



## Terms of Reference (ToR) for International Mid-Term Expert for Justice Reform and Inter-institutional Cooperation

-extended Deadline-

<b>Technical assistance requested:</b>	<b>International Mid-Term Expert for Justice Reform and Inter-institutional cooperation</b>
<b>Project Title:</b>	EU/Kosovo Justice Sector Programme (EUKOJUST)
<b>Reference:</b>	EuropeAid/166090/DD/ACT/XK
<b>Content of the assignment:</b>	To support the coordination among the justice institutions in implementing activities deriving from the Rule of Law Strategy and to provide cross-cutting support to project activities tackling the Rule of Law sector as a whole
<b>Expert category:</b>	International Mid-Term Expert
<b>Duration of assignment:</b>	Up to 65 man-days (100 % based in Pristina, Kosovo)

### 1. Project Background

The overall objective of the EU Grant: EU/Kosovo Justice Sector Programme (hereinafter: EUKOJUST) implemented by a consortium led by The German Foundation for International Legal Cooperation (IRZ) is to reform the justice system in line with European and international standards.

The Specific Objectives of the Project are:

- Strengthening capacities and inter-institutional coordination in the justice sector in accordance with the Functional Review of the Rule of Law Sector and the Strategy that is being developed;
- Strengthening the independence, impartiality, accountability, professionalism, quality, efficiency and transparency of the judiciary;
- Further consolidation and alignment of the legal and institutional framework with European legislation, standards and practices and implementation of laws improved;

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- Improving access to justice, particularly for women and disadvantaged or marginalized groups

## 2. Description of the assignment

### a) Specific objectives

The specific objective of this assignment is to provide cross-cutting and comprehensive support to further strengthen the coordination and cooperation among justice sector institutions in Kosovo, namely the Ministry of Justice of Kosovo on the one hand and the Judicial Council and Kosovo Prosecutorial Council together with the Supreme Court and Chief State Prosecutor's Office on the other hand.

The implementation of reforms in the Rule of Law is currently in a decisive phase and strongly pursued by the relevant institutions.

Councils and KJA are committed to advancing judicial reform and contributed to the improvement of the justice system by participating in working groups established by MoJ. Nevertheless, there is still a great need of regular communication between MoJ, KPC, KJC and KJA to ensure a constant coordination among each other regarding initial/continuous training and continuous legal education. MoJ, KPC, KJC and KJA still have different views on their respective roles in judicial trainings. In this regard, establishment of proper coordination among those institutions shall result with better policy making in judicial trainings.

Furthermore, strategic advice to the MoJ is needed to strengthen its role as forerunner of the implementation of the Rule of Law Strategy and Action Plan in all reform areas with the aim to build institutional capacity to pursue the reforms and provide proper monitoring and reporting on the long run.

In the field of ICT, the Project carried out several activities related to digitalization in the Justice Sector. A comprehensive assessment of existing ICT systems of all institutions and their interoperability and interconnectivity has been drafted. The results and recommendations of the report will serve as basis for future support. Based on inter-institutional coordination, the international partners in the rule of law sector should strengthen their policy coordination regarding ICT support.

In particular, the Project is already closely involved in the further implementation of the National Centralized Criminal Record System (NCCR). After the recent termination of a respective EU-funded project to support NCCR, EUKOJUST will during the remaining period assist, consult on and monitor the system's interconnectivity with the Case Management Information System (CMIS) and in general support the quality and accuracy of the data available in the systems to achieve higher data reliability. These activities are being dealt with by local experts and might need additional coordination based on international experience.

In the mentioned fields, the tasks of the MTE will be of both substantial and coordinative nature.

**b) Requested services**

The Mid-Term Expert will provide the following services:

- Strengthen capacities of the justice system institutions to communicate on justice reform and the results of implementation;
- Outlining obstacles and propose solutions to issues arising in the legal reform's development
- Ensure regular communications with regard to legal reforms progress;
- Advising the Ministry of Justice on issues related to the implementation of the Rule of Law Strategy and ensure sustainable capacity and institution building in this respect;
- Foster the Project's role and visibility in the general interaction between institutions on management and operational level, by providing specific assistance and coaching in support of or close liaison with the respective experts in the field;
- Supervise activities to support the recently established mechanism on inter-institutional coordination to foster its efficient operations and provide additional assistance and instruments if needed;
- Support the Team Leader in monitoring and supervising the Project's various activities ensuring thorough cross-cutting coordination and timely delivery of the expected outputs;
- Initiate and conduct meetings with relevant stakeholders on operational and management level together with or on behalf of the Team Leader whenever the need arises;
- Coordinate the inter-institutional ICT support

The services may be revised and amended according to project developments and relevant requests brought forward by stakeholders.

