**Request For Legal Consultancy Services**

**For the Period**

**First day of November , 2023 to last day of December, 2024**

**General information**

1. **Purpose of the Request for Proposals (RFP)**

This request for proposal (RFP) is to contract for legal services to be provided to

Livestock Development Forum for the period beginning from the date of contract signing to end of August 2024

1. **Instructions on Proposal Submission.**
2. **Closing Submission Date.**

Proposals must be submitted no later than 4:00PM on October 13th, 2023

1. **Inquiries**. Inquiries concerning this RFP should be mailed to: [simon.muron@ldfafrica.com](mailto:simon.muron@ldfafrica.com) Ag. Project manager Livestock Development Forum

Submit your proposal to the above email and hand delivered in a sealed envelope clearly marked in the lower left‐hand corner with the following information:

Request for Proposal TIME DATE SEALED PROPOSAL For Legal Services

**c) Right to Reject.** Livestock Development Forum reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP

**d) Notification of Award.**

It is expected that a decision selecting the successful Firm will be made within four (01) week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant.

**2.0 Background and context of the assignment**

We understand that, Norbrook Uganda limited and the Livestock development forum (“the consortium”) has received financing from the Private Sector Foundation Uganda in partnership with the Mastercard Foundation under the Enhancing Lead Firm Structure for Youth Employment Project to accelerate the creation of dignified and full-filling work opportunities in the livestock sector for young women and men aged 18 to 34 years through the provision of extension services.

The intervention focuses on creating, maintaining, and sustaining growth in job markets through strengthening the capacity of actors to efficiently produce and sell their goods and services in expanded markets, developing new diversified financing mechanisms as well as growing the capacity of business leaders and their support service providers to manage and expand their enterprises. This transformative intervention will also transition Micro Enterprises to Small Enterprises. The Norbrook - LDF Interventions focus on addressing challenges of pests and diseases, as well as poor nutrition through capacity building of Para-vets, mindset change, implementation of a framework for the provision of extension services and leveraging the use of technology in the provision of extension services and distribution of acaricides, drugs and nutrition products.

The objectives of the interventions include but are not limited to:

* Build the capacity of 3100 young women men youth para-vets to provide extension and nutrition services to livestock farmers
* Facilitate the provision of extension services to livestock farmers by leveraging the use of innovative technologies to ensure a compliant and traceable extension service
* Deepen the distribution of safe and high-quality veterinary and animal nutrition products and extension services through a network work of veterinary shops and young extension workers anchored in cooperative communities

We are seeking for legal consultancy services on retainer basis for the following listed legal services desired.

**2.1 SCOPE OF WORK**

The consultant will;

* Draft and/or Review MOUs with partners/stakeholders’ engagement with, The Livestock Development Forum
* Provide the legal requirements for young vets to register with Uganda Veterinary Board (UVB)
* Advise on individual labor and employment matters
* Review organizational policy documents
* Other legal services as need arises

**3. OUTPUTS AND DELIVERABLES**

|  |  |
| --- | --- |
| **Outs puts** | **Key Deliverables** |
| MOUs with the cooperatives and vet shops reviewed | Reviewed MOUs |
| Affidavits for the young para-vets concluded | Concluded legal requirements for the young vets to register with UVB |
| LDF policy manuals reviewed | LDF policy manuals reviewed |

1. **DURATION**

The terms and conditions of the contract shall apply for the duration of the contract, beginning on the date of this assignment, and the **completion date** of August, 2024

1. **FINANCIAL PROPOSAL**

The consultant should submit a financial proposal providing all the costs for the services rendered in the contracted period. LDF reserves the right to negotiate with the Offeror/ legal consultant on the structure of the billing and/or contract fee.

1. **Qualifications and experience**

Eligible Consultants should have the following qualifications and experience:

* The individual(s) identified to work on this matter must have at least ten years relevant experience in providing legal services.
* The Profile showing their experience in services provision
* Must be registered with the law council
* Must have the practicing license
* Attach copies of CVs of individuals and their qualifications
* Must include the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to Livestock Development Forum

1. **Evaluation criteria**

The above items will inform the evaluation criteria including responses from the references and the cost implication thereof.