



UNITED NATIONS DEVELOPMENT PROGRAMME

TERMS OF REFERENCE

TOR REF: Q-169/17 Licensed advocate to register small scale entrepreneurs (national consultant)

Date: 31st Oct 2017

Project Name	Livelihoods and Entrepreneurship Development
Short title of Assignment:	Legal expert (Licensed advocate) on registration of Small and Medium Enterprises
Contract Type:	Individual Contract (IC)
Duty station:	Juba, Republic of South Sudan
Duration of Contract:	21 days (November -December)

BACKGROUND

The Government of South Sudan is committed to the development of a robust and growing MSME sector to spearhead the revitalization of the local economy, contribute to the structural transformation of the economy that lead to creation of employment and self-employment particularly amongst women and the youth.

Therefore, there is an urgent need to establish and implement a robust entrepreneurship development program that provides creative interventions and adopts attitudinal and behavioral mindset change approach to the entrepreneurship development.

Based on these imperatives, UNDP in South Sudan is keen to respond to these needs and is ready to contribute to the promotion of entrepreneurship development through capacity building and support to government institutions responsible for trade and development of MSMEs. Thus, the project «*Livelihoods and Entrepreneurship Development in South Sudan*» intends to hire a national expert who is well skilled to provide support towards the registration of small-scale entrepreneurs with relevant institutions of the government of the Republic of South Sudan.

In 2016, selection interviews were conducted for 240 applicants out of which 80 were selected to attend the Entrepreneurship Training Workshop (ETW). These 80 beneficiaries were trained in two separate ETWs.

As a sequel to ETWs, a Business Start-up Training Workshop for a minimum of forty (40) selected beneficiaries of ETW was conducted. The broad objective of the workshop was to equip the 40 beneficiaries of the ETW, who have business ideas or are at the start-up stage, with information and the knowledge to aid them start their own businesses and/or formalize their operations.

Keeping an eye on the legal and regulatory requirements of simply being in business is a constant struggle for small business owners. One of the areas that creates the most confusion, particularly to new business owners, is the process of business registration

It is on this basis that UNDP is looking for a registered advocate to take entrepreneurs through business registration process. This will involve guiding them through business registration procedures and paying

registration fees on their behalf. Entrepreneurs being supported fall under two categories: Sole proprietorship and limited liability company. ***There are 30 sole proprietorships and 10 limited liability companies.***

OBJECTIVE.

Provide needed legal advice and guidance to UNDP supported start-ups to obtain necessary licenses and documents required for their operation in the country. This is a necessary capacity requirement that would allow small-scale entrepreneurs to operate with no legal fears. This will also offer a rare opportunity to promote legal awareness on issues of business registration.

SCOPE OF WORK

Under the supervision of UNDP Human Development and Inclusive Growth team leader, the license advocate will perform the following scope of work:

1. Reserve the business name at the business registry (Government of South Sudan); support entrepreneurs with submission of forms with business names to check the availability.
2. Guide entrepreneurs in the preparation of business documents (Memorandum and Articles of Association)
3. Apply for approval of the business registration at the business registry (Government of South Sudan) and pay the fee on behalf of entrepreneurs.
4. Pay the registration fees and obtain the certificate of incorporation from the business registry (government of South Sudan) on behalf of the entrepreneurs to obtain the Certificates of Incorporation
5. Perform any other procedure he/she deems necessary in the registration process

FINAL DELIVERABLES

#	Deliverable	Deadline	Payment Structure
1	Register 30 sole proprietors(certificates)	Within November 2017	50%
2	Register 10 limited Liability companies(certificates)	Within December 2017	50%

REPORTING REQUIREMENTS

Upon completion of the assignments the license advocate will submit progress and final reports based on the results achieved in agreed format stating all actions taken during the assignment to be approved by UNDP Human Development and Inclusive Growth team leader which will serve as a justification for payments.

QUALIFICATION AND COMPETENCY REQUIREMENTS

1. University degree in law;
2. At least 4 years of work experience in law/legislation
3. Experience as a lawyer (attorney) or as practicing license advocate
4. Membership of South Sudan Bar Association
5. Knowledge of South Sudan framework is an added advantage

Proposal Submission Address:

(A): via email to:

United Nations Development Programme, South Sudan

bids.juba@undp.org

In the email subject line indicate TOR Ref: *Q-169/17 Licensed advocate to register small scale entrepreneurs*

or

(B): by hand/courier to:

Head of Procurement unit

United Nation Development Programme

Office Compound, Ministry road, plot #21

Juba South Sudan

Please indicate the TOR Ref on the envelope: *Q-169/17 Licensed advocate to register small scale entrepreneurs*

Deadline of Submission: Thursday 9th November 2017 5:00pm South Sudan Local time