

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

**EXTENSION OF REQUEST FOR EXPRESSIONS OF INTEREST
FOR 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 and intends to apply part of the proceeds of this grant funds to payments under the contracts:

- Consultant for Analysis of guidelines and statistical data within Judiciary ICT systems (short term consultancy), ref. no. SER-MDTFJSS-TF097118-IC-CS-15-48,
- Consultant for Analysis of the Court Fee Waiver System (short term consultancy), ref. no. SER-MDTFJSS-TF097118-IC-CS-15-49.

The services of Consultant for Analysis of guidelines and statistical data within Judiciary ICT systems include development of specifications for minor, yet critical ICT upgrades in the judiciary sector, so that IT system performance among justice stakeholders could be strengthened. The key tasks comprise the following: gathering, analysis and assessment of CEPEJ guidelines and SATURN methodology in the judiciary sector, with the aim to precisely identify statistical data/evaluation criteria in the Serbian judiciary; analysis of the existing workflow models and related problem identification in regard to the functioning of the information systems in the judiciary with special respect to creation of periodical statistical reports; assistance to the Ministry of Justice, High Judicial Council and State Prosecutorial Council in the preparation of recommendations for solving identified workflow related problems in the judiciary.

The Consultant for Analysis of guidelines and statistical data within Judiciary ICT systems shall be engaged on a contract basis, for 20 man-days in the period of 2 months subject to extension of the MDTF-JSS. The expected contract start date will be November, 2015.

For Consultant for Analysis of guidelines and statistical data within Judiciary ICT systems following is required: university degree: in ICT, engineering, telecommunications or similar; at least ten years of relevant professional experience in analysis, assessment of workflows/procedures in complex ICT environment; experience in working with public and/or government institutions with large number of users; experience in working with data definition for statistic reporting; demonstrated knowledge of the CEPEJ reports and SATURN analysis; demonstrated ability to deliver proven solutions to previously assessed problems, in a respectful professional manner; experience with application of international standards in the area of information security management and IT 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 Analysis of the Court Fee Waiver System include development of comparative analysis about implementation of fee waivers in court proceedings among at least five countries in the region (EU/neighboring countries), which will be used for amendments of the current system in order to improve access to justice and the efficiency of the court system. The key tasks comprise the following: review existing literature regarding court fee waivers in Serbia and Europe; research of the comparative law, and more importantly the daily practice, in regard to the implementation of fee waivers in court proceedings, in at least five countries in the region (EU/neighboring countries). Analysis should identify who is eligible for fee

waivers; how the process is implemented in practice; pros and cons; and any lessons learned; analyse the normative framework and the various non-standardized practices in Basic Courts in Serbia related to fee waivers, and in consultation with stakeholders identify the current obstacles to an effective fee waiver system in Serbia; identify good practices from the comparative analysis above, and examine in detail how these could feasibly be replicated or adapted to the Serbian context; make practical recommendations and an implementation roadmap for amendments to law and practice in Serbia enabling swift implementation of an effective and standardized fee waiver system in practice. The roadmap should identify what kinds of forms, systems, training etc. will be needed to roll out a standardized system.

The Consultant for Analysis of the Court Fee Waiver System shall be engaged on a contract basis, for 20 man-days in the period of 2 months subject to extension of the MDTF-JSS. The expected contract start date will be November, 2015.

For Consultant for Analysis of the Court Fee Waiver System following is required: university degree in law; at least ten years of relevant professional experience in court management; experience in working with public and/or government institutions; demonstrated ability to deliver feasible and proven solutions to previously assessed problems, in a respectful professional manner; experience with application of international standards in the area of court implementation 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, deliver presentations 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.

Deadline for submission of expressions of interest is extended to November 13, 2015, 12:00 Noon, local time.

Expressions of interest in English language must be delivered to the e-mail address below.

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

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