



**East, Central and Southern Africa  
Health Community  
(ECSA-HC)**

## **Advertisement for Legal Advisor**

### **1. Introduction and Background**

The East, Central, and Southern African Health Community (ECSA-HC) is an intergovernmental health organization that fosters and promotes regional cooperation in health among member states. Member states of the ECSA Health Community are Kenya, Lesotho, Malawi, Mauritius, Eswatini, the United Republic of Tanzania, Uganda, Zambia and Zimbabwe.

ECSA-HC was established in 1974 to foster and strengthen regional cooperation and capacity to address the health needs of the member states.

ECSA-HC was formerly known as the Commonwealth Regional Health Community Secretariat (CRHCS), established under the auspices of the Commonwealth Secretariat in London. Since 1980, ECSA-HC has functioned under the direct control of member state governments, who consider the organization as a permanent mechanism for promoting cooperation in health in the region. The main governing document of the ECSA-HC is the Convention of the East, central and Southern Africa Health Community which established ECSA-HC and defines its terms of reference.

The ECSA Health Community works with countries and partners to raise the standard of health for the people of the ECSA region by promoting efficiency and effectiveness of health services through cooperation, collaboration, research, capacity building, policy development and advocacy.

Through partnerships with diverse institutions, ECSA's activities have also spread to other countries in Africa to address common health challenges facing the region. Within our projects, ECSA supports non-member states including Botswana, Burundi, Eritrea, Mozambique, Namibia, Rwanda, South Sudan, Seychelles, and Somalia.

**ECSA-HC now seeks to engage a reputable legal firm to provide advisory services on a retainer basis.**

## **2. Objective of the Engagement**

The selected firm will serve as our legal advisor, providing expert, practical, and timely advice on matters requiring specialized expertise or additional bandwidth. The objective is to mitigate legal risk, ensure compliance with international best practices, and facilitate the Organization's strategic objectives.

## **3. Scope of Required Services**

The firm must demonstrate proven expertise in several of the following core areas relevant to international organizations:

- a. **Public International Law:** Privileges and immunities, status agreements with host countries, treaties, and memoranda of understanding (MOUs) with states and other international organizations.
- b. **Institutional Governance:** Governance structures, rules of procedure for governing bodies, resolutions, and the legal interpretation of constitutive documents.
- c. **Contract & Commercial Law:** Drafting and negotiating complex high-value contracts, including procurement contracts, licensing agreements, consultancy agreements, and partnership agreements with NGOs and private sector entities.
- d. **Dispute Resolution & Litigation Management:** Advising on and managing international arbitration, mediation, and litigation (including employment disputes and contractual disputes). Experience in Conciliation, Mediation, and Arbitration towards dispute resolution is highly valued.
- e. **Administrative & Employment Law:** Advice on internal justice systems, staff regulations, rules, and complex personnel matters within the framework of international administrative law.
- f. **Regulatory Compliance:** Expertise in international sanctions regimes, anti-money laundering, counter-terrorism financing, and data protection regulations.
- g. **Ethics & Investigations:** Conducting independent internal investigations into allegations of fraud, corruption, sexual exploitation and abuse (SEA), and harassment. Providing advice on whistleblower policies.
- h. **Specialized Advisory:** Potential need for advice on niche areas such as intellectual property, environmental law, or maritime law, depending on the Organization's mandate.
- i. **Diplomatic Relations:** Deep understanding of the operations of international and diplomatic organizations, including immunities and privileges afforded to them.

## **4. Mandatory Qualifications and Experience**

Interested firms must meet the following mandatory criteria:

- a. **International Reputation:** A recognized firm with a proven track record of advising major international organizations, governmental bodies, or multinational corporations on complex cross-border matters.
- b. **Relevant Experience:** Demonstrable experience (provide minimum years, e.g., 10+ years) in the specific practice areas listed above. The proposal must include a list of relevant clients (which can be anonymized) and case studies.

- c. **Global/Regional Footprint & Local Expertise:** A network of offices or formal alliances in key geographic regions where the Organization operates would be an advantage, enabling the provision of advice on national law in multiple jurisdictions.
- d. **Multilingual Capabilities:** The ability to provide advice and draft legal instruments in the official languages of the Organization. Capabilities in other languages are a strong advantage.
- e. **Conflict of Interest:** The firm must have robust internal procedures to identify and manage conflicts of interest, confirming in writing that no conflicts exist that would prevent it from representing the Organization.

## 5. Key Profile of the Proposed Team

The firm must propose a dedicated core team, including:

- a. **Partner-in-Charge.** A senior partner with significant experience (15+ years) in advising international clients, who will have overall responsibility for the relationship and the quality of work delivered.
- b. **Relationship Partner / Managing Associate:** A key point of contact responsible for day-to-day liaison, ensuring responsiveness, and understanding the Organization's culture and needs.
- c. **Specialized Lawyers:** A team of associates and senior associates, who can be engaged from time to time, with specific expertise in the required practice areas. Biographies (CVs) for all proposed key team members must be included.

## 6. Expected Qualities and Working Methodology

- a. **Responsiveness:** Ability to provide urgent advice within agreed-upon timelines, often under tight deadlines.
- b. **Practicality:** Advice must be pragmatic, solution-oriented, and mindful of the operational realities and constraints of an international organization.
- c. **Cost-Effectiveness:** Transparent and competitive fee structures (e.g., discounted hourly rates, fixed fees for specific services, capped fees for projects). A clear policy on billing for travel and other expenses.
- d. **Cultural Sensitivity:** An understanding of the public service mission, principles, and diplomatic context of an international organization.
- e. **Confidentiality:** Unwavering commitment to the highest standards of confidentiality and data security.

## 7. Duration

Qualified firms will be shortlisted for interviews and may be asked to present their capabilities to an evaluation committee. The Organization anticipates entering into a framework agreement for an initial period of three (3) years.

## 8. Method of Application

Preference shall be given to firms based in the ECSA-HC region. Firms responding to this profile should submit a proposal including:

- a. *Brief Application Letter* stating why the firm feels suitable for providing the services
- b. *Firm Overview:* History, global structure, and overall philosophy.

- c. *Relevant Experience*: Detailed description of experience in the specified practice areas, including anonymized client references and selected case studies.
- d. *Proposed Team*: CVs of all key proposed team members.
- e. *Fee Structure*: Detailed explanation of fee arrangements, billing rates, and pricing models.
- f. *Certifications*: Confirmation of ability to work in the required languages and confirmation of no conflicts of interest.
- g. *Copy of company registration documents and tax clearance certificate*

***Applications that have not met all of the above set criteria will not be accepted. Only firms who have met all the requirements and have been selected for an interview will be contacted.***

#### **9.0 Deadline for Applications:**

*Applications should reach the address below by 31st March 2026*

The Director General  
East, Central and Southern Africa-Health Community  
Plot 157 Oloirien, Njiro Road  
P.O. Box 1009 Arusha,  
Tanzania  
E-mail: [vacancies@ecsahc.org](mailto:vacancies@ecsahc.org) and copy [doid@ecsahc.org](mailto:doid@ecsahc.org)  
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**The East, Central and Southern Africa- Health Community is an equal opportunity employer. Firms led by Women and/or Persons With Disabilities are encouraged to apply.**