

## **LEGAL SERVICES**

### **Introduction**

Strømme Foundation (SF) is an international Development Organization headquartered in Kristiansand, Norway with a global footprint in 9 countries in the regions of West Africa, East Africa, and Asia. SF is committed to empowering people to overcome the root causes of poverty through its thematic focus on Education, Livelihoods, and Job creation. SF aims to realize its vision of *“a world free from poverty”* through long-term partnerships with local organizations.

### **Rationale**

The purpose of this terms of reference (TOR) is to appoint a suitable and reputable service provider/company to provide legal services for Stromme Foundation Uganda for one (1) year. The successful service provider shall perform the required services in line with high-quality standards and shall follow all applications and directives as indicated in this TOR.

### **Scope of work**

- Provide support and legal advice relating to Regulatory Compliance concerning Labour Relations, Employment Relations, Tax, and Finance.
- Attending to receiving, perusing, and responding or dealing with the Client’s email and other correspondence and that of its head office from time to time.
- Reviewing and drafting legal documents, contracts, and agreements, and offering legal advice thereon.
- Company secretarial services for Stromme Uganda, including, advice on corporate governance, and filing documentation with the relevant authorities including the company’s registry, and NGO bureau.
- Preparation and delivery of letters on behalf of Stromme.
- Comprehensive review of forensic audit reports.
- Updates on changes in laws affecting Stromme.
- Attending various meetings as necessary on some matters.
- Drafting and preparing correspondence and legal documentation.
- Attendance at government and other regulatory offices to deliver and follow up on complaints.
- Rendering routine legal and advisory services on all legal issues that Stromme may raise from time to time.
- Personal attendance to meetings at Stromme as the need arises.
- Assistance with renewal of NGO Certificate.
- Provide Legal Advice on high-risk and complex contracts to be concluded between Stromme Foundation and Other third parties.
- Advice on employment advisory matters; and
- Acting as Local Counsel for Stromme in Uganda.

### **Qualifications and Areas of Expertise**

The legal firm must provide evidence of experience of having handled matters in all the following fields.

- Legal and regulatory compliance for NGOs.
- Employment and Labour law and related dispute resolutions.

- Commercial and company law.
- Intellectual property and patent protection.
- Insurance contracts and related dispute resolution.
- Construction contracts and related dispute resolution.
- Alternative dispute resolution both national and international.
- Corporate governance and related matters

#### **Mandatory requirements**

- Business registration certificate
- Proof that the bidder has been in existence and practice for a period of at least 10 years.
- Tax identification number and current tax clearance certificate.
- NSSF clearance certificate.
- Minimum of at least 6 practicing advocates in the firm. List all the advocates in the firm.
- Must have handled matters in the Uganda court of law.
- Must have handled arbitration and other alternative dispute resolution in Uganda.
- Valid practicing certificate for all the advocates in the firm.
- Current certificate of approval of the chambers from the law council from which the bidder conducts its business.
- Profiles of Senior partners/Advocates who must have a minimum of 10 years of post-admission experience.
- Profiles of all advocates in the firm. Each advocate profile should reflect the following:  
Qualifications.; Area (s) of service and years of experience/specialization in the identified areas of service.