**Annex 1.: Form I**

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#### **Panel of Legal Practitioners and Consultants**

#### **Application Form**

Instructions:

1. Please read the associated Request for Expressions of Interest before completing this form;
2. Complete all fields. Do not leave any blanks – write “N/A” if not applicable;
3. Complete the checklist at the end of this application prior to submitting your form to ensure that you make a complete submission; and
4. Once completed, email your application form (in PDF format) to [procurement@gov.vg](mailto:procurement@gov.vg) no later than **noon (BVI time)** on **Tuesday 15 July 2025.**

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| **PERSONAL DETAILS** | | |
| Full Name (as per passport): | | |
| Date of Birth (mm.dd.yyyy): | Nationality: | |
| Passport Number (attach certified data page): | | Place of Residence: |

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| **CONTACT DETAILS** | |
| Current Mailing Address: | |
| Primary Phone Number: | Alternate Phone Number (if any): |
| Email Address: | |
| Preferred Method of Contact: Email  Phone Other: \_\_\_\_\_\_\_\_\_\_ | |

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| **YOUR PROFESSIONAL DETAILS** | | |
| Legal Qualification(s) (e.g., LLB): | Postgraduate Qualification(s) (if any): | |
| Jurisdiction(s) of Admission: | | |
| Year of Admission to Practice: | Independent Consultant: Yes No | |
| Total Years of Post-Qualification Experience (PQE) (Years): | | |
| Professional Title(s) (select all that apply):  Legal Practitioner Barrister Solicitor  Consultant | | |
| Current Employer/Organisation (if applicable): | | |
| Are you content for us to communicate with you at your current Chambers/practice concerning this application?  Yes  No  (Please provide contact details for communications below.) | | |
| Name of Contact and Address of /Chambers/Practice:  Tel:  Email: | Alternative address/telephone number for communications:  Tel:  Email: | |
| **YOUR AREAS OF WORK** | | |
| Please list your main practice areas (up to five) indicating the percentage of time you spend on each. | | |
| 1. | | % |
| 2. | | % |
| 3. | | % |
| 4. | | % |
| 5. | | % |
| Please indicate (select all that apply) all specialisms of interest in the areas of work | | |
| Advocacy  Advisory Legislative Drafting Transactional/Regulatory Law  General Consultancy | | |

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| **EXAMPLES OF YOUR WORK** |
| **ADVOCACY**   1. Please provide details of **three representative examples** of your advocacy experience (including any pro bono work), along with one key lesson you have learned through your advocacy. The selection panel is seeking examples that demonstrate the breadth and complexity of each candidate’s experience. It is therefore essential that you clearly outline the specific **role you played** in each instance. We understand the need to anonymise your examples and will treat all information provided in strict confidence. However, anonymisation should be done in a manner that allows the narrative to remain coherent and comprehensible. There is no prescribed word count for each advocacy example. 2. Please provide a representative **list of advocacy cases** you have conducted over the past 2 years, to give an indication of the nature of your practice. The selection panel is particularly interested in understanding the areas of law involved in each case, the courts in which you appeared, and whether you were led by another advocate. A case list template is provided at the end of this form for your convenience. |
| **Example 1 (Please expand this box as necessary)** |
| **Example 2 (Please expand this box as necessary)** |
| **Example 3 (Please expand this box as necessary)** |
| **LESSON LEARNED**  Please share one meaningful lesson you have learned from your advocacy work in recent years.  **(Please expand this box as necessary)** |
| **ADVISORY**   1. Please provide details of **three representative examples** of your advisory experience (including any pro bono work), along with one key lesson you have learned through your advisory practice The selection panel is seeking examples that demonstrate the breadth and complexity of each candidate’s experience. It is therefore essential that you clearly outline the specific **role you played** in each instance. We understand the need to anonymise your examples and will treat all information provided in strict confidence. However, anonymisation should be done in a manner that allows the narrative to remain coherent and comprehensible. There is no prescribed word count for each advisory example. 2. Please provide a representative **list of advisory matters** you have handled over the past 2 years, to give an indication of the nature of your practice. The selection panel is particularly interested in understanding the areas of law involved in each case, the courts in which you may have appeared, and whether you were led by another legal practitioner. An advisory case list template is provided at the end of this form for your convenience. |
| **Example 1 (Please expand this box as necessary)** |
| **Example 2 (Please expand this box as necessary)** |
| **Example 3 (Please expand this box as necessary)** |
| **LESSON LEARNED**  Please share one meaningful lesson you have learned from your advocacy work in recent years.  **(Please expand this box as necessary)** |

