REQUEST FOR PROPOSAL
LEGAL RETAINERSHIP

1. BACKGROUND

1.1 AMCOW is an inter-governmental, Pan-African, non-budgetary institution working under the Specialized Technical Committee on Agriculture, Rural Development, Water and Environment of the African Union (AU), and provides political oversight on water resources and sanitation in Africa. AMCOW’s mission is to promote cooperation, security, social and economic development, and poverty alleviation among member states through the effective management of the continent’s water resources and the provision of water supply and sanitation services, and is mandated to provide political leadership in the implementation of the African Water Vision 2025 and water components of the African Union’s Agenda 2063. For more information, refer to: http://www.amcow-online.org/

2. OBJECTIVE OF THE LEGAL RETAINERSHIP

2.1 The objective of the Legal Retainership is for the Attorney to act as the Company Secretary, Legal Representative and Advisor for AMCOW in all Legal matters that might affect AMCOW in the course of carrying out its day to day business.

3. SCOPE OF THE LEGAL RETAINERSHIP

3.1. Provide Legal advice through Office Visits, telephone calls, fax, mail or email;

3.2. Advise about availability of alternative means of resolving disputes, including mediation and arbitration, including helping AMCOW prepare for mediation or arbitration;

3.3. Evaluation of AMCOW’s self-diagnosis of legal cases and advising AMCOW about its legal rights and responsibilities;

3.4. Providing AMCOW with guidance and procedural information for filing and or serving Court Documents;

3.5. Review pleadings/oaths and other documents prepared by AMCOW;

3.6 Review pleadings and other documents prepared by opposing party or their Counsel;

3.7 Draft pleadings, affidavits, motions and other related documents on behalf of AMCOW;
3.8 Help AMCOW prepare for Questioning and conduct negotiations;

3.9 Coach AMCOW for Court Appearances and standby telephone assistance during negotiations or Court Appearances;

3.10 Where necessary, refer AMCOW to expert witnesses, other Counsel, or other Service Providers;

3.11 Procedural Assistance with an Appeal and assisting with substantive legal argument in an Appeal;

3.12 Provide preventive planning and/or schedule legal check-ups;

3.13 Representing AMCOW in Court whenever there is a legal recourse affecting AMCOW which has gone to Court.

4.0 ATTORNEY’S EXPERIENCE AND QUALIFICATIONS

4.1 The Legal Firm should be registered and have a license to practice from the Nigerian Bar Association. The firm should have relevant experience in International Law, Human Rights and other International Conventions guiding the work of Intergovernmental Organisations with Diplomatic Status in the host Countries.

5.0 AWARDEDING OF CONTRACT

The contract shall be awarded to the Legal firm based on the received offer, profile, qualifications and experience of the firm, and availability within the tight schedule set.

6.0 SUBMISSION OF PROPOSALS

Submissions to this Request for Proposal (RFP) should be addressed to the Executive Secretary on the address below not later than 31st August 2020.

The Executive Secretary  
African Ministers’ Council on Water (AMCOW)  
No 11, T.Y Danjuma Street, Asokoro  
Abuja  
Attention: Bala Taham

info@amcow-online.org