

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 (MoJ) and intends to apply part of the proceeds of this grant funds to payments under the contracts:

- Senior ICT Advisor – Court Automation and Caseload Statistics Specialist based in the Supreme Court of Cassation (SCC), ref. no. SER-MDTFJSS-TF097118-IC-CS-16-51,
- Senior Legal Advisor- Court Jurisprudence Specialist based in the Supreme Court of Cassation (SCC), ref. no. SER-MDTFJSS-TF097118-IC-CS-16-52.

- The services of 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 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, 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; assistance to the SCC in collecting and processing statistical information; analysis of current categories of statistical reporting from the aspect of different needs, identification of deficiencies related to statistical reporting processes and formats of statistical reports; assessment of the current ICT infrastructure in the SCC and its capacity to support current and future business needs; 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; identification of the ICT-related training needs of the SCC judicial and non-judicial staff, development of training curriculum, etc.

The Consultant shall be engaged on a contract basis, full time, for a period until 31st of December 2016. The contract may be extended, subject to the performance. The expected contract start date will be April, 2016. For Consultant following is required: degree in technical sciences, organizational sciences or law, preferably MSc or equivalent and relevant expertise/specialization in IT; at least 6 (six) years of relevant professional experience in network design and analysis, software architecture, business process analysis, ICT strategic planning, and implementation of projects related to judiciary; demonstrated familiarity with the structure/functions/organization of the justice sector in Serbia and key justice sector reform issues in Serbia as well as knowledge of relevant legislation and strategies; demonstrated familiarity with the existing statistical reporting formats in Serbian judiciary and European best practices and standards related to statistical reporting and document management in judiciary; 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 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 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, 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, design the 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; in close cooperation with the SCC department heads review and analyze of disputed legal issues in respective legal areas; 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 2016. The contract may be extended, subject to the performance. The expected contract start date will be April, 2016. 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; 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; prior working experience on projects of judicial reform and harmonization of practices of international institutions and European courts with national practice is 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 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 April 05, 2016, 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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