



## European Union/ Kosovo Justice Sector Programme EUKOJUST

### Call for Expressions of Interest for National Mid-Term Experts

EUKOJUST has identified the need for the following three National Mid-Term Experts:

- Lot 1: National Mid-Term Expert 1 Legislation Expert
- Lot 2: National Mid-Term Expert 4 on ICT
- Lot 3: National Mid-Term Expert 5 on ICT Courtroom

The tender is divided into three lots. Interested and qualified candidates are invited to submit their Expression of Interest in order to be included in the tender procedure if considered suitable. The number of lots that a single bidder can be awarded is limited to one.

#### Project Background

The overall objective of the EU Grant: EU/Kosovo Justice Sector Programme (hereinafter: EUKOJUST) implemented by a consortium led by The German Foundation for International Legal Cooperation (IRZ) is to **reform the justice system in line with European and international standards.**

The Specific Objectives of the project are:

- Strengthening capacities and inter-institutional coordination in the justice sector in accordance with the Functional Review of the Rule of Law Sector and the Strategy that is being developed
- Strengthening the independence, impartiality, accountability, professionalism, quality, efficiency and transparency of the judiciary
- Further consolidation and alignment of the legal and institutional framework with European legislation, standards and practices and implementation of laws improved
- Improving access to justice, particularly for women and disadvantaged or marginalised groups

#### Tender procedure

Candidates interested in participating in the tender procedure are encouraged to hand in their letter of interest by **6<sup>th</sup> April 2022** in English by e-mail to [kosovo@irz-projects.de](mailto:kosovo@irz-projects.de).

The email must refer to the Lot number and assignment title. Enclosures must include a motivation letter and a



short summary of your CV (max 2 pages for both). References must be available upon request.

Candidates have to fulfil the minimum requirements mentioned below to be considered suitable.

The candidates considered most suitable will be invited to hand in their full offer, consisting of CV, preferably in the EuropeAid format and a short concept for the service offered in one document (PDF). The candidates will participate in an online interview to present their offers. The final selection will be based on the requested qualifications and the interview. The evaluation criteria will be set out in detail in the invitation to tender.

The assignments will have to be formally approved by the European Union Delegation to Kosovo, assuming no objection from the relevant beneficiaries.

For more information, please contact [ahmeti@irz.de](mailto:ahmeti@irz.de).

### Eligibility Requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must have the following eligibility requirements:

- No criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime which determines the inability to contract with the Public Administration;
- Not subjected to criminal proceedings;
- No potential conflict of interest, like any financial, economic or other personal interest which might be perceived to compromise his or her impartiality and independence directly or indirectly and which might result in a distortion of competition;
- Are not Kosovar civil servants.



## LOT 1: ToR for National Mid-Term Expert 1

<b>Technical assistance requested</b>	<b>National Mid-Term Expert 1 Legislation Expert for Activity 3.2.1 Assessment of implementation of laws strengthened</b>
<b>Project Title</b>	EU/Kosovo Justice Sector Programme (EUKOJUST)
<b>Reference</b>	EuropeAid/166090/DD/ACT/XK
<b>Content of the assignment</b>	Providing of sophisticated legal expertise to the MoJ, and KJC on matters pertaining to assessment of legal and regulatory framework implementation, and reforming of administrative justice legal and institutional framework ().
<b>Expert category</b>	National Mid-Term Expert (NAT MTE)
<b>Duration of assignment</b>	83 days (the scope and working days allocation of this assignment might be increased / extended to a 160 days in total, depending on the work progress, the needs of the project and the approval of EU Office in Pristina)

### 1. Description of the assignment

#### a) Specific objectives

Kosovo has a strong legal framework, according to reputable national and international reports, however there are still issues with execution. As noted by credible national and international reports, Kosovo has a solid legal framework in Kosovo, but at the same time problems with implementation remain. There have been developments regarding sub-legal acts and guidelines that facilitate ex-post monitoring of legislation which now need to be put in practice. Monitoring of implementing legal and regulatory framework remains a challenge across different institutions.

