

ANNEX A

Terms of Reference
Multi Donor Trust Fund for Justice Sector Support for Serbia
Component 4: Modernization of Judicial Facilities and Infrastructure
Automated Case Management and justice reform expert/Sector IT Expert
(Long Term Consultant)
PP Ref. No. II.1.4.1-d

Background and Objective of Assignment

1. Serbia intends to further accelerate its justice sector reform process based on promising results achieved during the past years. This process aims at strengthening the rule of law and improving the capacity, performance, efficiency, integrity, accountability and professionalism of its justice sector and justice sector officials. The judicial reform process in Serbia has been supported by resources from the state budget and by Serbia's development partners. Programs and projects providing support to the reforms have been financed by a wide range of multilateral and bilateral donors and Civil Society Organizations.
2. To support this evolving reform agenda a Multi Donor Trust Fund for Justice Sector Support (MDTF-JSS) has been established with contributions from key international development partners. The MDTF-JSS, jointly executed by the World Bank and the Ministry of Justice (MOJ) of the Republic of Serbia, provides targeted support to Serbia's justice sector to advance justice sector reform and modernization. The main focus areas pertain to different aspects of Serbia's EU accession process in the justice sector, strengthening institutional capacity and resource management functions in justice sector institutions and ensuring donor coordination and aid effectiveness.
3. As part of Government-executed activities, the MDTF-JSS will support the establishment of a Reform Facilitation Unit (RFU) to assist the MOJ and judiciary institutions in planning, implementing and evaluation justice sector reform activities. This facility will fund long term consultants, legal experts and short term consultants, to provide expert advice, recommendations and technical assistance – including drafting technical and policy notes/papers, strategic planning documents, improving aid coordination and effectiveness, and facilitating project design and implementation.
4. The establishment of the RFU is also envisioned to contribute to longer-term capacity building at the MOJ and the Judiciary, and lay sustainable foundations for in-house capacity within the Serbian justice sector institutions to plan, sequence, implement and monitor justice sector reform activities in Serbia. It is envisaged that the RFU will stay in operation after the completion of MDTF-JSS and be funded from the state budget.
5. A full description of the Project is provided in the document “Note on amending the World Bank-executed Multi Donor Trust Fund for Justice Sector Support in Serbia (MDTF-JSS-P110249) to a Hybrid trust Fund” (Hybrid Note). The Hybrid Note is considered a part of the necessary background material to be understood by Consultant.

Scope of Assignment and Key Tasks

6. The Expert will support the Ministry of Justice in managing and monitoring the ongoing project to roll out an Automated Case Management System to the courts of general jurisdiction. The Consultant is expected to directly support the Assistant Minister of Justice in charge of IT in the management of this project. The Consultant is also expected to assist the Ministry in preparing an ICT modernization strategy and provide support for implementing key ICT-related initiatives in the justice sector.

7. The key task comprise the following:

- a) Monitor the user data entry into automated software case management system and it's outputs (e.g. docket sheets, reports), recognizing deficient entries and making recommendations for improvement.
- b) Monitor implementation of automated case management system in Serbian court network and provide recommendations for integration into one compatible system;
- c) Provide technical assistance during case management software implementation on identifying and eliminating excessive administrative procedures;
- d) Gathering and analysis of user feedback and suggestions regarding further development of further development of automated case management system;
- e) Assistance in compiling of additional user manuals for updates of automated case management system
- f) Assistance to MoJ in creating, analyzing and evaluating reports generated from automated case management systems in Serbian courts;
- g) Analysis of monthly reports and providing suggestion on reducing backlogs.

as outlined in Annex 2 and Attachments A and B of the Hybrid Note.

Contract duration, reporting and location

8. The initial duration of the assignment will be till the end of December, 2012. The contract may be extended depending on performance, business needs and resource availability. The contract start date will be in January, 2012.

9. The position will be based at the RFU in the MOJ. The consultant may need to undertake operational travel in Serbia and externally – such travel will be reimbursed in accordance with applicable Law.

10. The Consultant will report to the Assistant Minister for IT at the MOJ and State Secretary.

Deliverables

11. The main deliverables comprise (i) backlog reduction strategy for the justice sector in Serbia; (ii) analysis of court statistical reports to be submitted to the Committee for operational standardization on monthly basis; and (iii) proposal of data control measures to improve efficiency and accountability of the court's performance.

Consultant Qualifications and Experience

12. The Consultant will possess the following qualifications and experience:

- Advanced degree in law, information technology, or related discipline;
- At least 5 years of relevant professional experience;
- Experience in working with courts in Serbia;
- Demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia ;
- A working knowledge of court procedures and/or case processing in the justice sector is highly desirable;
- Experience from working with ICT-related issues in Serbia's justice sector is highly desirable;
- Ability to work under pressure, with tight deadlines, in a multicultural environment; and
- Excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice.