

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 – Ministry of Finance (MoF) 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 following contracts:

- Consultant for Justice Sector Policy, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-07;
- ICT Consultant, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-08;
- Consultant for Monitoring and Evaluation, Communication and Media, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-09;
- Advisor for Communication and Media, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-10;
- Consultant for Access to Justice, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-11; and
- Expert for Access to Justice, ref. no. SER-MDTFJSS-TF097118-IC-CS-11-12.

The services of Consultant for Justice Sector Policy include: support MOJ in subjects of Human Rights (Minorities, Gender, Family violence) and Rights of the Child; support MOJ in active and substantial cooperation with various Government bodies and international organizations and or agencies; facilitate ongoing MOJ efforts to combat corruption and, in accordance to the National Strategy for Combating Corruption, facilitating such efforts with the Ministry of Interior (MOI) and the Ministry of Finance (MOF); support Serbia's active and substantial participation regional cooperation within the Western Balkans context pertaining to organized crime and anti-corruption, etc. The Consultant for Justice Sector Policy shall be engaged on a contract basis, full-time, as long-term consultant, for a period until 31st of December 2011, with its possible extension based on a satisfactory performance if the MDTF-JSS will be extended. Appointment to the position is expected to commence in June 2011. For Consultant for Justice Sector Policy following is required: advanced degree in law, public policy, political science, development studies, or related discipline; at least 5 years of relevant professional experience; familiarity with the structure/functions/organization of the justice sector in Serbia and key justice sector reform issues in Serbia; familiarity in issues pertaining to organized crime, anti-corruption, human rights, rights of the child; familiarity from regional cooperation issues in justice sector context; experience related international relations and organizations in justice sector; experience in research work and training activities; 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.

The services of ICT Consultant include: implementation of automated case management system in court units; analysis of data gathered from the automated case management system; monitoring of the user data entry into automated software case management system and its outputs (e.g. docket sheets, reports), recognizing deficient entries and making recommendations for

improvement; monitoring of training related to the implementation of automated case management system in court units; gathering and analysis of user feedback and suggestions regarding further development of automated case management system; assistance in compiling of additional user manuals for updates of automated case management system; organization of additional trainings and seminars for court representatives regarding automated case management system; assistance to MoJ in creating, analyzing and evaluating reports generated from automated case management systems in Serbian courts, etc. The ICT Consultant shall be engaged on a contract basis, full-time, for a period until 31st of December 2011, with its possible extension based on a satisfactory performance if the MDTF-JSS will be extended. Appointment to the position is expected to commence in June 2011. For ICT Consultant following is required: high school degree in ICT, engineering, telecommunications or similar, where Bachelor or University degree will be an advantage; experience with automated case management systems and practices in Serbia; experience in end user technical support; experience in working with public and/or government institutions with large number of users; experience with organization and conduction of trainings; practical work experience with help-desk support and data entry will be an advantage; ability to work under pressure, with tight deadlines, in a multicultural environment; and excellent written and oral communications skills in English and Serbian.

The services of Consultant for Monitoring and Evaluation, Communication and Media include: plan, coordinate and implement communications strategy for Serbia's justice sector, aiming to increase public awareness on the Judiciary and all aspects of the justice sector reform process in Serbia; strengthen links, cooperation and collaboration with national justice sector stakeholders, including the civil society, to support intra-agency communication in the sector; designing, coordinate and play a key role in implementation of the media campaign to support the objectives of the communications strategy; support the MOJ and judiciary in contacts with media in a proactive manner; support the organization of conferences, seminars, round tables or any other public event organized by the MOJ and judiciary; supporting the ongoing work to undertake a justice sector performance survey; prepare an action plan to implement the survey recommendations, and support the World Bank team in developing appropriate justice sector indicators and contribute to development of a justice sector performance network for Serbia's justice sector, etc. The Consultant for Monitoring and Evaluation, Communication and Media shall be engaged on a contract basis, full-time, as long-term consultant, for a period until 31st of December 2011, with its possible extension based on a satisfactory performance if the MDTF-JSS will be extended. Appointment to the position is expected to commence in June 2011. For Consultant for Monitoring and Evaluation, Communication and Media following is required: advanced degree in political science, law, journalism, media, or related discipline; at least 3 years of work experience; experience in working with strategic communications issues and public outreach in Serbia; successful track record in dealing with media and journalists; experience related international relations and organizations; experience in dealing with performance measurement issues and preparation of monitoring & evaluation reports; 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.

The services of Advisor for Communication and Media include: strengthen links, cooperation and collaboration with national justice sector stakeholders, including the civil society, to support intra-agency communication in the sector; assess and support the MOJ and judiciary in contacts with media in a proactive manner; and contribute the ongoing work to undertake a justice sector performance survey, etc. The Advisor for Communication and Media shall be engaged on a contract basis, as short-term consultant, for a period of 6 months, with its possible extension

based on a satisfactory performance if the MDTF-JSS will be extended. Appointment to the position is expected to commence in June 2011. For Advisor for Communication and Media following is required: degree in law, political science, journalism, media, or related discipline and 5 years of professional experience or lower degree and 10 years of professional experience; experience in media – preferably in electronic and paper media and investigative journalism; at least 5 years of experience as editor in electronic media; experience in co-ordination with the NGOs and government organizations; successful track record in dealing with media and journalists; 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.

The services of Consultant for Access to Justice include: providing an analysis and needs assessment of current situation relating to free legal aid reform in Serbia; providing research activities relating to the drafting of the new Law on free legal aid; providing advice and support in creation of legal framework for free legal aid system in Serbia; liaising with NGOs and other relevant groups dealing with access to justice issues in Serbia, coordinate joint activities and organize consultations and round-tables to obtain inputs and comments for the strategy and the legal framework; supporting in preparing the implementation arrangements for the legal framework upon its adoption; support in designing and implementing outreach and public awareness activities and campaigns pertaining to free legal aid system in Serbia, etc. The Consultant for Access to Justice shall be engaged on a contract basis, full-time, as long-term consultant, for a period until 31st of December 2011, with its possible extension based on a satisfactory performance if the MDTF-JSS will be extended. Appointment to the position is expected to commence in June 2011. For Consultant for Access to Justice following is required: advanced degree in law, public policy, political science, development studies, human rights, or related discipline; at least 2 years of relevant professional experience; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia and region; experience related international relations and organizations in justice sector is considered an asset; experience related to research activities in justice sector; ability to work under pressure, with tight deadlines, in a multicultural environment; excellent written and oral communications skills in English and Serbian, with the ability to prepare notes and summaries at short notice; and advanced computer skills are essential.

The services of Expert for Access to Justice include: providing analytical and advisory inputs on free legal aid system reform, as requested by the relevant assistant ministers at the MOJ; contributing to different substantive outputs and deliverables envisaged by the Free Legal Aid system reform process; designing, initiating and implementing learning and knowledge sharing events for different target audiences relevant to the reform process, etc. The Expert for Access to Justice shall be engaged on a contract basis, full-time, as long-term consultant, for a period until 31st of December 2011, with its possible extension based on a satisfactory performance if the MDTF-JSS will be extended. Appointment to the position is expected to commence in June 2011. For Expert for Access to Justice following is required: advanced degree in law, political science, development studies, human rights, or related discipline; at least 5 years of relevant professional experience related to access to justice issues; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia and key justice sector reform issues in Serbia; experience from donor-funded programs and projects in Serbia's justice sector is considered an asset; 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.

The Reform Facilitation Unit (RFU) of the Ministry of Justice (MOJ) now invites eligible individual consultants to indicate their interest in providing the 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 by World Bank Borrowers*”, published by the World Bank in May 2004 and revised in October 2006 and May 2010.

Interested consultants may obtain further information from the RFU of the MOJ at the address below from 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered to the e-mail address below by May 26, 2011, 12:00 Noon, local time.

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

Reform Facilitation Unit
Ministry of Justice
11000 Belgrade, Serbia
Nemanjina 22-26
Tel./Fax: +381 11 362 2246
E-mail: ljljana.krejovic@mpravde.gov.rs