The activities foreseen under this ToR refer to the Specific Objective 3 (Further consolidation and alignment of the legal and institutional framework with European legislation, standards and practices and implementation of laws improved), result 3.2: Monitoring of implementation of laws strengthened.

Through this Objective, EUKOJUST strives to enhance the overall system of assessing implementation of legal and regulatory framework as well as actual practices of how assessment of implementation is conducted. In addition, the aim is to provide assistance in institutions' efforts to reform administrative justice.

During this year, EUKOJUST plans to support Ministry of Justice (MoJ) and Kosovo Judicial Council (KJC) to strengthen their policies and practices of monitoring/assessing of legal and regulatory framework within their respective fields. These impact assessments are essential for the Kosovo institutions, which seek to design and evaluate policies and laws so that they achieve their objectives in the most efficient and effective way.

MTE will assist the AoK in conducting a comprehensive review of the AoK's internal norms and procedures in relation to legislative oversight, as well as assisting the AoK Legislative Committee in strengthening technical capacities in order to improve the quality of draft laws.

MTE will also support the Legal Office of the Office of Prime Minister in implementing the New Manual on Ex-post evaluation of laws and topics surrounding the Manual.

MTE will assist the MoJ in preparing primary and secondary legislation within its portfolio of competencies and will monitor implementation of MoJ sponsored laws. It will also provide assistance to the KJC regarding monitoring of implementation of its regulatory and legal framework, and will provide technical assistance for the drafting of the secondary legislation to enable adequate implementation of legislation.

## **b) Requested services**

The services may be subject to revision and amendment according to project developments.

The National Mid-Term Expert 1 under the present ToR will provide the following services:

- Hands-on support the MoJ in piloting of monitoring of implementation of laws according to the new Manual for Ex-Post evaluation of legislation (approx. 8 WD)
- Information gathering through visits with key stakeholders responsible for the monitoring of laws (approx. 5 WD)
- Identification of key laws for ex-post evaluation and draft Memorandums with concerning essential aspects of such evaluation (approx. 6 WD)
- Provision of technical assistance concerning planned ex-post evaluation of laws by the MoJ (approx. 6 WD)
- Conduct an overall needs assessment to review current policies, structures, and practices on monitoring of legal and regulatory framework within the Kosovo Judicial Council. In doing so the MTE shall:
  - Conduct focus groups and meetings with the KJC representatives to identify main areas of legal framework for review (approx. 3 WD)
  - Conduct review of legal and regulatory framework (approx. 7 WD)
  - Conduct information gathering and include feedback by the Legal Office within the KJC (approx. 5 WD)



- Provide hands-on and technical support to the KJC in legal drafting of acts that contribute to strengthening of Council’s capacities to monitor its legal and regulatory framework (approx. 8 WD)
- Support the Working Group on preparing the Concept Document for conducting the Administrative Justice Reform (approx. 8 WD)
- Provide written input for the Concept Document on Administrative Justice Reform (approx. 7 WD)
- Participate in the meetings of the WG on the Draft Law that will aim to materialise Administrative Justice Reform (approx. 10 WD)
- Provide written input (concrete proposals and guidelines) for the Concept Document on Administrative Justice Reform (approx. 10 WD)

### c) **Outputs**

The outputs delivered by the MTE shall be as follows:

- Upon request by the MoJ, draft reports and legal memorandums on matters pertaining to monitoring of MoJ sponsored laws (approx. 10 WD),
- Drafting report(s) on monitoring of implementation of law(s) per the standard that is applicable in official use (approx. 15 WD), to be allocated as follows:
  - Written input for monitoring of law #1 (to be specified after engagement commences) (approx. 5 WD)
  - Written input for the monitoring of law #2 (to be specified after engagement commences) (approx. 5 WD)
  - Written input for the monitoring of law #1 (to be specified after engagement commences) (approx. 5 WD)
- Report on overall needs assessment to review current policies, structures, and practices on monitoring of legal and regulatory framework within the KJC (approx. 7 WD), to be allocated as follows:
  - Report on focus groups and meetings with the KJC representatives to identify main areas of legal framework for review (approx. 4 WD)
  - Written input after review of legal and regulatory framework (approx. 3 WD)
- Draft adequate reports reflecting the level of implementation, as well as recommendations, of the monitored laws (approx. 10 WD)
- Written input and other technical support to the KJC in legal drafting of acts that contribute to strengthening of Council’s capacities to monitor its legal and regulatory framework (approx. 6 WD)
- Legal analysis, reports, written inputs and other outputs resulting from and hands-on support provided to the KJC, through analysis and legal drafting of acts that contribute to the strengthening of Council’s capacities to monitor its legal and regulatory framework (approx. 18 WD), to be allocated as follows:
  - Reports from meetings with focus groups and meetings with the KJC representatives to identify main areas of the legal framework for review (approx. 3 WD)



- Memorandum resulting from the review of the legal and regulatory framework (approx. 8 WD)
- Written inputs and other hands-on and technical support to the KJC in legal drafting of its own acts that contribute to the strengthening of KJC’s capacities and fulfilment of its constitutional and legal duties (approx. 7 WD)
- Reports, analysis, and other written input within the framework of supporting administrative justice reform (approx. 17 WD), divided as follows:
  - Reports from participation in meetings of the WG on Concept Document on Administrative Justice Reform (approx. 4 WD)
  - Technical support through legal expertise on best European standards concerning the Concept Document on Administrative Justice Reform (approx. 6 WD)
  - Reports and legal analysis from participation in the meetings of the WG on the Draft Law that will aim to materialise Administrative Justice Reform (approx. 4 WD)
  - Provide additional written inputs and memorandum to support MoJ and KJC in the process of conclusion of reforming of administrative justice (approx. 3 WD)

**d) Reporting**

The MTE shall provide regular Mission Reports, no later than 1 week after the end of every mission using the templates of the Project. These reports will include a description of all activities and the outputs provided by the MTE in the context of this assignment.

**2. Expert input**

Total working days	83 days (the scope and working days allocation of this assignment might be increased / extended to a 160 days in total, depending on the work progress, the needs of the project and the approval of EU Office in Pristina)
Period of the assignment	It is expected that the work will be performed from May 2022 onwards. However, the exact starting date will be agreed at the later stage
Starting day	May 2022
Location of the assignment	Pristina, Kosovo
Working language	English
Contract	Service Contract
Remuneration	Fee rate of 150 EUR / day



### 3. Expert profile/Requested qualifications

Qualification & skills	<ul style="list-style-type: none"><li>• Academic degree in law</li><li>• Excellent verbal and written English</li><li>• Excellent inter-personal and communication skills including experience performing gap assessments, institutional assessment and capacity building.</li><li>• Solid managerial and planning experience in a legal or justice environment.</li><li>• Excellent computer literacy (MS Office applications)</li></ul>
General professional experience	<ul style="list-style-type: none"><li>• At least 8 years of general professional experience</li></ul>
Specific professional experience	<ul style="list-style-type: none"><li>• At least 4 years of relevant experience in the justice and rule of law sector institutions in Kosovo</li><li>• Demonstrated experience in providing technical assistance in parliamentary development projects</li><li>• Proven understanding of the Kosovo legislative needs, gaps, and challenges</li><li>• Proven experience in legal publications and legislative gap analysis</li><li>• Solid experience in legal drafting, legal analysis, and legislative review, preferably with at least one of the beneficiary institutions</li><li>• Demonstrated experience and knowledge of human rights, rule of law, judicial standards</li></ul>



## LOT 2: National Mid-Term Expert 4

<b>Technical assistance requested</b>	<b>National Mid-Term Expert 4 on ICT for Activity 2.3.3 Support for Courtroom and Prosecution Office IT infrastructure</b>
<b>Project Title</b>	EU/Kosovo Justice Sector Programme (EUKOJUST)
<b>Reference</b>	EuropeAid/166090/DD/ACT/XK
<b>Content of the assignment</b>	Provision of ICT expertise to KJC and KPC on enhancement of Data Centre, security of data systems and development of protocols and standard operating procedures
<b>Expert category</b>	National Mid-Term Expert (NAT MTE)
<b>Duration of assignment</b>	100 days in total depending on the needs of the project and the approval of EU Office in Pristina.

### 1. Description of the assignment

#### a) Specific objectives

Activities contemplated under this ToR derive from the Specific Objective 2.3: Judicial Infrastructure improved, particularly related to efficient maintenance of existing ICT infrastructure and further development and enhancement of digitalization and automatization of courtroom processes.

The MTE will engage and provide innovative technical ICT expertise towards scanning and mapping pitfalls in the ICT infrastructure of courts and prosecution offices, propose and develop solution-oriented guidelines, standard operating procedures, and strategic documents in view of bolstering safety of ICT systems and databases, introduce, streamline, and institutionalize implementation of ICT solutions.

The MTE, in close coordination and cooperation with KJC and KPC respective IT Departments is expected to draft a detailed analysis of the data centre in the Justice Palace to assess gaps and propose interventions to upgrade and improve the overall functioning of the data centre. This analysis should encompass the level of security of information of the data centre.

Interconnectivity and interoperability of data systems in courts and prosecution and the communication exchange with other justice sector institutions is crucial towards the increase of efficiency, transparency, and accountability of the justice sector. The MTE will draft an analysis to roadmap necessary actions that need to be taken to strengthen interconnectivity and interoperability of data systems.

Maintenance of existing ICT systems in courts and prosecution offices is challenging and continuously requiring application of innovative work practices and implementation of new software applications. The MTE is expected to draft clear and detailed standard operating procedures to maintain, further





develop and enhance software systems.

## **b) Requested services**

The services may be revised and amended according to project developments.

The National Mid-Term Expert 4 under the present ToR will provide the following services:

- Extensive gap analysis of the data centre at the Justice Palace; address meticulously areas where intervention is needed to upgrade and improve further functionalities of the data centre. The MTE needs to draw pragmatic and workable recommendations and suggestions that would contribute to the overall enhancement of the data centre.
  - Field visits to the data centre, courts, prosecution offices, KJC and KPC and meetings with incumbents who are in the position to share information on existing practices and explore avenues for the development of digital solutions contributing to the increase of efficiency, transparency and accountability of courts and prosecution offices.
  - The MTE, in coordination with the Long-Term Experts (LTE), is expected to visit counterpart institutions to assess closely the technical aspects of the data centre. Following the visits and meetings with relevant officials, the MTE will map out in details which actions need to be taken.
  - Draft a comprehensive gap analysis and provide recommendations for interventions and improvement.
  - The MTE should continuously present findings and discuss solutions with representatives of KJC and KPC to ensure effective input and contribution from the relevant interlocutors.
- Develop cybersecurity protocols/standard operating procedures for KJC and KPC: The MTE will support respective IT Departments of KJC and KPC to draft cybersecurity protocols to ensure a uniformed response on ICT precarious situations.
- The MTE is expected to draft clear and detailed standard operating procedures to maintain, further develop and enhance software systems.

## **c) Outputs**

The outputs delivered by the MTE shall be as follows:

- I. Gap Analysis on the Justice Palace Data Centre (30 pages), which should at a minimum include the following components:
  - Executive summary (approx. 1 WD)
  - Introduction (approx. 1 WD)
  - Description of the evaluation methodology (approx. 1 WD)
  - Analysis of the situation regarding the targets and expected outcomes, practices of the relevant institutions (approx. 5 WD)
  - Key findings according to the section “b.” of this ToR, (approx. 1 WD)
  - Conclusions and recommendations (approx. 1 WD)



- Meetings with KJC IT Department and IT Staff at Justice Palace (approx. 4 WD)
  - Meetings with KPC IT Department (approx. 3 WD)
  - Visit to courts, prosecution offices, KJC and KPC (approx. 3 WD)
  - Visit to prosecution offices and KPC (approx. 2 WD)
  - Facilitate a focus group of participants from KJC and Justice Palace (courts) IT staff (approx. 3 WD)
  - Facilitate a focus group of participants from KPC and Justice Palace (prosecution service) IT staff (approx. 2 WD)
- II. Support KPC and KJC to draft cybersecurity protocols– (40 pages, approx. 15 WD)
- Facilitate two sessions of focus group meeting with KJC IT staff on cybersecurity protocols (approx. 3 WD)
  - Facilitate two sessions of focus group meetings with KPC IT staff on cybersecurity protocols (approx. 3 WD)
  - Deliver series of trainings to KJC and courts IT staff on security of systems, secured exchange of data and maintenance of various ICT platforms in place (approx. 5 WD)
  - Deliver series of trainings to KPC and prosecution service IT staff on security of systems, secured exchange of data and maintenance of various ICT platforms in place (approx. 5 WD)
- III. Draft clear and detailed standard operating procedures to maintain, further develop and enhance software systems (approx. 13 WD), which should at a minimum include the following components:
- Executive summary
  - Introduction
  - Description of the evaluation methodology
  - Analysis of the situation regarding the targets and expected outcomes, practices of the relevant institutions
  - Key findings according to the section “b” of this ToR,
  - Conclusions and recommendations.
- Meetings with KJC and courts IT developers (approx. 2 WD)
  - Meetings with KPC and prosecution service IT developers (approx. 2 WD)
  - One workshop with KJC and courts IT staff to discuss and finalize SOPs (approx. 3 WD)
  - One workshop with KPC and prosecution service IT staff to discuss and finalize SOPs (approx. 2 WD)
  - Incorporated final input and comments into the SOPs documents (approx. 2 WD)
- IV. Deliver trainings:
- Hands on trainings with KJC and courts IT developers (approx. 6 WD)
  - Hands on trainings with KPC and prosecution service IT developers (approx. 6 WD)
  - Develop specifically tailored training curricula and materials on IT software development for KJC and courts (approx. 3 WD)



- Develop specifically tailored training curricula and materials on IT software development for KPC and prosecution service (approx. 3 WD)

**d) Reporting**

The MTE shall provide regular Mission Reports, no later than 1 week after the end of every mission worked using the templates of the Project. These reports will include a description of all activities and the outputs provided by the MTE in the context of this assignment.

**2. Expert input**

Total working days	100 days have been planned for this assignment, depending on the needs of the project.
Period of the assignment	1 May 2022 – 31 January 2024
Starting day	It is expected that the work will be performed from May 2022 onwards. However, the exact starting date will be agreed at the later stage.
Location of the assignment	Pristina, Kosovo
Working language	English
Contract	Service Contract
Remuneration	Fee rate of 150 EUR / day

**3. Expert profile/Requested qualifications**

Qualification & skills	<ul style="list-style-type: none"> <li>• Academic degree in technical science, mathematics or computer science</li> <li>• Excellent verbal and written English.</li> <li>• Excellent inter-personal and communication skills including experience performing IT gap assessments, institutional assessment, and IT capacity building.</li> <li>• Solid managerial and planning experience in a legal or justice environment.</li> <li>• Excellent computer literacy (MS Office applications)</li> </ul>
General professional experience	<ul style="list-style-type: none"> <li>• At least 8 years of general professional experience</li> </ul>



Specific professional experience	<ul style="list-style-type: none"><li>• At least 4 years of IT experience in Justice and Rule of Law sector;</li><li>• Experience with at least two projects of development of court and prosecutorial management system, business intelligence and statistic for justice sector, automatization of business processes of courts and prosecutors' offices</li></ul>
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## LOT 3: National Mid-Term Expert 5

<b>Technical assistance requested:</b>	<b>National Mid-Term Expert 5 on ICT Courtroom for Activity 2.3.1 Support for tender courtroom and Prosecution Office physical infrastructure</b>
<b>Project Title:</b>	EU/Kosovo Justice Sector Programme (EUKOJUST)
<b>Reference:</b>	EuropeAid/166090/DD/ACT/XK
<b>Content of the assignment:</b>	Provision of ICT expertise to KJC and KPC on digitalization of courts and prosecution offices
<b>Expert category</b>	National Mid-Term Expert (NAT MTE)
<b>Duration of assignment</b>	100 days in total depending on the needs of the project and the approval of EU Office in Pristina.