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| **LEGISLATIVE DRAFTING**   1. Please provide details of **three representative examples** of your legislative drafting experience (including any pro bono work), along with one key lesson you have learned through your legislative drafting practice. The selection panel is seeking examples that demonstrate the breadth and complexity of each candidate’s experience. It is therefore essential that you clearly outline the specific **role you played** in each instance. 2. Please provide a **list of legislation** you have drafted over the past two years, to give an indication of the nature of your drafting experience. A drafting list template is provided at the end of this form for your convenience. |

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| **Example 1 (Please expand this box as necessary)** |
| **Example 2 (Please expand this box as necessary)** |
| **Example 3 (Please expand this box as necessary)** |
| **LESSON LEARNED**  Please share one meaningful lesson you have learned from your advocacy work in recent years.  **(Please expand this box as necessary)** |

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| **TRANSACTIONAL/REGULATORY LAW**   1. Please provide details of **three representative examples** of your transactional/regulatory experience (including any pro bono work), along with one key lesson you have learned through your transactional/regulatory practice. The selection panel is seeking examples that demonstrate the breadth and complexity of each candidate’s experience. It is therefore essential that you clearly outline the specific **role you played** in each instance – whether in structuring, negotiating, drafting or executing the transaction or providing regulatory advice or other support. We understand the need to anonymise your examples and will treat all information provided in strict confidence. However, anonymisation should be done in a manner that allows the narrative to remain coherent and comprehensible. There is no prescribed word count for each advisory example. 2. Please provide a representative **list of transactional/regulatory matters** you have advised on over the past 2 years, to give an indication of the nature of your practice. The selection panel is particularly interested in understanding the types of transactions involved, the sectors or industries covered, the jurisdictions applicable, and whether you acted as lead advisor or in a supporting role. A transactional/regulatory list template is provided at the end of this form for your convenience. |
| **Example 1 (Please expand this box as necessary)** |
| **Example 2 (Please expand this box as necessary)** |
| **Example 3 (Please expand this box as necessary)** |
| **GENERAL CONSULTANCY**   1. Please provide details of **three representative examples** of your general consultancy experience (including any pro bono work), along with one key lesson you have learned through your consultancy practice. The selection panel is seeking examples that demonstrate the breadth and complexity of each candidate’s experience. It is therefore essential that you clearly outline the specific **role you played** in each instance – whether in strategic planning, policy development, institutional reform, process improvement, capacity building, or other relevant areas. We understand the need to anonymise your examples and will treat all information provided in strict confidence. However, anonymisation should be done in a manner that allows the narrative to remain coherent and comprehensible. There is no prescribed word count for each consultancy example. 2. Please provide a **list of consultancy assignments** youhave undertaken over the past 2 years, to give an indication of the nature of your practice. The selection panel is particularly interested in understanding the focus of each assignment, the sectors or entities involved, the jurisdictions applicable, and whether you acted as lead consultant or in a supporting role. A consultancy assignments list template is provided at the end of this form for your convenience. |
| **Example 1 (Please expand this box as necessary)** |
| **Example 2 (Please expand this box as necessary)** |
| **Example 3 (Please expand this box as necessary)** |
| **LESSON LEARNED**  Please share one meaningful lesson you have learned from your advocacy work in recent years.  **(Please expand this box as necessary)** |

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| **OTHER GOVERNMENT CLIENTS** | | | | | | | |
| Please list up to five (5) governments or public sector clients (including international bodies) to which you have provided legal services. Where confidentiality applies, use a general descriptor (e.g., “Caribbean Government – Tax Reform”). List details within these parameters. | | | | | | | |
| Client/Organisation | | Jurisdiction | Area of Work | Nature of Engagement/Role | Scope | Year(s) of Engagement | Contact (if available) |
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| **GOVERNMENT LITIGATION** |
| Please outline below the procedural and legal issues you consider are likely to arise when representing the Government in litigation. Please also indicate how you would help address these challenges, including strategies for case preparation, advocacy, and risk mitigation.  **(Please expand this box as necessary)** |

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| **LEGISLATIVE DRAFTING** |
| Please outline below the practical and legal issues you consider are likely to arise when advising the Government on legislative drafting matters. Please also indicate how you would help address these challenges, including strategies to ensure clarity, coherence, and policy alignment.  **(Please expand this box as necessary)** |

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| **GOVERNMENT – TRANSACTIONAL/REGULATORY LAW** |
| Please outline below the practical and legal issues you consider are likely to arise when advising the Government on matters involving transactional laws. Please also indicate how you would help address these challenges, including strategies for managing complexity, risk, and regulatory obligations.  **(Please expand this box as necessary)** |

