

Terms of Reference (ToR) for a Local Medium Term Assignment

Technical assistance requested:	Expert on Information Technology Development
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.1.01.10.9, C.2.13
Assignment:	Technical assistance to support the development and improvement of IT-based solutions in the justice system, including tools for document generation and human resource management
Category:	Medium Term Expert (MTE)
Duration:	60 man-days

1 Project Background

The overall objective of the Consolidation of the Justice System in Armenia Project (hereinafter: the Project) is to enhance the quality of justice. Through the Project, the justice system will be improved to meet the quality requirements of independence, efficiency, integrity, accountability and transparency in line with the priorities of CEPA and EU best practices.

The Project should achieve the following results:

- Strategy of Judicial and Legal Reforms being updated and implemented in line with EU standards and best practices
- Functional judiciary meeting the standards of independence, efficiency, integrity, accountability and transparency
- Strengthened integrity and capacity of judges, motivated and skilled judicial personnel
- Comprehensive system of court assessment and performance evaluation, empowered stakeholders capable to identify the ways of improvement of performances and judicial services and implement them

2 Description of the assignment

a) