**Request for Proposals**

**Legal Services for Plan International Sudan**

[19th August, 2024]

**Plan International**

Plan International, Inc. (“**PII**”) is an independent development and humanitarian organisation that advances children’s rights and equality for girls. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of challenges facing girls and all vulnerable children.

PII is a US (New York state) not-for-profit corporation with 501(c)(3) tax exempt status. It has no religious, political or governmental affiliations. PII is active in over 75 countries and, in most cases, delivers programmes through its Country Offices.

Plan International Sudan is one of the organizations working in the field of foreign voluntary work in the country and is a signatory to the country agreement that regulates foreign voluntary work with Humanitarian Aid Commission. The organization works in the field of development and humanitarian relief in the White Nile, North Kordofan, South Kordofan, North Darfur, Aljazeera, Kassala and Gadarif. Plan International is registered in Sudan with the [#1066] as a voluntary foreign organization

The Country Director of Plan International [Sudan] is responsible for legal issues within [Sudan], subject to compliance with PII’s own policies and procedures.

**Appointment of law firm(s)**

To help satisfy its legal needs, Plan International Sudan is seeking proposals from qualified law firms and or individual to provide legal services. The types of issues on which the successful law firm(s) /individual may be called upon to advise are shown in the table below. Any appointments made will be:-

* subject to periodic review to ensure continued quality of service and value for money; and
* for an initial period of one year, with an option to extend to two years.

**Typical areas for advice**

|  |  |  |  |
| --- | --- | --- | --- |
| Data Privacy | Banking & Finance | Commercial Litigation | Children’s Rights & Safeguarding |
| Contract & Commercial | Employment (including employment of ex-pats) | Not-for-Profit Law | Immigration |
| IT | Property | Working with Government | Fraud & Corruption |
| Tax | Media | Regulatory & Compliance |  |

**Criteria**

Proposals will be evaluated against the following criteria:

* Fees/cost and value for money (bearing in mind that Plan International Sudan is part of a not-for-profit organisation);
* Ability and capacity to handle our specified legal needs;
* Experience in advising International NGOs;
* Quality of service offered and reputation;
* Composition of team to ensure work can be handled efficiently;
* Ability to communicate verbally and in writing with Plan International Sudan in English and Arabic.
* Ability to pro-actively keep Plan up-to-date with any relevant forthcoming legal changes.

**Expected Timetable**

We hope to complete this process by 16th September 2024 and will therefore endeavour to work to the following timetable:

Deadline for submission of proposals [16th September, 2024]

Evaluation of proposals (including follow up [22nd September, 2024]

questions/face to face meetings if required)

Bidders informed of decision [01st October, 2024]

We would be happy to discuss this request and answer any questions you may during the process. You can contact Ahmed Ibrahim who is leading this the process (email [Ahmed.ibrahim@plan-international.org]; Tel: [+249 (0) 113126639 - +249 (9) 12155949].

**Next steps**

If you would like to submit a proposal, please feel free to do so in writing and sent via email, ensuring that you provide details about the following:

* Size and structure of your law firm, and legal areas/specialisms covered. Please identify any gaps in relation to our stated legal needs that you will not be able to cover.
* Proposed lead lawyer, key contacts/team members.
* Relevant experience, including specific experience of advising international NGOs.
* Details of how you will ensure that you pro-actively keep us up-to-date with any forthcoming legal changes
* Languages spoken and written.
* Fees/rates (and details of additional charges/taxes not included in these) and how you propose to charge (e.g. hourly rates or fixed fee), including details of any discounts offered.
* Details of procedures for dealing with any client complaints and/or disputes relating to fees.
* Confirmation of the level of professional indemnity insurance.
* Your proposed terms of business.
* If possible, details of at least two International NGO clients who are willing to provide a reference to us.
* Any other relevant details.

Please submit your proposals by **[16th September, 2024**] to:

[**Sudan.procurement@plan-international.org]**

**Port Sudan – Red Sea State**

**Block 4, Building #325, Alwaleddeen Mosque Street**

**Airport Area – Port Sudan**

**PO Box 528, SUDAN**