



UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

OFFICE OF THE VICE CHANCELLOR / CABINET DU RECTEUR

University of Technology and Arts of Byumba

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CALL FOR APPLICATION FOR LAWYER

TERMS OF REFERENCE FOR LAWYER TO PROVIDE LEGAL SERVICES TO UTAB (re-advertised)

1. Background

The University of Technology and Arts of Byumba (TAB) is a fully accredited community-based University. It is located in Byumba Sector, Gicumbi District, Northern Province, Rwanda.

Currently, UTAB proudly runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance and Open Learning facility (DOLF) located in Gatsibo District, Kiramuruzi Sector.

As per aspiration to be a World-Class University in various domains; and for substantial functionality both internally and externally; the University of Technology and Arts of Byumba would like to hire an external lawyer or Law firm when necessary.

2.1. VISION OF UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

2.2 MISSION OF UTAB

- To provide quality higher education and community oriented Research
- To shape a skilled workforce in the domains of technology and arts
- To promote a culture of excellence and innovation for quality service delivery

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3. Objective of the assignment

The main objective to recruit a lawyer is for having a professional person who can represent UTAB in legal matters and provide related legal advices in matters including assistance and/or representation before courts of law and other administrative instances that require lawyer.

4. Expected outputs

- Successfully sorting out all legal related matters in the court of law and other instances in absolute favor of UTAB and provide report thereof;
- Timely reporting of cases and potential update of its occurrence for success to the client;
- Law knowledge used and fair legal practice to provide advice to UTAB;
- Any other best output and result orientation the lawyer may take into consideration.

5. Scope of the work

The lawyer shall be assigned the following tasks:

- Collaborate with the courts to fix the hearing;
- Explain options available to UTAB legal matters and demonstrate strategies;
- Prepare the submissions for the courts on behalf of UTAB;
- Plead in the court on behalf of UTAB;
- Appeal on behalf of UTAB when it is required up to the last resort;
- Representing and/or assisting UTAB with undivided loyalty in court appearances and before administrative instances as well as other judicial system instances (RIB, Prosecution or Labor Inspector), represent the client within the bounds of the law and put UTAB interests ahead of their own.

6. Characteristics of desired lawyer

A lawyer with a proven experience in Administrative and Human Resources Management and criminal cases. Furthermore, he/she should be a good communicator, judgmental, analytical, research sensitive, interpersonal, perseverant and creative. Further

7. Duration of assignment

The initial duration of the assignment is estimated to a period of Twelve months (12) from the signature of the contract, with the possibility of extending the contract upon satisfaction of the performance by the Client.

8. Selection criteria

The lawyer shall be selected in accordance with the experience and qualification as follows:

Experience and qualification required:

- At least a Bachelor's degree in Law (LL. B);
- A minimum of 5 years of demonstrated professional experience in providing legal consultancies;
- A minimum of 5 years of demonstrated professional experience in working Administrative and Human Resources Management and criminal cases;
- Must have conducted at least 3 similar or related assignments undertaken experience related to legal matters to prove the experience accompanied by certificates as proof issued by the employer, company or any other institution and their respective copies of contracts;
- Affiliate to Rwanda Bar Association(RBA);
- Fluent in English, French and Kinyarwanda.

9. Quotation/ Pricing

Any interested candidate should be required to provide his/her quotation on Administrative and HRM or criminal case and he should provide price quotation on each case starting from the beginning of procedures until the final judgment of the court. The comparison of quotations and the selection process should be the prerogatives of the Internal Tender Committee.

N.B: The payment will be deliverable-based for the successful bidder (following different stage of any case).



10. Reporting System

The lawyer should inform regularly the Office of Vice Chancellor/VC on the progress of the case:

- A brief report of activities after the follow-up of the case at RIB or Labor Inspector;
- A brief report of activities after prosecution processes;
- After the first appearance in the court, the lawyer should provide all details and status of the case to the Office of VC,
- After the ruling on the first level of the court, the Lawyer will provide the copy of the ruling to the office of VC. The same will be done after the ruling on the last resort of the court.

11. Submission and selection procedures

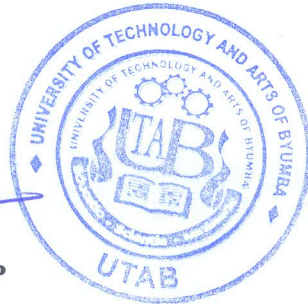
Technical proposal must provide information as below:

- a) Qualifications and experience of applicants (CV signed by the applicants indicating their qualification and previous experiences to perform the services required and notified copies of degree, accreditation certificates, description of similar assignments and relevant information to the assignment, etc. as per the requirements) and the proof of the capability to carry out the assignment;
- b) Experience in the advocate service of Administrative and Human Resources and criminal cases (providing the recommendation letters)
- c) Submit a copy of the valid membership card at Rwanda Bar Association;
- d) Submit a copy of the National ID card;
- e) A note showing understanding of the scope of work
- f) Proposed methodology and work plan to undertake the assignment
- g) Proposed financial cost
- h) Submission will be done through the UTAB front office

Deadline of application

Interested candidates should submit their sealed application documents through UTAB front office not later than 25th June 2023 at 12:00. Kindly note that only shortlisted candidates will be contacted for further steps.

Done at Gicumbi, 21/06/2023



Fr. Dr. MUNANA Gilbert, O. P
Vice Chancellor of UTAB