**UNITED METHODIST COMMITTEE ON RELIEF (UMCOR) HAITI**

**Expression of Interest**

**“For Legal Consultant”**

**Background:-**

UMCOR- mission has long history of working in Haiti and aimed to provide emergency response, early recovery and transitional development assistance to vulnerable communities in west department. The overall goal of program is to address the issues of food insecurity, strengthening of livelihoods, improving access to water, promoting hygiene and sanitation including construction of required facilities, Gender based violence and construction of schools as well as shelter. All mentioned interventions are leading to bring positive changes in socio-economic status of vulnerable communities. UMCOR-Haiti is accomplishing its activities in various geographical locations through support of third parties as vendor/ supplier including contractor. UMCOR intends to engage legal consultant/ legal firms for provision of support and legal advice during preparation and signing of such contracts by following legal obligations of country.

**Description:-**

United Methodist Committee on Relief (UMCOR) Haiti has initiated to put legal bondage with its contractor/ suppliers/ vendors through operations at country level. UMCOR-Haiti invites application from reputed and eligible Legal firms/Lawyers with alike technical background to deliver required services. **Scope of Work: -**

* Legal consultant / legal firm are supposed to provide high quality legal support including advice to UMCOR on need basis to address any dispute among parties.
* Review and recommend contracts, with third party under legal provisions.
* Provide Legal support, advice in resolving the disputes in terms of human resources.
* Describe advantages and disadvantages of any agreement, contract in relation to the legal provisions.

**Deliverables: -**The work consists of provision of legal advice and support to organization in terms of consultancy. Furthermore scope of work will be discussed in details with legal firms or consultant after receipt of expression of interest.

**Submission of Applications: -**The applicants are requested to submit Expression of Interest (EOI) containing suitability, including firm’s capability to undertake the services by; ***2:00 pm 6th of September, 2016***. It is pertinent that application should be submitted in **English.**

The application must include:

1. Inclusive information’s containing contact number and address.
2. Relevant experience
3. Technical proposal
4. No financial proposal at current stage

Application package can be submitted in a sealed envelope to the following address:

**UNITED METHODIST COMMITTEE on RELIEF (HAITI)**

**P.O Box 15562, HT 6140, Port- au-Prince, Haiti, Or** Sealed bids can be submitted by hand at 16**, Delmas, 54 office UMCOR-Haiti**

(Separate box is designated for submission of Bids),

 For technical questions & clarification, please contact: ***procurement@umcor-haiti.org******.*** Hence all questions & clarification would be shared among all applicants.

 **Evaluation:-**

The evaluation of applicants will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical component which represents 60% of the points and followed by evaluation of financial component which represents 40% of the points.

**Refusal of Application:-**

 UMCOR Haiti reserves the right to cancel selection process or to reject all applications without any liability to applicants. UMCOR Haiti has no liability of payment incurred for documentation of application to serve purpose of submission.

**Note: -** Application submitted electronically will be considered in-eligible for process.