

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

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 and intends to apply part of the proceeds of this grant funds to payments under the following contracts:

- ICT Consultant for Support to the Judicial Modernization based in the Ministry of Justice (MOJ), ref. no. SER-MDTFJSS-TF097118-IC-CS-14-40;
- Consultant for the Reform of the Judicial Network based in the Ministry of Justice (MOJ), ref. no. SER-MDTFJSS-TF097118-IC-CS-14-41;
- Senior ICT Advisor – Court Automation and Caseload Statistics Specialist based in the Supreme Court of Cassation (SCC), ref. no. SER-MDTFJSS-TF097118-IC-CS-14-42;
- Monitoring and Evaluation Specialist based in the Supreme Court of Cassation (SCC), ref. no. SER-MDTFJSS-TF097118-IC-CS-14-43; and
- Senior Legal Advisor- Court Jurisprudence Specialist based in the Supreme Court of Cassation (SCC), ref. no. SER-MDTFJSS-TF097118-IC-CS-14-44.

The services of ICT Consultant for Support to the Judicial Modernization based in the MOJ include support to the MOJ in implementation and monitoring of ongoing ICT related projects, as well as planning of future ICT activities of the MOJ. The Consultant is expected to directly support the Assistant Minister of Justice in charge of IT. While performing his/her activities, the Consultant will cooperate with MOJ staff such as: staff of the ICT Department, as well as head and/or supporting staff of ICT departments in High Judicial Council (HJC), State Prosecutorial Council (SPC), and possibly other courts and prosecutor offices. The key tasks comprise the following: capacity building of MOJ staff within the ICT Sector, as well as MOJ staff engaged in the accession and reform implementation units, including daily twinning and on-the-job training of civil service staff in order to transfer knowledge and skills; assistance to the MOJ in gathering, analysis and assessment of ICT assets in the judiciary sector, with the aim to precisely identify current situation in regard to the ICT capacity in the Serbian judiciary; assistance to the MOJ with the analysis of the existing workflow models and related problem identification in regard to the functioning of the information systems in the judiciary (courts, prosecutors' offices and prisons); assistance to the MOJ in the preparation of recommendations for solving identified workflow related problems in the judiciary (courts, prosecutors' offices and prisons); organization and monitoring of ICT related trainings; assistance to the MOJ in the realization of ICT related projects; assistance to the MOJ in the preparation of tender documentation in regard to ICT related procurements for maintenance contracts in the judiciary, i.e. maintenance of WAN, maintenance of justice sector case management systems etc. The Consultant shall be engaged on a contract basis, full time, for a period until 31st of December 2015. Appointment to the position is expected to commence in March 2015. For Consultant following is required: university degree in ICT, engineering, telecommunications or similar; at least five years of relevant professional experience; experience with application of international standards in the area of information systems security management will be considered as an advantage; experience in end user technical support; experience in working with public and/or government institutions with large number of users; demonstrated ability to deliver on-the-job training, including the transfer of knowledge and skills, in a

respectful professional manner; experience with application of international standards in the area of ICT services management will be considered as an advantage; ability to work under pressure, with tight deadlines, in a results-driven environment; and excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.

The services of Consultant for the Reform of the Judicial Network based in the MOJ include support to the MOJ by providing appropriate analytical and advisory services, and contributing to development of different substantive outputs and deliverables. Responsibilities include monitoring and reporting related to the implementation of the new NJRS and the AP in specific strategic guidelines, measures and activities. While performing his/her activities, the Consultant will cooperate with MOJ staff such as: Advisor for studies and analytical affairs of the judicial reform, Advisor for the planning, analytics and reporting, Advisor for the preparation of budget, Head of the Department for the implementation of projects, Head of the Group for investments, Head of Department for EU integration, Head of Group for NJRS implementation, as well as Advisor for the EU integration from the RPPO, Advisor for the EU integration and harmonization of legislation from the SCC, Secretary of HJC Administrative office, Secretary of SPC Administrative office and Director of the Judicial Academy. The key tasks comprise the following: Capacity building of MOJ staff engaged in the accession and reform implementation units, including daily twinning and on-the-job training of civil service staff to transfer knowledge and skills; monitoring and supporting the implementation of the strategic guideline and relevant measures and activities determined by the AP related to the establishment of an effective and efficient network of courts and prosecutors' offices and conduction of analyses of judicial network efficiency; monitoring and supporting the implementation of specific measures and activities related to the establishment of the efficient system for weighing of cases; monitoring and supporting the implementation of specific measures and activities related to transfer of budgetary authority on HJC and SPC regarding infrastructural investment analyses and planning; monitoring and supporting the implementation of specific measures and activities related to further enhancement of judicial administration through the implementation of the analysis and assessment of the roles of managers and secretaries of courts and public prosecutors' offices; monitoring and supporting the implementation of the strategic guidelines related to the judges' and prosecutors' assistants and trainees, their position, accountability and introduction of the overall access to training of judges' and prosecutors' assistants and trainees; supporting the administrative offices of the HJC and SPC in the process of collecting and compiling statistical data relevant to their strategic decision making, and the process of developing a system of data collection necessary for their work, training members of independent judicial institutions in the field of analytics, statistics and strategic planning. The Consultant shall be engaged on a contract basis, part time, for a period until 31st of December 2015. Appointment to the position is expected to commence in March 2015. For Consultant following is required: advanced degree in law; at least 5 years of relevant professional experience; demonstrated understanding of EU standards in the justice field; relevant international education/training/working experience is desirable; demonstrated experience with the structure/functions/organization of the judiciary in Serbia and key justice sector reform issues in Serbia; experience in court administration would be desirable; demonstrated ability to deliver on-the-job training, including the transfer of knowledge and skills, in a respectful professional manner; ability to work under pressure, with tight deadlines, in a results-driven environment; and excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.

