



EXPRESSION OF INTEREST

Title:	LEGAL ADVISORY AND SUPPORT
Type of Contract	Consultancy
Contract No	IEK/EOI/003/2026
Language of Notice	English
Deadline	8 th October 2026

CONSULTANCY SERVICES TO PROVIDE LEGAL ADVISORY AND SUPPORT FOR A PERIOD OF 3YEARS

1. INTRODUCTION

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity.

IEK members are drawn from practicing engineers working in various government institutions (both national and county), private sector, consultancies, contractors, educators, designers, manufacturers and other persons interested in engineering. IEK provides services to members through seminars, lectures, publications and training, to enable them to keep up to date with technical and industrial developments, management aspects of engineering, changes in technology and relevant developments in Kenya and elsewhere.

2. OBJECTIVES

The law firm must be capable of representing The Institution of Engineers of Kenya (IEK) in any legal case where applicable. This is important because IEK operates in a complex legal environment and may face legal challenges from time to time. Therefore, the main objective of to provide legal advice and support IEK in all legal matters, including compliance with relevant laws, regulations and policies.

3. SCOPE OF THE ASSIGNMENT

The scope of work and tasks is precisely for the successful law to provide proactive and comprehensive legal support to safeguard the Institution's interest and facilitate its smooth operations within the boundaries of applicable laws and regulations in taking the following key activities:

- i. Legal advice and consultation
- ii. Contract review
- iii. Employer/employee related matters
- iv. Dispute resolution
- v. Any matter related to Law

4. EXPECTED OUTPUTS:

The Law Firm shall provide proactive and comprehensive legal support to the to safeguard the Institution's interests:

- a. Facilitate the smooth operations of the IEK within the boundaries of applicable laws and regulations.
- b. Reduce cycle times in handling legal matters expeditiously and effectively.
- c. Understand and comply with the applicable laws, regulations, and international framework;
- d. Provide guidance on legal rights, obligations, and risks associated with IEK activities, projects, and initiatives.
- e. Analyse legal issues, assess potential impacts and present practical solutions to help IEK make informed decisions.

- f. Defend the interests and the reputation of the Institution.
 - g. Assist in drafting, reviewing, and negotiating contracts and other legal documents pertaining to new developments or unfamiliar areas, to protect IEK's interests.
 - h. Ensure that contractual arrangements comply with relevant laws, regulations, and internal policies.
 - i. Advise on contract interpretation, performance, and dispute resolution.
 - j. Provide expert legal advice and support on labour and employment law matters, labour disputes, grievances and disciplinary actions and participate in the resolution process as required.
 - k. Support IEK in matters relating to recruitment, termination, dismissal, and employee benefits.
 - l. Conduct an in-depth review of the facts of the case and advise on the way forward.
 - m. Ensure effective and efficient litigation process is followed and provide oral and written legal advice throughout the litigation process.
 - n. Support the Institution in managing and resolving legal disputes, including mediation, arbitration, and litigation.
 - o. Engage in negotiations and settlement discussions on behalf of IEK.
5. The Institution of Engineers of Kenya now invites eligible Law Firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
 6. Interested firms must provide information indicating that they are qualified and experienced to perform the services. The shortlisting criteria are:
 - a. An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy.
 - b. Signed declaration of undertaking.
 - c. General profile and background of the firm which should elaborate on the following:
 - i. Core Business of the firms
 - ii. Names of authorized representatives of the firms (Power of Attorney).
 - iii. In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.
 - iv. Commercial Registration of the firms attaching Registration certificates.
 - d. Experience of the Firm in handling consultancy services of a similar nature. Firm to include written references from at least 5 institutional clients with contact details;
 - e. The Legal Firm must be a member of the Legal Practice Council(s) or relevant international bodies. Proof of Membership must be attached.
 - f. Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment.
 7. IEK will shortlist qualified and experienced firms to submit detailed technical and financial proposals.

8. The Framework Agreements shall be concluded for a Term of two (2) years from the commencement date stated in the Framework Agreement and the Law Firm shall be engaged on an ad-hoc basis at the agreed rates to be determined before each legal representation by an engagement letter.
9. Reporting and Time Schedules: The duration of the assignment is expected to last for two (2) years. The Consultant will report directly to the Chief Executive Officer of the Institution.
10. A Consultant will be selected in accordance with the Least Cost Based Selection (LCS) method set out. This is an Expression of Interest (EOI) only; submission of Financial Proposals is not applicable at this stage.
11. The Institution of Engineers of Kenya reserves the right to verify any information provided by prospective firms and any false information will lead to disqualification.
12. Expressions of interest must be delivered to the address below by the **6th October 2026 by COB.** and should be clearly marked as **“Consultancy Services for Legal Advisory and Support, EOI NO IEK/EOI/003/2026”.**

Mandatory and Technical Evaluation Criteria

1. MANDATORY CRITERIA

Bidders should submit copies of the following documents as indicated below.

S/No.	REQUIRMENTS	YES	NO
1.	Certificate of registration/incorporation of the law firm. The firm must have a minimum of five (5) years of continuous experience in the provision of legal advisory and related legal services, counted from the date of registration/establishment of the firm to the EOI submission deadline. Copy of certificate is a must.		
2.	Valid LSK membership/registration Current LSK membership certificate or equivalent evidence		
3.	Valid Tax compliance certificate from KRA (i.e., not more than 12 months with effect from date of submission of quote)		
4.	Valid current practicing certificates for advocates proposed for the assignment.		
5.	Evidence of relevant legal practice. List of similar assignments, with client, scope and period. Kindly attach LSO/contracts and any other evidence of five (5) previously completed assignments of similar nature.		
6.	Deadline for submission of the quotation is 8 th October 2026 before COB.		

Note: Noncompliance with any MANDATORY requirement will automatically result in disqualification

Technical Evaluation Criteria

Technical Evaluation

2.	REQUIREMENTS	
1.	The Law Firm must have at least five (5) years of demonstrated experience in providing legal advisory services of a similar nature and complexity to the services described in the Terms of Reference. Experience in similar assignments. Proof of work of similar magnitude undertaken in the last 5years. Attach certified proven copies of certificate, letters of awards, LPOs/LSOs, picture of previous works done. (At least 5 proof of work) (MUST) • Provide LSO/award. • Provide recommendation letters.	35
2.	Qualifications and experience of key advocates. Attach certificates and CV.	15
3.	Understanding of the assignment/approach	20
4.	Financial Evaluation	30
Total		100

13. EOIs can also be sent by email, addressed to the address below. Interested Consultants may also obtain further information at the address below during office hours. Share the EOI through and ceo@iekenya.org and cc procurement@iekenya.org

The Institution of Engineers of Kenya

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