Legal Services for Plan International Inc.
Plan

Plan is one of the oldest and largest children’s development and humanitarian organisations in the world. Promoting child rights and working to lift millions of children out of poverty, Plan has offices in 75 countries worldwide, including in 50 developing countries across Africa, Asia and the Americas, where the large majority of Plan’s 9,500 staff are employed. In 2018-19, Plan raised US$895 million and 21,630,756 girls and 18,864,677 boys benefitted from our work.

Plan is an international not-for-profit organisation with no religious, political or governmental affiliations. Its work is principally funded by donations from members of the public, although grants from governmental and multilateral donors are an increasingly significant part of its income.

Plan’s field operations (Country Offices and Regional Offices) and its International Headquarters are all part of the Plan International, Inc. group (known as Plan International), the vast majority of offices being branches of Plan International, Inc.

Plan International Inc. is a Thailand Office of Plan International, Inc. and is registered locally with the Ministry of Labour. The Country Director is responsible for legal issues within Thailand, subject to compliance with Plan International’s Legal Standards and other requirements set by Plan’s International Headquarters.

Below is the typical issues which we need support:

**Typical Issues**

- Tax
- Employment (Including Immigration)
- Immigration
- Civil
- IT
- Foundation establishment and compliance
- Media
Criteria

Proposals will be evaluated against the following criteria:

- Fees/cost and value for money (bearing in mind that Plan is a not-for-profit organisation);
- Ability and capacity to handle our specified legal needs;
- Experience in advising International NGOs;
- Quality of service offered and reputation; and
- Ability to pro-actively keep Plan up-to-date with any relevant forthcoming legal changes.

Expected Timetable

We hope to complete this process by February 26, 2021 and will therefore endeavor to work to the following timetable:

- Deadline for submission of proposals: February 05, 2021.
- Evaluation of proposals (including follow up questions/face to face meetings if required): Week of February 8-19 2021.

We would be happy to discuss this request and answer any questions you may during the process. You can contact Mr. Supornchai Nawataweeporn who is leading the process by e-mail at Supornchai.Nawataweeporn@plan-international.org or telephone no.02-259-8284.

Next steps

If you would like to submit a proposal, please feel free to do so in writing, ensuring that you provide details about the following:
- Size and structure of your law firm, and legal areas/specialisms covered. Please identify any gaps in relation to Plan’s stated legal needs that you will not be able to cover.
- Proposed lead lawyer, key contacts/team members.
- Relevant experience, including specific experience of advising international NGOs.
- Details of how you will ensure that you pro-actively keep Plan up-to-date with any forthcoming legal changes.
- Languages spoken.
- Fees/rates (and details of additional charges/taxes not included in these) and how you propose to charge (e.g. hourly rates or fixed fee), including details of any discounts offered.
- Monthly retainer fee (if any)
- Details of procedures for dealing with any client complaints and/or disputes relating to fees.
- Confirmation of the level of professional indemnity insurance.
- Your proposed terms of business.
- Any other relevant details.

Please submit your proposals by **February 05, 2021**

to: Mr. Supornchai Nawataweepon

Plan International Inc.

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Thank you for your interest.