



## TERMS OF REFERENCE FOR LEGAL SERVICE RETAINER WITH IRSS.

### **BACKGROUND**

Islamic Relief is an independent humanitarian and development UK-based organization, with an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic Relief South Sudan began its humanitarian operation in South Sudan in 2004 focusing on providing life-saving aid and implementing developmental programs to support people affected by drought and conflict by establishing three offices in Narus (Kapoeta East), Wau, Yei and Sub office in Kajo Keji and Warrap and, its main offices in Juba.

IRSS 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' legal advice (in case of emergencies)
- Court appearances. Representation in all court cases/suits in any manner and of all kinds.
- Case file management before any court or tribunal or any other Labor office and case correspondence(s):
- Represent IRSS in situations that may require legal representation in Juba such as representation before the police, National Security and before any other armed forces
- Assist in follow up of documentation with government authorities (work permits, visas, residence permit etc.) that may be required by IRSS 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 of 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, concluding agreement between the claimant under any law suit and client and confirming to the client that the lawsuit has been withdrawn whenever that happens

### **Duration**

The retainer contract will run for a period of one year 1 Jan 2024 to 31 Dec 2024.

  
09/11/2023





## QUALIFICATION AND EXPERIENCE.

### The retained firm must

1. Be registered with all the relevant government authorities in South Sudan and operating 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:

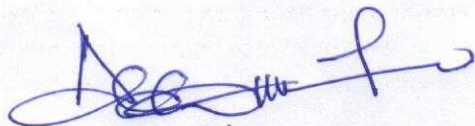
Firms that wish to show their interest in being considered can send a proposal demonstrating their experience in undertaking such assignments and the relevant registration documents, qualifications of key personnel, and recommendation letters from at least 3 organizations where they have undertaken such assignments. The proposal should also include the proposed retainer rate per month.

The proposals should be addressed to the procurement department, **HAND DELIVERY TO IRSS TENDER BOX** Hai Cinema, 2nd class, Plot no 52, Block B-XVI, South Sudan upon registration on the bid receipt form.

**DEADLINE DATE: 21 November 2023. TIME 4:00PM**

All proposals are expected to be submitted by

IRSS reserves the right to accept or reject the proposals

  
08/11/23

