**Terms of Reference**

**Invitation for Competent Law Firm in South Sudan**

**To Provide Legal Services to Geneva Call**

1. **Background and context call for tender**

Geneva Call is a neutral and impartial non-governmental organization dedicated to the protection of civilians through the promotion of the respect of international humanitarian norms by armed non-State actors (ANSAs).

1. **Basis, aim and purpose**

Geneva Call is currently deploying in South Sudan and opening its main office in South Sudan in Juba.

Geneva Call is therefore in need of competent legal firm to provide legal support to its operations. The law firm would provide general legal guidance that will help Geneva Call in enhancing its operation and ensure its compliance with South Sudanese laws and regulations.

1. **Areas of legal service required**

**Geneva Call will need support in the following fields:**

* Labor law and rights in South Sudan
* Contracts and tenders
* Registration and renewal of registration
* Support during arbitrations or lawsuit

**Labour Law**

1. Reviewing template of work contract to ensure it is in conformity with South Sudan labor laws.
2. Reviewing Geneva Call staff regulations for South Sudan office (holidays, maternity/paternity leave rights, salaries and compensations, retirement rights and social insurance contributions…) to ensure it is compliant with South Sudanese labor law.
3. Providing legal support to GC in case of any conflict between GC and staff regarding labor rights.

**Contracts and Tenders**

1. Reviewing GC contracts with suppliers, bidders and other external companies (office rental, car rentals, miscellaneous insurances).
2. Reviewing GC policy on tenders and ensure that it complies with South Sudan laws and regulations.

**Registration and renewal of registration**

1. Following up the renewal of registration certificate once it expires.

**Support during arbitrations or lawsuit**

1. Providing legal support, defense or advisory as need for Geneva Call in case of any conflict or lawsuit filed against the organization in South Sudan.
2. Represent Geneva Call during arbitrations in direct consultation with the organization’s legal advisory team in Geneva as well as its management.

**General Requirements**

1. A reachable dedicated focal person to maintain direct contacts with GC.
2. The focal person should have excellent command of English language (writing and speaking) and passive knowledge of Arabic/Juba Arabic.
3. **Requirements of the Provider**

All of the following competencies and skills are required:

1. The firm should have qualified lawyers and registered with South Sudan Bar Association.
2. The applying lawyers will have to be part of a firm, therefore ensuring availability of staff to follow-up Geneva Call’s demands.
3. The firm should have clear and locatable and accessible office premises in Juba with clear contacts.
4. The applicants should hold an independent position, and in particular not be an employee of a government, Geneva Call or a direct partner of Geneva Call, nor at any time employed by these institutions within the last 5 years.
5. The Legal Firm should have proven experience in labor law, registration of international NGOs in country and commercial law.
6. **Timeframe**

The applicants who wish to apply should share their application files before the **3rd of December 2019.**

Selected applicants will be informed not later than the **7th of December 2019**.

Legal coverage would start from the **10th of December 2019**.

1. **Assessment of the tenders**

The criteria used to assess the tenders and lead to the final selection will be:

* The proposed cost of the legal support on a monthly base;
* The prior record of the applicants in the abovementioned fields of law;
* Availability for follow up of Geneva Call’s cases.
1. **Application procedure**

Applicants should submit a complete expression of interest via email by the **29th of November** **2019** to hr-field-vacancies@genevacall.org and indicate “Expression of Interest: **Legal support South Sudan** ” in the email’s subject line. Interested providers should include in the following documents:

1. A detailed presentation of company background and experience;
2. A proposed monthly cost for legal support;
3. A proof of registration in South Sudan .