### 1. Description of the assignment

#### a) Specific objectives

Activities contemplated under this ToR derive from the Specific Objective 2.3: Judicial Infrastructure improved, particularly related to efficient maintenance of existing ICT infrastructure and further development and enhancement of digitalization and automatization of courtroom processes.

The MTE will engage and provide innovative technical ICT expertise towards scanning and mapping pitfalls in the ICT infrastructure of courts and prosecution offices, propose and develop solution-oriented guidelines, standard operating procedures, and strategic documents in view of introducing, streamlining, and institutionalizing the implementation of ICT solutions.

The MTE, in close coordination and cooperation with KJC and KPC respective IT Departments is expected to map out courtroom proceedings for potential ICT solutions considering further digitalization or automatization of legal processes with the goal of increasing the efficiency of courts and prosecution offices to deliver justice. Seamless and sustainable introduction of ICT supported solutions in the courtroom proceedings need to be coupled with the necessary legal and regulatory amendments, therefore, the MTE will have to align activities with the LTE on Judicial Infrastructure and relevant departments at KPC and KJC.

Case Management Information System (CMIS) in courts and prosecution offices besides clear protocols to ensure its well-functioning and maintenance, it does require further development to move away from paperwork and embrace new ICT novelties with the overall purpose to make courts and prosecution offices more effective, transparent, and accountable. In this vein, the MTE will provide



valuable ICT expertise support in drafting/amending CMIS regulatory framework, ICT Strategic Plans for KJC and KPC, Assessment Report and Guidelines for the KJC IT Department.

## **b) Requested services**

The services may be revised and amended according to project developments.

The National Mid-Term Expert 5 under the present ToR will provide the following services:

- I. Extensive and evidence-based mapping of courtroom ICT solutions and proposal of workable technical solutions in line with emerging best ICT practices. Advancing pragmatic technologically supported solutions with efficiency and user-friendly approach in mind.
  - Field visits to courts, prosecution offices, KJC and KPC and meetings with incumbents who are in the position to share information on existing practices and explore avenues for the development of digital solutions contributing to the increase of efficiency, transparency and accountability of courts and prosecution offices.
  - The MTE, in coordination with the Long-Term Experts (LTE), is expected to visit counterpart institutions to assess closely the technical aspects of current courtroom ICT infrastructure. Following the visits and meetings with relevant officials, the MTE will map out in details which actions need to be taken to introduce new technological solutions.
  - Draft a comprehensive mapping report on courtroom ICT and provide recommendations for interventions and improvement.
  - The mapping report should meticulously and systematically highlight cumbersome practices impeding better efficiency in terms of carrying out legal proceedings in courts and prosecution offices. The MTE should pragmatically craft recommendations on specific areas to intervene and propose necessary tools and actions towards better digitalization and automatization of courtroom proceedings.
  - The MTE should continuously present findings and discuss solutions with representatives of KJC and KPC to ensure effective input and contribution from the relevant interlocutors.
- II. Draft an assessment report on the work of KJC IT Department & devise guidelines and protocols to streamline the work of this department.

