



HIRING A LAW FIRM TO REPRESENT IN COURTS OF LAW AND TO PROVIDE OTHER LEGAL SERVICES.

1. Background

SONARWA Life Assurance Company Limited (SONARWA LIFE Ltd) is a public Limited Liability company registered under the laws of Rwanda and licensed by the National Bank of Rwanda to transact the business of Life Assurance & Pension management. The company started in 2000 as a division under SONARWA S.A and became a fully-fledged registered entity in January 2011.

Its main mission is to provide innovative life insurance, retirement and saving plans that are of value to our clients and serve their needs, by dedicated staff while meeting the aspirations of all stakeholders.

Towards its mandate, Sonarwa Life engages in businesses which necessitate working with Law firms with reputable and specialization in insurance business, to provide legal services including advisory, drafting and/or reviewing legal documents as well as representation in case of disputes.

In line with the above, there is a need to hire three (3) Law firms to represent or assist Sonarwa Life Ltd in courts of law and to provide other legal services on call basis.

2. Scope of the assignment

The law firm shall provide legal advisory services, draft legal documents, and represent Sonarwa Life Ltd in different negotiations or other disputes in relation to national or international deals. Respectively, the Law firm shall:

- Prepare and submit written statements and documents to Courts or government organs on behalf of Sonarwa Life.
- Represent Sonarwa Life in any kind of negotiations when it is required.
- To prepare and provide legal opinion.
- To provide any other legal services as may be requested from time to time.

3. Profile and experience for a law firm

The Law firm must fulfil the following:

- Cover letter addressed to the Chief Executive Officer.
- Registered as a Law firm.
- Have at least 7-10 year's proven experience operating as a Law firm.
- Proven experience in the Insurance business.
- Having tax and RSSB clearances.

- Having an office easily accessible and an effective secretariat open at least during working days and hours.

4. Qualification and experience of the law firm members

The firm must have a composition of a multidisciplinary team with at least the following key personnel:

➤ Team Leader/Lawyer (Managing Partner)

- At least a master's degree in business law with at least ten (10) years of experience.
- A proven experience in working with Insurance companies with at least a proven seven (7) cases handled.
- He or she must be a member of Rwanda Bar Association.

➤ Other Lawyers (Partners)

- At least a bachelor's degree in law with at least seven (7) years of experience.
- He or She must have a proven experience in working with Insurance companies with at least a proven four (4) cases handled.
- He or she must be a member of Rwanda Bar Association.

Note that more weight will be given to the profile of individual Lawyers regardless of the experience of the law firm.

5. Conflict of interest

In proposals, the Law firm must:

- Confirm that, based on their current best knowledge, there are no real or potential conflict of interest involved in rendering services to Sonarwa Life.
- Set out their policy on dealing with conflicts of interest should this arise.

6. Reporting

The Services will be provided under the guidance and direction of Sonarwa Life. Successful Law firms shall be required to report to the Client at each stage of the case and propose the way forward on any issue that may arise.

7. Duration

The duration of the assignment shall be one (1) year effective from the date of contract signature. This period may be extended upon performance and the Client's satisfaction.

8. Preparation of the financial proposal

The financial proposal should be made on unit prices per service to be provided, and calculated on case by case, until the final report is provided.

The following format shall be used:

No.	Service	Unit Price (UP taxes inclusive)
1.	Represent Sonarwa Life in courts of law in which Sonarwa Life is a respondent, claimant or civil party and carry out the following related duties: <ul style="list-style-type: none">- To file a claim on behalf of Sonarwa Life Ltd.- To prepare submission and responses.- To ensure summons from court's registry are served on time.- To follow-up court schedules and hearings.- To make a due follow up of pronouncement of judgements in which Sonarwa Life is involved.- To prepare and submit a report on each case.	<ul style="list-style-type: none">- Representation at first instance and appellate level- Summary procedures
2.	Represent Sonarwa Life in and out of court disputes settlement.	
3.	Represent Sonarwa Life before the Labour Inspector.	
4.	Provide Legal opinion or other legal services.	

9. Submission of Proposal

The Proposal should be submitted via e-mail procurementlife@sonarwa.co.rw not later than 21st/10/2023 during working hours (8:00am-5:00pm).

Done at Kigali, on 10th/10/2023.



Dianah MUKUNDWA
Chief Executive Officer

SONARWA Life Assurance Company Ltd