The services of Senior ICT Advisor – Court Automation and Caseload Statistics Specialist based in the SCC include technical assistance to the SCC in activities related to the standardization of statistical reporting of the SCC and courts of general and specialized jurisdiction, and training of a designated SCC staff (statistician, IT administrator, judicial advisor, judicial assistant and/or judge) to sustain the entire activity regardless of potential future donor-funded intervention. While performing his/her activities, the Consultant will cooperate with the SCC staff such as: Head of the IT Department, statistician, Heads of Criminal and Civil Departments and Head of the Department for Protection of the Right to a Trial within Reasonable Time, as well as SCC advisors and other justices involved drafting the statistical and other reports on work of courts. In addition, the Consultant will closely cooperate and coordinate his/her activities with the IT administrators and designated

court staff in all state level courts (Administrative Court, Commercial Appellate, and Misdemeanor Appellate Court), appellate courts, higher courts, commercial courts, basic courts, misdemeanor courts, as well as IT Department of the High Court Council and MOJ. The key tasks comprise the following: capacity building of SCC staff engaged in collection and analysis of the caseload data and drafting reports on the work of courts, including daily twinning and on-the-job training of IT administrators, statisticians and judicial advisors to transfer knowledge and skills and to enable the gradual transition of responsibilities for the above tasks to the Court staff; assistance to the SCC in collecting and processing statistical information, identifying means to introduce new and more efficient tools and methodologies for statistical processing and automation of caseload processing; analysis of current categories of statistical reporting from the aspect of different needs, identifying deficiencies related to statistical reporting processes and formats of statistical reports, harmonizing statistical reports with European standards and help to the SCC and courts in their implementation; assessment of the current ICT infrastructure in the SCC and its capacity to support current and future business needs, recommendations and assistance in developing five year ICT strategic planning document for the SCC, provision of technical specification for critical ICT infrastructure strengthening; drafting of functional requirements and principal software and hardware architecture for the centralized national caseload database and statistical reporting server; technical assistance and writing of functional specifications for improving the existing case-law database, investigating the technical possibilities to its further expansion to state level courts' and appellate courts' decisions, as well as decisions of relevant international institutions (CJEU case-law, UN Committees, etc.), identification of the ICT-related training needs of the SCC judicial and non-judicial staff, development of training curriculum. The Consultant shall be engaged on a contract basis, full time, for a period until 31st of December 2015. Appointment to the position is expected to commence in March 2015. For Consultant following is required: degree in computer science, information technologies, electrical engineering or other related technical fields, preferably MSc or equivalent; at least 8 (eight) years of relevant professional experience in software development, software architecture, business process analysis, ICT strategic planning, relational databases and SQL; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia and key justice sector reform issues in Serbia; demonstrated familiarity with the existing statistical reporting formats in Serbian judiciary; certification in project management (PMP) is an advantage; demonstrated ability to deliver on-the-job training, including the transfer of knowledge and skills, in a respectful professional manner; ability to work under pressure, with tight deadlines, in a results-driven environment; and excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.

The services of Monitoring and Evaluation Specialist based in the SCC include technical assistance to the SCC in activities related to the overall implementation of the National Backlog Reduction Plan, adopted by the SCC in December 2013 (<http://www.vk.sud.rs/en/unified-backlog-reduction-program>), and training of a designated SCC employee (judicial advisor, judicial assistant or a judge) to sustain the entire activity regardless of potential future donor-funded intervention. While performing his/her activities, the Consultant will cooperate with the SCC staff such as: Head of the Working Group for Monitoring and Implementation of the National Backlog Reduction Plan (BLR WG) – Chief Justice, and all WG members, the WG secretary, the Head of the IT Department, data-base administrator and chief statistician. In addition, the Consultant will closely cooperate and coordinate his/her activities with presidents of all national courts and designated court officials regarding reporting on caseloads and backlogs, and measures taken to reduce/prevent them. The key tasks comprise the following: capacity building of the BLR WG and SCC staff that supports it, including daily twinning and on-the-job training of judicial advisors to transfer knowledge and skills and to enable the gradual transition of responsibilities for the above tasks to the Court staff; designing of activity framework in close coordination with the SCC and its Working Group for Implementation of the National Backlog Reduction Program (WG), designing of WG Plan of Activities, assistance in designing of Court Performance Framework, identification of the key courts' performance measurement areas, performance indicators, data types and reports to feed the relevant indicators; based on the Court Performance Framework, identification and analysis of data and presentation of the analysis on system-wide level, court types level and individual courts level using reader-

