Legal Services

for

Relief International (Sudan)

**About Relief International**

RI Relief International partners with people in vulnerable communities to achieve relief from poverty by supporting their response to crises, building their resilience to disasters and emergencies, and promoting dignity and the long-­‐term well-­‐being of people in the communities that we serve

Relief International Sudan is a branch of Relief International, Inc. and is registered locally with the Government of Sudan, Humanitarian Aid Commission (HAC) as an International Non-governmental Organization (INGO). The Country Director is responsible for legal issues within Sudan, subject to compliance with Relief International’s legal Standards and other requirements set by Relief International International Headquarters**.**

**Purpose of legal services requirements:-**

The Legal Advisor provides advice and representation to RI on all employment and labor related issues to ensure RI complies at all time with the local labor requirements in Sudan. The scope of activities includes but not limited to:

* Represent RI in any legal cases in civil courts in Sudan and provide ongoing retained legal services.
* Support RI in legal review of the HR documents: contracts, manuals, policies and SOPs to ensure they are aligned to local labor requirements in Sudan. This may include but not limited to reviewing employment policies and employee handbooks, employment agreements and contracts, and payroll and employment taxation.
* Provide legal advice on all labor related matters as they arise including but not limit to changes on labor legislation, legal cases, employee grievances, misconduct or disciplinary action.
* Provide legal advice on property, warehousing and lease agreements including review of RI contracts with external parties and suppliers.
* Provide legal and filing services to renew registration of Relief International as legally recognized entity capable of conducting operations and employing personnel in country.
* Provide legal advice on immigration, visas, work permits of foreign staff and other related issues.
* Prepare all legal documents, translations and reports of all legal cases in courts every 3 month for discussion and comments
* Represent RI in any labor negotiations and disputes with individual staff and organizations across all RI offices in Sudan.
* Advise in writing on legal matters when required for RI business purposes and decision making.
* Provide proactive updates to Relief International on new laws, regulations and enforcement trends.
* Provide input and analysis to Relief International on matters of legal risk and risk mitigation.
* Assist Relief International in investigation of fraud, disciplinary actions, and government inquires.
* Initiate, defend, respond, intervene, plead, appeal or represent in any manner in any suit by or against involving the interest of the Relief International in any court, quasi-judicial, tribunal, arbitral or other proceedings.
* Collect, monitor and file copies of all court and government decisions, inquiries or actions and provide these to Relief International.

**Requirements.**

* RI has over 400+ staff working in the above states with many partners and vendors. RI is seeking the services of a legal advisor based in Khartoum with branch network across the country, and specifically in the three office localities, or with active partnership with reputable legal firms based in the three localities.
* License of practicing advocate having legal firm registered under the country law.
* Minimum 15 years of experience in practicing as legal representative.
* 10+ years of experience of legal representation for international organizations, specifically in the nor-profit sector.
* Fluent English spoken representatives with sound familiarity with latest communication channels like emails and skype. Able to communicate Relief International Country, Regional and Head quarter level.
* Economical advantage to Relief International on fees/rates for legal services.
* Bids should include proposed monthly retainer rates for services. RI will prioritise firms that meet all the requirements, but will lover retainer rates.

**Contract Period**

* The services will be based on a retainer fee with a contract of fixed period up to 12 months.

**Documents Required**

* Cover letter.
* Curriculum Vitae of key staff including (DOB, Nationality)
* Company profile.
* Certificate of registration or incorporation.
* License of Practice.
* Certificate of Practice.
* At least three letters of recommendations from organizations represented by the legal firm.
* Financial Proposal
* Annex – A:- Vendor registrations form.
* Annex – B:- Code of Conduct (Dully sign and stamp).

**Point of Contact**

For any query related to this proposal must be addressed to email address bid.sudan@ri.org

**Proposal Submission**

The proposal need to submit on the given address, for the electronic submission, the documents can be submitted on the aforementioned email address.

**RI-SDN-KRT-022-007 Legal Services**

Relief International – Sudan

Amarat Area, St. No’ 3, Building No’ 29, Block

10/A, Khartoum State, 11111, Sudan State.