

International Institute of Tropical Agriculture

REQUEST FOR EXPRESSION OF INTEREST

“ENGAGING A LEGAL CONSULTANT/FIRM”

Sector: Research

Expression of Interest: Engaging a Legal Consultant/Firm

Reference ID: IITA/EI02/06_22

This request for expression of interest follows the general procurement procedures for the need to engage a qualified professional law firm on a retainer basis to provide legal services to the Institute.

The International Institute of Tropical Agriculture (IITA) (hereunder referred to as The Institute) is an Africa-based international “not-for-profit” research-for-development (R4D) organization, established in 1967, and governed by a Board of Trustees. IITA’s vision is to be one of Africa’s leading research partners in finding solutions to hunger and poverty and is dedicated to the development of agricultural solutions and technologies that reduce producer and consumer risk, increase food production, and generate wealth. IITA is a member of CGIAR, a global research partnership for a food secure future. (www.cgiar.org).

The selected legal consultant/firm will collaborate with the Institute’s Legal Unit to provide legal services.

IITA wishes to invite eligible legal consultants/firms to indicate their interest in providing legal services and further details would be provided as and when necessary.

TERMS AND CONDITIONS FOR PRE-QUALIFICATION

Firms/Consultants with interest to participate in the exercise are requested to provide information indicating that they are qualified to perform the services. These are necessary for consultants to enhance their qualifications.

MANDATORY REQUIREMENTS

- a) Brochures, comprehensive firm’s profile showing availability of appropriate skills among staff. The brochure / profile should include appropriate contact details, e.g. firm’s name, postal and physical addresses, phone number, fax numbers and email addresses.
- b) Verifiable evidence of experience and reputation in the provision of relevant services.
- c) Certificate showing registration/incorporation with the Corporate Affairs Commission.
- d) Letter of confirmation from the firm’s Bank on credit worthiness.
- e) Audited Financial statement for years 2019, 2020 and 2021
- f) VAT Registration certificate where applicable.
- g) Valid Income Tax Clearance certificate for years 2019, 2020 and 2021.
- h) Letter from minimum of three (3) Reputable Organizations as Referees.

Shortlisted firms/consultants will be selected on satisfying the above requirements and in accordance with the provisions as set out in the relevant procurement regulations.

Deadline for submission of Expression of Interest: 2 September 2022

Expressions of interest must be delivered in a sealed envelope and marked ‘**Expression of Interest for Legal Consultancy Services**’;
Addressed to:

Head, Supply Chain,
International Institute of Tropical Agriculture (IITA),
Idi-Ose, Oyo Road,
P.M.B. 5320 Ibadan, Oyo State. www.iita.org