friendly “dashboards”, graphs, diagrams, text boxes and images where appropriate, preparation of written analysis, findings and conclusions on the identified trends in courts performance and backlog reduction upon WG requests; preparation of written proposals for general and special measures and techniques aimed at efficient disposition of the old cases (for individual courts and for courts with the same or similar characteristics) by using USAID SPP best practices, WG’s recommendations and newly identified local, European and international successful methods for tackling backlogs and inefficiencies, support to the SCC in active and substantial cooperation with international organizations and/or agencies in relation to the backlog and case-delay reduction. The Consultant shall be engaged on a contract basis, full time, for a period until 31st of December 2015. Appointment to the position is expected to commence in March 2015. For Consultant following is required: advanced degree in economics, business, law or related discipline (Master degree or equivalent preferred); at least 8 years of relevant professional experience and passed bar exam; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia and key justice sector reform issues in Serbia will be a plus; locally recognized expertise in justice sector performance measurement issues; demonstrated experience of justice sector performance measurement in EU accession countries; demonstrated ability to deliver on-the-job training, including the transfer of knowledge and skills, in a respectful professional manner; ability to work under pressure with tight deadlines, in a result-driven environment, and excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.

The services of Senior Legal Advisor- Court Jurisprudence Specialist based in the SCC include technical assistance to the SCC in activities related to the overall harmonization of court practice in accordance to the SCC Court Harmonization Plan, initially drafted in 2014 (<http://www.vk.sud.rs/sites/default/files/attachments/PlanAktivnostiVrhovnogKasacionogSuda.pdf>), and training of designated SCC staff (judicial advisor, judicial assistant and/or judge) to sustain the entire activity regardless of potential future donor-funded intervention. While performing his/her activities, the Consultant will cooperate with the SCC staff such as: Head of the Case-Law Department, Heads of Criminal and Civil Departments and Head of the Department for Protection of the Right to a Trial within Reasonable Time, as well as SCC advisors and other justices involved in implementation of the SCC Court Harmonization Plan. In addition, the Consultant will closely cooperate and coordinate his/her activities with the Heads of Case-Law Departments and designated court staff in all state level courts (Administrative Court, Commercial Appellate, and Misdemeanor Appellate Court), appellate courts and higher courts. The key tasks comprise the following: capacity building of SCC staff engaged in the harmonization of jurisprudence and alignment of case-law, including daily twinning and on-the-job training of judicial advisors to transfer knowledge and skills and to enable the gradual transition of responsibilities for the above tasks to the Court staff; design of activity framework in close coordination with the Chief Justice and heads of departments of the SCC, and prior communication with state level courts’ and appellate courts’ presidents, analysis of the impacts of activities undertaken by the SCC and other courts in 2014, summarizing them into a report, as well as dissemination of the results achieved to professional and general public (outreach), proposal of measures for horizontal, vertical and specific harmonization (in certain courts – misdemeanor, commercial, or areas – enforcement, non-litigation, etc.); in close cooperation with the Chief Justice and appellate court presidents drafting of the 2015 Joint Meetings Plan (Art. 34 of the Law on Court Organization); in close cooperation with the SCC department heads review and analysis of disputed legal issues in respective legal areas, analysis of the impact of adopted legal standards in first-instance courts and preparation of the report for wide distribution, in close cooperation with Monitoring and Evaluation Specialist analysis of the impacts of adopted legal standards on reduction of backlog of cases in first instance and second instance courts, progressively improvement of the existing case-law data base and investigating of the possibilities to its further expansion to state level courts’ and appellate courts’ decisions, as well as decisions of relevant international institutions (CJEU case-law, UN Committees, etc.); analysis of legislative framework and recommendations for its improvement to avoid inconsistent decisions in the same or similar legal and factual situations; identification of the training needs and drafting of court practice harmonization training program for judges and court staff; support to the SCC in active and substantial cooperation with international organizations

and/or agencies in relation to the harmonization of the jurisprudence. The Consultant shall be engaged on a contract basis, full time, for a period until 31st of December 2015. Appointment to the position is expected to commence in March 2015. For Consultant following is required: advanced degree in law, MA or equivalent in international and/or EU law is desirable; at least 8 years of relevant professional experience and passed bar exam; demonstrated knowledge of procedural and substantive criminal and civil law at the national and international level; experience in applying legal expertise to diverse range of complex legal issues and ability to conduct comprehensive legal research are desirable; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia and key justice sector reform issues in Serbia; prior working experience in a national court is desirable; participation in appeals is an advantage; demonstrated ability to deliver on-the-job training, including the transfer of knowledge and skills, in a respectful professional manner; ability to work under pressure, with tight deadlines, in a results-driven environment; and excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.

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 February 09, 2015, 12:00 Noon, local time.

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

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