**c) Outputs**

The MTE is expected to contribute to the achievement of the following project outputs:

- Sustainable inter-institutional coordination mechanism in place and functioning.
- Report(s) on implementation of the RoL Strategy prepared by the established Secretariat.
- Monitoring mechanism for ensuring implementation of the RoL Strategy in place and functioning.
- Implementation of the RoL Strategy facilitated and progress in the implementation is tangible.
- First draft of the ICT Plans and overall Strategy finalized, in the light of the visions of beneficiary institutions.<sup>1</sup>
- Institutions coordinated in light of the matters pertaining to the digitalization.
- Capacity building / training provided as per identified needs.



**d) Reporting**

The MTE shall provide a Mission Report no later than one week after completing each mission using the Project's templates. This report will include a description of all activities and the outputs provided by the MTE in the context of this assignment. Moreover, the MTE shall contribute to the Project's reporting activities as instructed/requested by the Team Leader / the Project.

**3. Expert input**

<b>Total man days</b>	Up to 65 man-days have been planned for this assignment; distribution of days should be scheduled in line with the project needs; gaps between two missions should not be longer than two weeks
<b>Period of the assignment</b>	August 2023 – January 2024
<b>Starting day</b>	t.b.d.
<b>Location of the assignment</b>	Pristina, Kosovo (no remote work admissible)
<b>Working language</b>	English
<b>Contract</b>	Service Contract
<b>Remuneration</b>	All-inclusive fee rate of 500 EUR / man day plus per diem of 140 Euro. Per diem will only be paid for days worked in Kosovo.

**4. Expert profile/Requested qualifications**

<b>Qualification &amp; skills</b>	<ul style="list-style-type: none"> <li>• Academic degree in Law;</li> <li>• Excellent verbal and written English skills;</li> <li>• Excellent inter-personal and communication skills;</li> <li>• Demonstrated high level of professionalism and an ability to work independently and in a complex environment and under tight deadlines;</li> <li>• Excellent Computer literacy.</li> </ul>
<b>General professional experience</b>	<ul style="list-style-type: none"> <li>• At least 10 years' post-qualification experience of working in the Justice and Rule of Law sector;</li> <li>• Professional experience in the public sector;</li> <li>• Professional experience in at least one supervisory function; international managerial experience is an advantage;</li> </ul>



	<ul style="list-style-type: none"> <li>• Proven experience as international expert or consultant in at least two projects relevant for this assignment during the past 5 years;</li> <li>• Previous experience in Kosovo Rule of Law sector is a distinct advantage.</li> </ul>
<b>Specific professional experience</b>	<ul style="list-style-type: none"> <li>• Experience in drafting or monitoring national legal reform strategies or supporting their implementation as local or international stakeholder, preferably working with or for different judicial institutions and agencies;</li> <li>• Experience in conducting assessments and analysis and in legal drafting, especially regarding alignment of national provisions with EU and international standards;</li> <li>• Affiliation with or good understanding of digitalisation processes and IT-related questions would be an asset;</li> </ul>

## 5. Tender procedure

Candidates interested in participating in the tender procedure are encouraged to hand in **their application** consisting of a CV in EuropeAid Format and a cover letter by Friday **4<sup>th</sup> of August 2023** 12:00 pm (German time zone) in English by e-mail to [kosovo@irz-projects.de](mailto:kosovo@irz-projects.de)

References must be available upon request.

Candidates have to fulfil the minimum requirements mentioned above to be considered suitable.

The evaluation of the offers will be made based on the score of the above criteria related to Qualification & skills, General professional experience and the Specific professional experience. A maximum of 10 points are foreseen for each category. 10 points will be awarded in case the bidders offer exceeds the requirements of the Project, 8 points will be awarded for an offer rated as “very good”, 6 points will be awarded for an offer rated as “good”, 2 points will be awarded for an offer rated as “sufficient”. Offers, which either do not meet the minimum criteria of the Project or are rated 0 points in one or both categories for being inadequate will be expelled from the awarding procedure.

Three candidates considered most suitable will be invited to submit their full offer, consisting of full CV, preferably and a cover letter and will be invited to an online interview to present their offers. The final selection will be based on the requested qualifications and the interview.

For more information, please contact [ahmeti@irz.de](mailto:ahmeti@irz.de).



## 6. Eligibility Requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must have the following eligibility requirements:

- no criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime which determines the inability to contract with the Public Administration;
- not subjected to criminal proceedings;
- fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work or other relations) with the Project Stakeholders / Kosovar Justice Sector institutions;
- are not Kosovar civil servants.

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