## **c) Outputs**

The outputs delivered by the MTE shall be as follows:

- ICT Courtroom Mapping (**40** pages), which should at a minimum include the following components:
  - Executive summary (approx. 1 WD)
  - Introduction (approx. 1 WD)
  - Description of the evaluation methodology (approx. 2 WD)



- Analysis of the situation regarding the targets and expected outcomes, practices of the relevant institutions (approx. 5 WD)
- Key findings according to the section “b.” of this ToR (approx. 1 WD)
- Conclusions and recommendations (approx. 2 WD)
- Field visits and meetings with KJC and courts incumbents (approx. 5 WD)
- Field visits and meetings with KPC and prosecution service incumbents (approx. 5 WD)
- Provide expertise support to KJC on its anticipated ICT Strategic Plan. (approx. 5 WD)
- Participate and provide input in the KJC led workshops/working groups to draft the ICT Strategic Plan (approx. 5 WD)
- Provide expertise support to KPC on its anticipated ICT Strategic Plan. (approx. 5 WD)
- Participate and provide input in the KPC led workshops/working groups to draft the ICT Strategic Plan (approx. 5 WD)
- Support KPC and KJC to draft a roadmap on introducing electronic signatures in the courtroom and prosecution offices proceedings (40 pages), which it should include at minimum the following components:
  - Executive summary (approx. 1 WD)
  - Introduction (approx. 1 WD)
  - Description of the evaluation methodology (approx. 2 WD)
  - Analysis of the situation regarding the targets and expected outcomes, practices of the relevant institutions (approx. 8 WD)
  - Key findings according to the section “b.” of this ToR (approx. 1 WD)
  - Conclusions and recommendations (approx. 2 WD).
- Facilitate two sessions of focus group meeting with KJC IT staff on the roadmap/analysis (approx. 3 WD).
- Facilitate two sessions of focus group meetings with KPC IT staff on roadmap/analysis (approx. 3 WD).
- Draft protocols on how to utilize electronic signatures in the legal proceedings in courts (approx. 5 WD).
- Draft protocols on how to utilize electronic signatures in the legal proceedings in prosecution offices (approx. 5 WD).
- Support KJC in amending CMIS Regulation (draft expert report 20 pages, approx.5 WD).
- Participate and provide input on KJC led workshops to draft the CMIS Regulation (approx. 3 WD).
- Draft an assessment report on the work of KJC IT Department & Devise guidelines and protocols on the work of this department (guidelines and plans 40 pages, approx. 9 WD).
- Facilitate two sessions of focus group meeting with KJC IT department to discuss findings and results of the KJC IT Department assessment report (approx. 5 WD).
- Facilitate and two sessions for the working group to discuss and finalize the guidelines and protocols (approx. 5 WD).



**d) Reporting**

The MTE shall provide regular Mission Reports, no later than 1 week after the end of every mission worked using the templates of the Project. These reports will include a description of all activities and the outputs provided by the MTE in the context of this assignment.

**2. Expert input**

Total days	100 days have been planned for this assignment, depending on the needs of the project.
Period of the assignment	1 May 2022 – 31 January 2024
Starting day	It is expected that the work will be performed from May 2022 onwards. However, the exact starting date will be agreed at the later stage.
Location of the assignment	Pristina, Kosovo
Working language	English
Contract	Service Contract
Remuneration	Fee rate of 150 EUR / day

**3. Expert profile/Requested qualifications**

Qualification & skills	<ul style="list-style-type: none"> <li>• Academic degree in technical science, mathematics or computer science</li> <li>• Excellent verbal and written English</li> <li>• Excellent inter-personal and communication skills including experience performing IT gap assessments, institutional assessment, and IT capacity building.</li> <li>• Solid managerial and planning experience in a legal or justice environment.</li> <li>• Excellent computer literacy (MS Office applications)</li> </ul>
General professional experience	<ul style="list-style-type: none"> <li>• At least 8 years of general professional experience</li> </ul>
Specific professional experience	<ul style="list-style-type: none"> <li>• At least 4 years of IT experience in Justice and Rule of Law sector</li> <li>• Experience with at least two projects of development of court and prosecutorial management system, business intelligence and statistic for justice sector, automatization of business processes of courts and prosecutors' offices</li> <li>• Solid experience related to drafting/amending CMIS regulatory framework, ICT Strategic Plans for KJC and KPC</li> </ul>





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Justice Sector Programme

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