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| **GOVERNMENT – GENERAL CONSULTANCY** |
| Please outline below the practical and strategic issues you consider are likely to arise when advising the Government on general consultancy matters. Please also indicate how you help address these challenges, including approaches to stakeholder engagement, problem-solving, and implementation.  **(Please expand this box as necessary)** |

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| **WRITTEN ABILITY**   1. Please submit either a written Opinion or a Skeleton Argument as an example of your written advocacy. You may anonymise the document, and it will be treated in confidence. However, please be aware that anonymisation may not be sufficient to eliminate the risk of breaching confidence if the content remains inherently confidential in nature. On balance, we would prefer to receive an Opinion rather than a Skeleton Argument. However, we recognise that in certain areas of practice, it may be difficult to provide an Opinion. In such cases, a Skeleton Argument will be entirely acceptable. Please note that the document submitted as part of this Expression of Interest must not exceed **15 pages** in length. 2. Please use the space below to explain why you selected this particular Opinion (or Skeleton Argument) and what it demonstrates about your written advocacy. 3. If the document was jointly authored, you must confirm that the work was principally your own. Our preference is for a case in which you were not led. |
| **Please explain the reasons for your choice of Opinion (or Skeleton) and what is demonstrates:**  **(Please expand this box as necessary)** |

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| **ADDITIONAL INFORMATION** |
| Please use the space below **only** if there is anything further you would like to add in support of your application. |
| **(Please expand this box as necessary)** |

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| **REFERENCES** | |
| Please provide the name(s) and contact details of **two references.** | |
| Name of Reference:  Title/Post:  Tel:  Email: | Name of Reference:  Title/Post:  Tel:  Email: |

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| **DECLARATIONS** | |
| Please tick the appropriate box:  **I confirm that I am not aware of any actual, potential, or perceived conflict of interest that may affect my inclusion on the Panel of Legal Practitioners and Consultants.**  **I wish to disclose the following actual, potential, or perceived, conflict(s) of interest:**  **(Please expand this box as necessary)** | |
| I, the undersigned, declare that all the information provided in this application is, to the best of my knowledge and belief, true, complete, and accurate. I understand that if any information is subsequently found to be false or misleading, or if I have withheld relevant information, my application may be disqualified or, if already appointed, I may be removed from the Panel of Legal Practitioners and Consultants.  I further undertake to notify the Government of the Virgin Islands immediately should any conflict of interest arise during the course of my appointment to the Panel of Legal Practitioners and Consultants. | |
| Name: | Date: |

