



**African Reinsurance Corporation**  
**Société Africaine de Réassurance**

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**REQUEST FOR PROPOSALS (RFP)**

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**ENGAGEMENT OF A LAW FIRM TO PROVIDE LEGAL ADVISORY  
SERVICES TO THE AFRICAN REINSURANCE CORPORATION  
(AFRICA RE)**

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**1. INTRODUCTION**

The African Reinsurance Corporation (Africa Re) is an international organization with headquarters in Lagos, Nigeria with the mission to foster the development of the insurance and reinsurance industry in Africa; to promote the growth of national, regional and sub-regional underwriting and retention capacities and to support the African economic development.

The Corporation, created by a multilateral agreement in 1976, is owned by 42 member states of the African Union (AU), the African Development Bank (AfDB), 113 African insurance and reinsurance companies in Africa and 3 leading global insurance and reinsurance groups.

Africa Re has six regional offices in Abidjan (Côte d'Ivoire), Cairo (Egypt), Casablanca (Morocco), Lagos (Nigeria), Nairobi (Kenya), and Ebène (Mauritius). In addition, Africa Re wholly-owns three subsidiaries (Africa Re South Africa Limited in South Africa, Africa Retakaful Company in Egypt and Africa Re Underwriting Agency Limited in the Dubai International Financial Centre) as well as a foundation (Africa Re Foundation in Mauritius).

## 2. SCOPE

Africa Re is seeking to recruit a Law Firm to provide Legal Advisory services.

It is pertinent to note that Africa Re is engaged in diverse international / cross border insurance and business transactions. Hence, legal, regulatory and statutory compliance requirements can frequently have a multi-jurisdictional outlook. It is therefore imperative for the law firm to have strong legal experience in cross border corporate and financial matters in Africa and outside Africa, with proven experience in insurance and reinsurance dispute resolution and litigation mechanisms.

Accordingly, Africa Re is desirous of engaging the law firm to render legal services, and specifically to:

1. Advise, defend and conduct dispute resolution actions (litigation, negotiation, arbitration, mediation and conciliation) in insurance and / or reinsurance cases.
2. Review, draft, and negotiate agreements and contracts with vendors, suppliers, lessees/lessors, consultants and other business partners.
3. Advise on corporate and tax-exempt organization legal issues.
4. Advise on individual labour and employment matters.
5. Advise on company law and insurance law.
6. Review personnel, fiscal and other policies, as well as corporate by-laws.
7. Attend Board of Directors and Committee meetings when required on a temporary basis.
8. Advise on government grant and contract issues.
9. Assist in dispute resolution (including litigation, negotiation, arbitration, mediation and conciliation).
10. Pay particular attention to changes in legislation and regulatory regime, judicial pronouncements impacting Africa Re operations.
11. Advise on responses to subpoenas, court orders and requests for information from third parties.
12. Defend lawsuits, administrative claims, or other legal claims.
13. Conduct litigation as necessary.
14. Other legal services as needed.

### 3. PRESENTATION OF THE REQUEST FOR PROPOSALS

In order to facilitate the analysis of responses to this RFP, proposals should be prepared in accordance with the instructions outlined in this section. They should provide a straightforward, clear and concise description of the capability to meet the requirements of the RFP. All parts, pages, figures and tables, comprising the sections below, should be numbered and clearly labeled.

	<b>Areas to be covered by the RFP</b>	<b>Description</b>
1	<b>Executive Summary</b>	<p>This part is limited to a brief narrative highlighting the proposal of the law firm.</p> <p>The summary should contain as little technical details as possible and should be oriented towards non-technical personnel.</p> <p>The executive summary should not include cost quotations.</p>
2	<b>Experience of the Law Firm</b>	<p>Law firms are expected to provide information to enable Africa Re to evaluate their stability and ability.</p> <p>Law firms are requested to provide as much evidence as possible to support any claim thereof.</p> <p>Africa Re may require additional documentation for clarification.</p> <p>Law firms should demonstrate that they have carried similar works with other organizations comparable in nature, size and reputation. References, where existing, may be added as appendices.</p>
3	<b>Approach and Methodology</b>	<p>Law firms are expected to detail how they intend to conduct the mission and reach a desirable outcome.</p> <p>They are expected to explain their understanding of the mission and objectives of the assignment, the approach to be adopted, methodology to be applied / followed to provide the service and expected output.</p>
5	<b>Organization and Staffing</b>	<p>The proposed structure and composition of the team aligned to the mission should be provided along with the list of the key legal experts and support staff.</p>

		The CVs / Résumés of key staff should be added as appendices.
6	<b>Formal Partnerships with Foreign Law Firms</b>	Law firms are requested to indicate any formal cross-border partnership with foreign law firms, especially in the defense and litigation of the insurance and reinsurance cases, including insurance and reinsurance claims.
7	<b>Professional Service Fees</b>	<p>If necessary, the cost quotations (excluding VAT and other taxes) can be itemized according to the services proposed and deliverables.</p> <p>Particularly, law firms are requested to explain their proposed approach to the determination of the 1) hourly fee, 2) the retainer, 3) flat fee, and 4) the contingency fee.</p>

#### 4. CLARIFICATION OF REQUEST FOR PROPOSALS

Clarifications can be requested by e-mail only, up to three (3) business days before the date of submission of the proposal, using the Corporation's address indicated below.

The subject of the email should read:

**“ENGAGEMENT OF A LAW FIRM TO PROVIDE LEGAL ADVISORY SERVICES TO THE AFRICAN REINSURANCE CORPORATION (AFRICA RE)”**

The Corporation will respond by e-mail to such requests and will send copies of the response to all law firms that intend to submit proposals.

**E-mail Contact for Clarification: [info@africa-re.com](mailto:info@africa-re.com) , Attention: Mr. Roger Bong**

#### 5. PROPOSAL SUBMISSION

The proposals should be e-mailed **not later than 30 October 2021** to the e-mail address indicated below.

Any proposal received by Africa Re after the submission deadline shall not be considered.

The subject of the email should read "**Engagement of a Law Firm to Provide Legal Advisory Services to the African Reinsurance Corporation (Africa Re)**"; and the submission should be addressed to:

**The Corporate Secretary  
African Reinsurance Corporation  
Plot 1679 Karimu Kotun Street  
Victoria Island PMB 12765 Lagos, Nigeria**

**E-mail Contact for Submission: [info@africa-re.com](mailto:info@africa-re.com) , Attention: Mr. Roger Bong**

Yours Sincerely,

**Dr. Corneille KAREKEZI  
Group Managing Director / CEO**