

Terms of Reference For The Provision Of Legal Assistance

Assignment: Legal Assistance by a Law Firm or an Individual, Khartoum, Sudan

Grade: Consultant

Duty Station: Khartoum

Duration: 12 months

1. Introduction and background

Danish Refugee Council (DRC) is an international non-governmental organisation, which promotes and supports durable solutions to the problems faced by refugees and internally displaced people in more than 40 countries around the world. The Sudan country programme was established in 2004, initially responding to conflict in the Jebel Mara region of Darfur. Today, DRC continues to respond to both acute and protracted humanitarian needs across 8 localities in Central Darfur State via five base offices, as well as in Um Dukhun in South Darfur and in Khartoum, the capital where the country office is also located. In the east of Sudan, DRC works through a consortium partner in Kassala and Gedaref states. The country programme focuses on three sectors: Protection, Economic Recovery, and Safer Communities (currently CDRS).

2. Consultancy objectives

Overall objective:

- DRC is calling for Proposals for Legal Advisor Services to support DRC in all the legal issues affecting it and in relation to our staff issues and affairs, that have an implication on DRC status legally or financially, and to represent DRC in the Sudan Labour office and the Court in any claim made against DRC.
- DRC is in need for a Legal advisor, to help with all the Legal issues and affairs related to the staff benefits and entitlements; support in the issuance of staff contracts, disciplinary code of DRC and Staff letters especially those related to warning and termination; and representing DRC especially for termination issues in the court of Law and in the Labour Office and to represent DRC whenever needed; and to support for finalizing end of service benefits and entitlement for terminated staff; and to support with the reviewing of the staff policies which have an impact on staff benefits and entitlements.

3. Deliverables

The consultancy should cover the geographic location of Khartoum state.

- Timely submission of proposals and recommendations on legal issues and providing of best possible courses of action for DRC.
- Representing DRC in the court of Law and in the Labour office whenever is needed as per the current situation.
- Reviewing and confirming staff letters whether warning letters, termination letters
- Reviewing DRC Staff contracts and salary breakdown, and advising DRC with the best proposals for the interest of DRC

- Reviewing DRC contracts with Suppliers; service providers; property owners; and any other work related contracts for recommending improvements and safe guard DRC interest at all time.
- Updating DRC with any changes in the Labour Law; social insurance law; income tax law, which would have an impact on our operations and salary calculations.
- Review and advise in regard to staff policies and procedures and the disciplinary code, especially those related to staff benefits.

6. Timeframe

This timeframe is 12 months and will be extended for another 1 year after mutual consent by both parties.

7. Reporting Line

The consultant will report directly to DRC HR & Admin Manager with technical line management from DRC Head of Support Services.

8. Qualification and Expertise

DRC is seeking an experienced Law firm / Individual with the following expertise and skills:

- At least Bachelor's degree in Law
- Strong understanding of the context in Sudan and local laws
- Experience in providing Legal assistance, minimum of Five years' experience.
- Based in Sudan

We offer

DRC will offer the successful applicant a 12 month's consultancy contract, the consultancy must commence no later than 1st December 2020.

Payment schedule

DRC will pay advance payment for every 6 months upon receipt of Original Invoice. Any travel outside of Khartoum; DRC will cover the expenses for domestic travel and accommodation only.

How to apply

a. Application process

Interested Firms / individuals who meet the required qualifications and experience are invited to submit their expression of interest to rfg.sudan@drc.ngo or sealed envelope to DRC office in Sudan at House No. 23, Block No. 9/H, Street 29, Alamarat, Khartoum, Sudan which includes the following documents:

- CV(s) with details of qualifications and experiences indicating documentation of relevant assignments undertaken and full correct details of three professional referees
- Valid Registration Documents (for Firms)
- Annex A – Request for Quotation

- Annex B DRC General Condition of Contract signed copy.
- Annex C Supplier Code of Conduct signed copy.
- Annex D Supplier Registration form, completed and signed.

Deadline to submit the expression of interest is **24th November 2020**.

International firms may apply for this RFQ, but their offers will only qualify if the proposed consultant(s) having presence in Sudan.

b. Assessment and award of Consultancy

DRC will evaluate the proposals and award the assignment based on **technical (60%) and financial (40%) feasibility**. DRC reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder. **Only those shortlisted firms / individual will be contacted for an interview with the panel to ensure their understanding of the consultancy services.** Any subcontracting of the consultancy will not be accepted.

Selection criteria

Serial No	Criteria	Points scale (1-10)	Total weightage
1	Qualification		
1.1	Presence of a qualified Lawyer with at least Bachelor’s degree	1-10	20%
2	Experience		
2.1	Minimum 5 years Relevant experience on legal services with clients references , reports from previous services provided	1-10	40%
3	Proposed Services		
3.1	Having high quality lawyers who have full knowledge of the services and it’s sensitivity with high standard secure measures	1-10	20%
4	Location, Accessibility and Coverage		
4.1	Presence in Sudan and willing to provide the services as it might be required in Khartoum and other cities of Sudan	1-10	20%