



ADDRESS MANAGEMENT UNIT
Electoral Office
Triq Ġużè Gatt, A29
Qasam Industrijali tal-Marsa,
IL-MARSA

Expression of Interest (EOI)

EO 01/2022

INVITATION FOR THE PROVISION OF LEGAL ADVISOR SERVICES FOR THE ADDRESS MANAGEMENT UNIT (AMU) WITHIN THE ELECTORAL OFFICE

Date Published: Friday, 7th January, 2022

Deadline for Submission: Friday, 28th January, 2022 at 12:00pm CET

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ADDRESS MANAGEMENT UNIT

ELECTORAL OFFICE, TRIQ ĠUŻÈ GATT, A29, QASAM INDUSTRIJALI TAL-MARSA, IL-MARSA, MALTA
TEL: 25583180 EMAIL: amu.electoral@gov.mt

EXPRESSION OF INTEREST

The Address Management Unit (AMU) within the Electoral Office invites interested companies or individuals to express their interest in offering legal advisor services to AMU.

1. Duties

The Legal Advisor's work will entail giving legal assistance and support to AMU related to its different areas of work.

GENERAL:

- To carry legal workload of AMU
- To work closely with the AMU staff in relation to its various fields of work and attend to meetings whenever needed and assist the Chief Electoral Commissioner
- To assist AMU in its duties related to the collection of data in view of the legislation pertaining to the collection of data
- To prepare and submit reports as may be necessary
- To draft legislations and provide legal vetting of drafts of laws and regulations which the AMU would be required to draw up
- To provide legal advice to ensure that existing and new legislation is in conformity with all legislation in relation to AMU and covering AMU's remit
- To supervise and vet all data sharing agreements emanating from the AMU's duties
- To carry out negotiation, mediation, and any other legal work required by AMU in order to meet its obligations

INVESTIGATIONS:

- To carry out any legal representation of AMU in court and in front of tribunals that results from the AMU's decision to act upon such cases
- To draft legal letters as and when required

PURCHASING AND CONTRACTING:

- To supervise and vet all contracts emanating from AMU's work

EU FUNDED PROJECTS AND OTHER PROJECT WORK:

- To supervise and vet all contracts emanating from project related contracts
- To offer full legal support in situations emanating out of projects implemented by AMU both as lead partner or as partner.

The work of the legal advisor will be delegated by the Chief Electoral Commissioner.

2. Terms and conditions

The selected candidate will:

- be engaged as AMU's legal advisor for a period of 2 years which may be renewed for further periods according to the exigencies of AMU **OR** until a maximum of €10,000 excluding VAT is reached, whichever is the earlier
- commence on the date of the last signature of contract with AMU which will be binding for both parties

- provide the required service which would have been assigned via email, within ten (10) working days.

3. Remuneration

- AMU shall pay the selected legal advisor an hourly rate of €35 excl. VAT
- Payments are to be effected within 60 days of invoice, failing which the provisions of the Late Payments Directive will come into effect
- Every invoice issued should contain the amount in Euro net of VAT, the VAT component and the Total
- The service provider is to be in possession of a VAT number
- Invoices are to be issued as and when required by the Accounts Section

4. Eligibility requirements

By the closing time and date of this Expression of Interest, applicants must:

- have an approved qualification in Laws and a warrant to practice as an advocate in Malta; well versed in the Laws of Malta and European Union Directives and case-law and other legislation as well as policies that directly or indirectly relate to issues of equality, non-discrimination, human rights, freedom of movement of workers and relevant constitutional cases
- have a minimum of four (4) years relevant work experience after having obtained the warrant; the expert must also provide evidence of having been practicing in the Maltese Courts.
- possess a minimum of MQF level 4 in English and Maltese

5. Submission of supporting Documents / Certificates

In connection with item 4 above, interested applicants are to provide the following documentation **of the proposed legal advisor** to prove their eligibility:

- CV
- Copy of qualification in Laws
- Copy of warrant
- Evidence of MQF level 4 in English and Maltese

6. Selection procedure

Eligible companies/individuals will be assessed by a selected board to determine their suitability for such service on the following criteria:

- | | |
|--|-----|
| - Related knowledge | 25% |
| - Related experience | 25% |
| - Attributes of the practice of legal professional | 30% |
| - Attributes of the legal professional to participate in the Programme | 20% |

The maximum mark for this selection process is one hundred (100) and the pass mark is sixty (60).

7. Submission of applications

The Expression of Interest including all documents listed in item 5 above, must reach the Chief Electoral Commissioner, Address Management Unit, Triq Ġużè Gatt, A29, Qasam Industrijali tal-Marsa, Il-Marsa:

- By hand or;
- By email on amu.electoral@gov.mt

not later than **noon** (CET) of Friday, 28th January, 2022. Applications will be acknowledged in writing within three working days.

Any offers submitted after this date and time will be automatically rejected.

**Address Management Unit
Electoral Office
Triq Ġużè Gatt, A29
Qasam Industrijali tal-Marsa
Il-Marsa**