collaborative and dependable relationship with a qualified law firm that understands the operational complexities and humanitarian principles guiding its work in South Sudan.