

Republic of Serbia
Ministry of Justice
Multi Donor Trust Fund for Justice Sector Support in Serbia

INDIVIDUAL CONSULTANCY SERVICES
Grant No. TF 97118

The Republic of Serbia has received a Multi-Donor Trust Fund for Justice Sector Support (MDTF-JSS) from various donors, jointly executed by the World Bank and the Ministry of Justice (MOJ) and intends to apply part of the proceeds of this grant funds to payments under the contract:

- ICT Consultant – Court Fee Collection Analysis (Short Term Consultancy), ref. no. SER-MDTFJSS-TF097118-IC-CS-15-50.

The services of short term ICT Consultant – Court Fee Collection Analysis include support the Serbian judicial authorities to provide targeted technical assistance to justice stakeholders to strengthen court fee collection. Specific tasks are divided into 3 phases and will include:

Phase 1: Analysis of the Court Fee Collection

- a) Analysis of the current practices for entering information on court fees in AVP and SAPS;
- b) Develop a set of recommendations for improvement on data entry on court fees and reporting;
- c) Develop a technical specification for additional improvements in the AVP and SAPS in line with the recommendations;
- d) Develop a technical specification for critical hardware improvements in line with the recommendations.

Phase 2: Knowledge Transfer and Training

- e) Partner with an IT professional from the MOJ's IT Department and from the Supreme Court of Cassation (SCC) to transfer knowledge to staff who use the systems;
- f) In partnership with the Reform Accession Facilitation Unit (RAFU) consultants outline training needs for AVP and SAPS users to improve court fee collection.

Phase 3: Assessment of Human Resources regarding ICT systems

- g) Conduct analysis of current ICT systems (AVP and SAPS) in terms of human resources in courts and their knowledge and experience related to their scope of work, with focus on medium and long-term plans for education and further improvement.

While performing his/her activities, the Consultant is expected to coordinate closely with the RAFU consultants in the MOJ and SCC and with the World Bank Team.

The Consultant shall be engaged for 35 man-days in the period of 3 months. The assignment is envisaged to start in December 2015. Frequent travel to courthouses will be required.

For Consultant following is required: Relevant IT certification required for an ICT generalist; 5-10 years' IT experience, including substantial working knowledge of IT system design; Experience working with and providing support to senior level individuals of the government and multi-national entities desirable; Demonstrated understanding of the Serbia's judicial budget and issues pertaining to the court revenue collection; Fluency in Serbian and English language essential, including excellent oral communications skills in English and the ability to produce reports in quality in both English and Serbian; Demonstrated track record of

timely delivery of analytical assignments, that involved generating quantitative and qualitative data of reliable quality; Excellent communication skills, both by phone and in person; Demonstrated ability to facilitate dialogue with high-level stakeholders, strategize solutions with key operational leads, and work on a team; Sensitivity to possible project constraints and ability to define priorities and recommend realistic solutions in line with the current ICT architecture, which do not require substantial changes; Self-starter who takes initiative and follows-up to establish understanding, resolve discrepancies, clarify ambiguities, and complete pending tasks; Ability to work under pressure, with tight deadlines, in a multicultural environment and in partnership with the Serbian Government.

The Project Implementation Unit (PIU) of the Ministry of Justice now invites eligible individual consultants to indicate their interest in providing the above services. Interested consultants must provide Cover Letter and CV representing description of similar assignments, experience in similar conditions and availability of appropriate skills.

A consultant will be selected in accordance with the IC procedure set out in the “*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*”, published by the World Bank in January 2011.

Interested consultants may obtain further information from the PIU of the MOJ at the address below from 08:00 to 15:00 hours.

Expressions of interest in English language must be delivered to the e-mail address below by November 25, 2015, 12:00 Noon, local time.

When submitting Expressions of interest please indicate assignment and reference number for which you are applying.

Project Implementation Unit
Ministry of Justice
11000 Belgrade, Serbia
Nemanjina 22-26
Tel./Fax: +381 11 3620458
E-mail: liljana.krejovic@mpravde.gov.rs