

## TENDER ANNOUNCEMENT FOR SPECIALISED LEGAL ASSISTANCE SERVICES

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### 1. BACKGROUND

The Development Bank of Rwanda (“The Bank”) continues to venture into areas of business that are strategic for the country’s economic growth. The areas of intervention include but are not limited to energy, agriculture, housing, exports, education, housing and special projects. Undoubtedly, these business sectors come with legal questions that the Bank is always keen to resolve.

Given the expansive nature of the areas of intervention and the importance of providing efficient service, the Bank finds it prudent to hire services of legal experts to close this gap.

The legal experts would not only provide legal solutions to the Bank but would also provide capacity building to the Legal Department team of the Bank.

### 2. OBJECTIVE

Given the above context that the Bank would like to invite offers from experienced **law firms** or **individual lawyers**, (*the bidder can be either a firm or an individual*) to provide legal assistance in the listed areas of intervention under the **Scope of Services**.

### 3. SCOPE OF SERVICES

The services to be provided by the bidder include but are not limited to the following:

1. Provide legal advice and support in the following sectors:
  1. Legal operations of Development Banks
  2. Finance and Banking
  3. Land and property matters
  4. Taxation
  5. Labor law
  6. Energy
  7. Agriculture
  8. Infrastructure
  9. Manufacturing
  10. Corporate governance and Company Law
  11. Contract Law
  12. Intellectual property
  13. Environmental law

**NB:** The Bidder may submit a bid for areas not listed above as long as the bidder is able to explain how it aligns with interests of a Bank.

2. Drafting of legal agreements in English or French and Kinyarwanda. It is not a prerequisite to master all the three languages. Bidder need only demonstrate their expertise in the chosen language.
3. Review of the Bank's policies to ensure alignment with local laws.
4. Providing legal opinions on areas of interest to the Bank including periodic legal updates on new laws.
5. Providing Capacity training to the Legal Team as required.
6. Represent and assist the bank before courts of law in Rwanda and in Alternative dispute resolution (ADR) proceedings in the areas of intervention listed in 1.

#### 4. DURATION OF THE CONTRACT

This service will be provided under a framework contract whose duration will be agreed upon on awarding of the contract.

#### 5. YEARS OF EXPERIENCE OF THE BIDDER

Bidders must comply with the following:

1. If the bidder is an **entity (law firm)**, a minimum of 5 to 10 years of working experience in the chosen area under the scope of services is required. However, the law firm should ensure that it has lawyers with at least 5 to 10 years of working experience in the chosen area under the scope of services. Please note that **more weight** will be given to the **profile** of the **individual Lawyers** regardless of the experience of the law firm.
2. If the bidder is an individual lawyer (meaning they opt not to bid as a law firm), he or she should have at least 5 to 10 years of experience working in the area under the scope of services.

#### 6. OTHER REQUIREMENTS

Bidders shall submit the following documentation in the bid document:

- i) Cover Letter addressed to the Chief Executive Officer of BRD clearly indicating the **scope of services** that the bidder is bidding for and clarity on whether the **bidder** is an **entity** or **individual. It is not a requirement to bid for all services.**
- ii) Valid tax clearance certificate.
- iii) Certificate of Company Incorporation if the bidder is an entity.
- iv) Lawyers Card or Individual annual license if the bidder is an individual.
- v) At least three (3) letters of recommendation certifying the successful completion of services the bidder is interested in.
- vi) Detailed profile of the bidder(s).

## 7. EVALUATION CRITERIA

The evaluation of the offers will be in compliance with the **Quality Based Selection** (QBS) process.

Criteria	Maximum marks allocated
<b>I. Technical proposal</b>	<b>80</b>
<b>(1) Methodology proposed to produce key results expected from the services as highlighted in the ToR:</b> <ul style="list-style-type: none"> <li>- Technical approach and methodology through presentation to a panel /20</li> <li>- Work plan and timeline: /5</li> <li>- Organization and staffing: /5</li> </ul>	
<b>(2) Qualifications and competence of the individual lawyers:</b>	<b>20</b>
i) At least three (3) letters of recommendation certifying the successful completion of services the bidder is interested in.	/10
ii) Detailed profile of the bidder(s).	/10

**Prepared by**

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