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| **ADVOCACY CASE LIST** | | | | | | | | | | | | | | |
| * The selection panel wants to know your advocacy experience in respect of these cases within the practice areas. Populate the template as follows: ⚫Date – Use either the specific date or month; summarise grouped cases by month if needed *e.g., “March 2024”* ⚫Case Reference/Identifier – Use anonymised names or brief identifiers (no personal/confidential details e.g., R v A, Client X, )⚫Area(s) of Law – State the relevant legal area(s) listing all applicable ones for each casee.g., Employment, Immigration ⚫ Court/Tribunal – Specify the court or tribunal, including location if relevant e.g., Magistrate’s Court, High Court, Court of Appeal ⚫Led/Unled – Note whether you acted alone (unled) or were led by another advocate e.g., junior counsel or *King’s Counsel (KC) (*Led*)* ⚫ Summary of Matter – Keep the summary brief but informative, highlighting any complexities or unique aspects of the matter; the nature of the legal issues argued, the stage(s) at which you appeared (e.g., interim hearing, final trial, sentencing;); your specific role and contributions (e.g., cross-examination, submissions, drafting). * **Please expand page and add rows as necessary** | | | | | | | | | | | | | | |
| Date | | Case Reference or Identifier | | Area(s) of Law | | Court/Tribunal | | | Led/  Unled | | | Summary of Matter/Nature of Hearing | | |
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| **ADVISORY CASE LIST** | | | | | | | | | | | | | | |
| The selection panel wants to know your advisory experience in respect of these cases within the practice areas. Populate the template as follows: ⚫Date – Use either the specific date or month; summarise grouped cases by month if needed ⚫Case Reference/Identifier – Use anonymised names or brief identifiers (no personal/confidential details)⚫Area(s) of Law – State the relevant legal area(s), listing all applicable ones for each case⚫ Court/Tribunal – Specify the court or tribunal, including location if relevant⚫Led/Unled – Note whether you acted alone (unled) or were led by another advocate⚫ Summary of Matter – Provide a brief description of the case, your role, and key legal issues.  **Please expand page and add rows as necessary** | | | | | | | | | | | | | | |
| Date | | Case Reference or Identifier | | Area(s) of Law | | Court/Tribunal | | | Led/  Unled | | | Summary of Matter/Nature of Hearing | | |
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| **LEGISLATIVE DRAFTING LIST** | | | | | | | | | | | | | | |
| The selection panel wants to know your experience in legislative drafting within the relevant practice areas. Populate the template as follows: ⚫Date – Use either the specific date or month; summarise grouped drafting assignments by month if needed ⚫Project Reference/Identifier – Use anonymised names or brief identifiers (no personal/confidential details)⚫Type of Instrument – Indicate the nature of the legislative instrument (e.g. Principal Act, amending Bill, subsidiary legislation)⚫Subject Matter/Sector – State the policy area or sector addressed (e.g., health, education, finance etc.)⚫Jurisdiction(s) Specify the jurisdiction(s) for which the draft was prepared or reviewed⚫Led/Unled – Note whether you served as lead drafter or contributed in a supporting or review capacity⚫ Summary of Matter – Provide a brief description of the drafting assignment, your role, and any notable, legal, policy, or technical challenges addressed.  **Please expand page and add rows as necessary** | | | | | | | | | | | | | | |
| Date | Project Reference or Identifier | | Type of Instrument | | Subject Matter/Sector | | Jurisdiction(s) | | | | Led/  Support | | | Summary of Matter |
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| **TRANSACTIONAL/REGULATORY LAW LIST** | | | | | | | | | | | | | | |
| The selection panel wants to know your transaction advisory experience within the relevant practice areas. Populate the template as follows: ⚫Date – Use either the specific date or month; summarise grouped matters by month if needed ⚫Transaction Reference/Identifier – Use anonymised names or brief identifiers (no personal/confidential details)⚫Type of Transaction – Indicate the nature of the transaction (e.g., M&A, real estate acquisition etc.)⚫Sector/Industry – State the sector(s) involved (e.g., financial services, energy, public infrastructure)⚫Jurisdiction(s) Specify the jurisdiction(s) applicable to the transaction⚫Led/Unled – Note whether you acted alone (unled) or were led by another⚫ Summary of Matter – Provide a brief description of the transaction, your role, and key legal issues.  **Please expand page and add rows as necessary** | | | | | | | | | | | | | | |
| Date | Transaction or Identifier | | Type of Transaction | | Sector/Industry | | | Jurisdiction | | Led/  Support | | | Summary of Matter | |
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| **GENERAL CONSULTANCY ASSIGNMENTS LIST** | | | | | | |
| The selection panel wants to know your consultancy experience in relation to the relevant practice areas. Populate the template as follows: ⚫Date – Use either the specific date or month; summarise grouped drafting assignments by month if needed ⚫Project Reference/Identifier – Use anonymised names or brief identifiers (no personal/confidential details)⚫Area(s) of Focus – Indicate the primary focus of the consultancy (e.g., institutional reform, strategic planning, regulatory review etc.)⚫Sector/Client Type – State the sector(s) or client category involved (e.g., public sector, international organization, education etc.)⚫Jurisdiction(s) Specify the jurisdiction(s) for which the draft was prepared or reviewed⚫Led/Unled – Note whether you served as lead consultant or served in a supporting or specialist role⚫ Summary of Matter – Provide a brief description of the drafting assignment, your role, and any notable, legal, policy, or technical challenges addressed.  **Please expand page and add rows as necessary** | | | | | | |
| Date | Project Reference or Identifier | Area(s) of Focus | Subject/  Client Type | Jurisdiction(s) | Led/  Support | Summary of Assignment |
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**Annex 2.: Form II:**

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| PANEL OF LEGAL PRACTITIONERS AND CONSULTANTS’ SUBMISSION CHECKLIST | | |
| Items Covered/or to be Included | YES | NO |
| Have you included a completed Application Form? |  |  |
| Have you included a copy of passport data page? |  |  |
| Have you included an updated Curriculum Vitae? |  |  |
| Have you included a copy or copies of valid documentation evidencing your admission to practice or your qualification to be admitted to practice law in the Virgin Islands? |  |  |
| Have you included any other relevant academic certificates? |  |  |
| Have you completed your Government Clients case list? |  |  |
| Have you completed the relevant list(s) templates relating to your areas of practice or consultancy? |  |  |
| Have you provided your Writing Sample? |  |  |
| Have you provided names and contact details for your references? |  |  |
| Have you signed the Declaration of Understanding and Legal Compliance section? |  |  |
| Have you signed the submission checklist confirming inclusion of documentary evidence?  (PLEASE NOTE: THIS IS MANDATORY) |  |  |

Confirmation by Applicant:

I hereby confirm that all documents ticked above are included in my Expression of Interest, and that the information provided is complete and accurate to the best of my knowledge.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_