



Information and
Communications Technology
Association of Zambia

Expression of Interest for the provision of

Legal Services

The ICT Association of Zambia (ICTAZ) invites reputable and experienced Zambian attorneys or law firms to express interest in providing on a retainer basis legal services and representation in matters related to company secretarial works, professional and regulatory law, commercial law, company law, administrative law, and employment law.

Background

ICTAZ was established by an Act of Parliament (ICTAZ Act No. 7 of 2018) to register and regulate the information and communications technology sector in Zambia. Our vision is to promote innovative, responsible, and reputable information communication and technology professionals.

Scope of work

The successful attorney or law firm will provide legal services and representation in the following areas:

- **Company Secretarial Responsibilities:** Provide company secretarial services to the regulator, including drafting and reviewing governance documents, ensuring compliance with statutory obligations, and supporting the effective functioning of the governing board and committees.
- **Corporate and Commercial Law:** Provide legal advice and representation on corporate and commercial law matters, including contracts, agreements, memoranda of understanding and other legal instruments.
- **Employment-Related Matters:** Provide legal advice and representation on employment-related issues, including the preparation and review of employment contracts, handling labor disputes, advising on disciplinary procedures, and ensuring compliance with labor laws.

- **Professional and Regulatory Law:** Provide legal support on matters related to the interpretation, enforcement, and compliance with the regulator's governing legislation and professional standards, including drafting regulatory instruments, handling disciplinary cases, and advising on regulatory frameworks.
- **Company Law:** Provide legal advice and representation on company law matters, including compliance with corporate governance principles, advising on restructuring, and ensuring adherence to statutory obligations under corporate law.
- **Administrative Law:** Provide legal advice and representation on administrative law matters, including handling appeals, conducting judicial reviews, and ensuring compliance with public law principles in interactions with government entities and stakeholders.

Expected Responsibilities

The successful attorney or law firm will be responsible for:

1. Providing timely and professional legal advice to ICTAZ on matters within their area of specialization.
2. Conducting research and analysis on relevant laws, regulations, and jurisprudence in Zambia.
3. Drafting and reviewing documents, including contracts, agreements, memoranda of understanding, and other legal instruments.
4. Representing ICTAZ in court or before regulatory bodies as required.
5. Maintaining confidentiality and ensuring that all ICTAZ information is kept confidential.
6. Keeping ICTAZ management informed of developments in matters of interest and providing regular updates.
7. Providing company secretarial duties.

Deliverables

The successful attorney or law firm will deliver:

1. A written report summarizing the scope of work, timeline, and expected outcomes for each matter (if any).
2. Regular progress updates on assigned works.
3. A detailed invoice for services delivered at the end of each month.

Key Criteria for Selection

To be eligible for this engagement, the attorney or law firm must have and submit:

1. A valid practicing certificate from the Law Association of Zambia (LAZ).
2. A valid tax clearance certificate if applicable.
3. A valid company registration certificate (for firms).
4. At least 8 years of post-admission experience in practice as a lawyer in Zambia.
5. Specialization or significant experience in company secretarial duties, employment law, or commercial law.
6. Strong research and analytical skills.
7. Excellent communication and negotiation skills.

Engagement Period and Fees

The engagement period shall be one year, renewable upon mutual agreement. The fees for services shall be subject to agreement by the parties.

General Conditions

1. ICTAZ will sign a contract with the winning attorney or law firm, and payment conditions will be determined.
2. The attorney or law firm shall be responsible for their own taxes and insurance during the engagement period.
3. The successful attorney or law firm must provide confirmation of monthly rates before signing the contract.
4. ICTAZ reserves the right to negotiate services costs if not confirmed by previous records or not affordable by ICTAZ.

How to Apply

Interested attorneys or law firms should submit their proposals which must include Curriculum Vitae, Letter of Interest, and Financial Proposals referenced under the title "**Expression of Interest for the Provision of Legal Services**" through the email jobs@ictaz.org.zm or submitted by hand delivery or addressed to the Registrar and Chief Executive Officer by **12:00Hours** (CAT) on or before **Tuesday 16th January 2025**.

CVs and Letters of Interest should clearly reflect the competencies required for the engagement and include estimated costs of services (monthly fees). All hand delivered expressions of interest should be submitted to **No. 18, Njoka Road, Olympia Park, Lusaka, Zambia**.