

CALL FOR EXPRESSIONS OF INTEREST
LAW FIRM FOR REPRESENTATION BEFORE COURTS

Type of assignment	Representation of clients before courts of law in Rwanda
Issue Date	11 June 2020
Application Deadline	20 June 2020
Contract type	Firm/Fixed Term
Duty station	Kigali, Gisagara and Huye
Duration	3 months - renewable
Applications to be sent to	procurement@iphr-ipdh.org

1. ABOUT ORGANIZATION

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education.

iPeace is legally registered and operational in Burundi, DRC and Rwanda with the mission to empower communities and individuals with knowledge and skills to build a global culture of peace. The organization vision is to see the Great Lakes region become a place where community members and leaders work together by holding each other accountable in respecting human rights values and good governance principles.

2. BACKGROUND

As a global pandemic, COVID-19 has having a dire impact on poor and vulnerable people especially teenage mothers. In a time like this one of the global threat, the satisfaction of basic needs such as access to food and shelter becomes paramount for the enjoyment of other rights. This is why iPeace has launched a COVID-19 Rapid Response Project to address the need to keep the provision of legal aid services especially for survivors of Domestic and Gender-Based Violence and victims of child abuse during this COVID-19 pandemic.

As a fundamental principle of Rule of Law, access to justice is a pillar of any modern state. It implies the existence of quality laws, effective procedures and adequate judicial institutions and mechanisms to protect the rights of all the citizens amidst all situations.

While having an appropriate legal and institutional framework during times of a pandemic like the COVID-19, the most important thing is to ensure that access to justice and respect of human rights is observed and prevails even during a time of crisis of the pandemic and ensure that citizens are aware and able to use the existing mechanisms established to protect their rights.

It is within this framework that iPeace launched the project COVID-19 Crisis Rapid Response with support of GIZ- Right Bases Program (RBP) of which one of the activities include legal representations of clients with different legal issues in courts of law.

The main objective of this project is to respond to socio-legal crisis caused by the outbreak of COVID-19 and ensure justice and respect to human rights in Rwanda.

It is against this background that iPeace would like to recruit a law firm to represent people who have faced various legal challenges as a consequence of COVID-19 outbreak ranging from domestic violence, child abuse, etc. in Kigali, Huye, and Gisagara.

3. TERMS OF REFERENCE

3.1. SCOPE OF WORK

The selected Law Firm will provide a lawyer to represent different vulnerable people in Huye, Gisagara and Kigali with different legal issues in the courts of law. The cases will range from domestic violence, SGBV and human rights abuse among others. The lawyer is expected to handle at least four (4) cases per month.

Under the direct supervision of the Project Manager in close collaboration with legal officers the Lawyer will be in charge of:

- Receiving cases from the Legal Officers collected and registered through legal aid clinic,
- Preparing court submissions
- Legal representation in the courts of law
- Making monthly case summaries and present them to iPeace management.
- Following up on received cases to provide timely feedback to the client.
- Suggesting best ways to improve legal services to clients,
- Providing weekly, monthly and quarterly report in the format agreed upon by iPeace management,
- Performing other tasks closely related to cases at hand as may be required by due diligence

3.2. QUALIFICATIONS, REQUIREMENTS AND CONDITIONS

It is required from the potential Law Firm to fulfill the following conditions:

- Be legally constituted as a law firm
- At least 10 years of experience with track record in providing legal aid to vulnerable people in rural areas
- Capacity to readily avail a lawyer in Kigali, Gisagara and Huye
- Be able to keep their offer open for at least 30 days after the submission deadline

Lawyers of the law firm should fulfill the following conditions and qualifications:

- To hold at least a Bachelor's degree in Law from a recognized university.
- To be in good standing with Rwanda Bar Association
- To hold a Diploma in legal practice
- To hold a certificate in Legal Aid Provision Standards is an asset

- To hold a certificate in the use of Integrated Electronic Case Management System is an asset
- To have at least two-year' experience in legal practice within the Rwandan judicial system.
- To have good command of Kinyarwanda and English.
- A proven interest in human rights, justice and fairness
- Excellent interpersonal, communication and public speaking skills
- The ability to explain legal matters clearly
- The ability to work under pressure and meet deadlines

3.3. WORKING HOURS AND CONDITIONS

The Law Firm should avail lawyers would normally work a standard number of hours per week. Long working hours are very common. Lawyers are not supposed to sit in iPeace office, but they are expected to be available whenever a case is calling. Sometimes, lawyers may also be on call on weekends and public holidays depending on the court schedules and the conditions of the client. As a lawyer, they will keep their independence. Therefore, they should be free to receive and handle their own (private) clients provided that due diligence is observed whenever iPeace needs their services, and that no conflict of interest is possible.

3.4. HOW TO APPLY

iPeace invites qualified Law Firms to apply for this position by providing the following as **one single PDF** attachment: (a) A one-page motivation letter (b) Law Firm's Profile explaining its experience, track record and reference for similar previous work, (c) List of at least two (2) lawyers who will be assigned iPeace files with their most updated Curriculum Vitae and copies of their most qualifying degree/certificate, and (d) a detailed pro forma in Rwanda francs per month.

Applications must be sent electronically to procurement@iphr-ipdh.org no later than 20 June 2020 at 5:00 pm local time (Kigali – Rwanda) and specifically mentioning "Lawyer - Rwanda" in the subject. Representatives of shortlisted law firms may be invited for an interview at iPeace office. No phone calls for follow up will be accepted. Applications from female-lead law firms are highly encouraged.

4. EQUAL OPPORTUNITY & NO CORRUPTION

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and result-delivery need. iPeace conducts its activities professionally, with integrity and in compliance with laws. As part of its commitment to ethical practices, iPeace does not tolerate acts of bribery or corruption. No person, agent or organization has been mandated by iPeace to receive, orient or facilitate any job application nor is there any fee whatsoever to submit, review, or assess a job application.

Any promise/threat by whoever to positively or negatively influence a job application process is null and void.

Done at Kigali, on 11 June 2020 | Paulin Muhozi | Country Director

Shaping Aspirations