



Expression of Interest: Legal Advisory Services (Procurement No: JUB/SSD0026/0013)

Greetings Sir/Madam,

Johanniter, an international humanitarian agency operating in South Sudan, wishes to appoint an Advocate as its legal counsel in representing its interests and providing legal services relating to its business in South Sudan under a retainer agreement.

Scope of Assignment:

- Draft, revise commercial, technical, maintenance, and business contracts or agreements and advise on transactions and any other matters related to the daily operation of the Client.
- Review or take part in drafting contracts and forms of agreements relating to the Client's HR operations to adhere to the local laws of South Sudan.
- Review and/or draft employment contracts for all categories of employees.
- Prepare the internal bylaws of the Client and seek approval for them from the Ministry of Labour.
- Undertake registration of a trademark, trade names, and copyrights, and provide other forms of intellectual property protection that the Client may request for its business operation.
- Provide Client with legal advice and opinion as Client may require from time to time in connection with any transaction which may arise from time to time.
- Advice on government grants and partners' contract issues.
- Providing support on reviewing and amending a comprehensive human resource package for the Client office in South Sudan, and advice on any human resource matters.
- Providing legal consultation concerning South Sudan laws and regulations.
- Drafting and reviewing correspondence with various channels, including government authorities, individuals, etc., as needed.
- Litigation representation, whether before courts of law, arbitration tribunals, tax proceedings, or otherwise, including preparatory work in all cases.

The Advocate shall be responsible for performing the above-mentioned responsibilities in an efficient, cost-effective, and competent manner.

Proposed Timelines

Invitation to tender published	06 th March 2026
Deadline for submission of tenders	13 th March 2026
Proposed tender opening dates	16 th March 2026

Quotation Requirement:

- Detailed legal advisory proposal for monthly retainer.
- All prices must be provided in United States Dollars, inclusive of any taxes (if applicable).
- Date of quotation must be clearly indicated.
- Validity of quotation must be 12 Months.
- Terms of payment should be indicated clearly.
- All quotes must be stamped and signed, including the invitation to negotiate.



- Payment account details, including bank name, name of the account owner, account number, and account currency.
- Name of primary contact person, including telephone number and email address.

Terms and conditions:

- Johanniter accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with the preparation of their proposal.
- Johanniter reserves the right to award the most qualified service provider regardless of the lowest price submitted.
- Johanniter reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.
- Johanniter reserves the right to close the expression of interest before the stipulated deadline if all bids have been received or in case no response is received within the first 5 days.
- Soliciting or canvassing for favours from any Johanniter staff to manipulate the procurement process shall lead to automatic disqualification.

Mandatory Requirements: *All bids submitted without the following requirements will be considered incomplete.*

- Signed legal advisory services proposal and financial proposal clearly stating the monthly retainer.
- Legal company registration documents showing the identity of the owner(s) of the company
- Tax registration Certificate clearly showing the company's TIN and Valid Tax Clearance.
- At least 3 copies of previous contracts or references for legal advisory services, preferably from NGOs/INGOs.
- Relevant registration/membership from a professional regulatory body and **a valid practising license** as an advocate in South Sudan.
- Signed declaration of suppliers, a copy is provided.

Evaluation Criteria:

- Price: 60%
- Past Experience (Reliability): 40%

Submission Requirement:

- All expressions of interest should be submitted to the **Johanniter office located on the 3rd Floor, Rotana Building, Hai Jalaba, Juba, South Sudan**, in a sealed envelope clearly marked with the subject name, "**Legal Advisory Services**" and procurement reference **(JUB/SSD0026/0013)** or call **0921059597 for directions**. In case of any queries, please send an email to Richard.Oryem@thejohanniter.org
- All expressions of interest must be submitted by **16th March 2026, 04:00 PM**, starting **06th March 2026** and quotes submitted after the deadline shall not be considered.



JOHANNITER

I look forward to your timely response.

Regards,

Boniface Lakony

Operations Support Coordinator, Johanniter South Sudan.

DECLARATION OF SUPPLIERS

We _____ [company name] _____ herewith declare that

- a) we do respect basic social rights and working conditions based on international labour standards and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;
- h) we are not subject to a conflict of interest with regard to this tender. We declare that the price on the bid attached is a market competitive offer from my organization, and we are submitting to this procurement process without any conflict of interest, or the provision / receipt of any commission, gift, bribe, gratuity or remuneration of any kind.
- i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.
- j) we do not perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to knowingly mislead JOHANNITER and/or any other party to obtain a financial or other benefit or to avoid any obligation ("Fraudulent Practice");
- k) we do not offer, give, receive or solicit, directly or indirectly, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of JOHANNITER and/or any other party ("Corrupt Practice");
- l) we do not enter into any arrangements with any other party or parties that are designed to achieve an improper purpose, including but not limited to improperly influencing the actions of JOHANNITER and/or any other party or engaging in price fixing ("Collusive Practice", and together

- with “Fraudulent Practices and Corrupt Practices”, “Prohibited Practices”).
- m) we do not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, whether in cash or in kind, directly or indirectly.
 - n) we verify that no support or resources are provided to individuals or entities associated with terrorism as designated on the „Consolidated list of persons, groups and entities subject to EU financial sanctions” maintained by the European Commission or by any other similar sanction list of individuals and entities that may be established by the United Nations Security Council or the United States of America.
 - o) we do not engage in acts that directly support or advance trafficking in persons, including the following acts:
 - i destroying, concealing, confiscating, or otherwise denying an employee access to that employee’s identity or immigration documents;
 - ii. failing to provide return transportation or pay for return transportation costs to an employee from a country to the country from which the employee was recruited upon the end of employment if requested by the employee.
 - iii. soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.
 - p) we do respect applicable law relating to anti-money laundering in the execution of our contracts.

General statements:

- 1.1 The contractor shall communicate these fundamentals of JOHANNITER’s Policy to its management, employees, subcontractors and agents and shall take all reasonable measures to ensure that such persons do not engage in prohibited practices.
- 1.2 The contractor shall immediately disclose to JOHANNITER any actual, apparent, potential or attempted prohibited practice that the contractor becomes aware of. To that end, the contractor shall fully cooperate, and shall take all reasonable steps to ensure that its management, employees, subcontractors and agents fully cooperate with any investigation of prohibited practices by JOHANNITER, including by complying with all reasonable requests from JOHANNITER to gain access to and inspect any records, documents and other relevant information.
- 1.3 JOHANNITER is committed to the protection of vulnerable populations in humanitarian crisis, including from sexual exploitation and abuse. By entering into a contract with JOHANNITER, The contractor undertakes to ensure that

its personnel, agents and subcontractors conform to the highest standards of moral and ethical conduct.

The contractor expressly acknowledges and agrees that:

- a) Any breach of this policy by the contractor or by any of its management, employees, subcontractors or agents constitutes a material breach of the contracts, which entitles JOHANNITER to immediately terminate a contract without incurring any liability to the contractor; and
- b) In the event that JOHANNITER were to determine through an investigation or otherwise that a prohibited practice occurred, JOHANNITER shall have, in addition to its right to immediately terminate the contract, the rights to:
 - i. apply and enforce the relevant sanctions in accordance with its internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
 - ii. recover all losses, financial or otherwise, suffered by JOHANNITER in connection with such prohibited practices.

Date & Signature

Name of company

Name in printed letters

Stamp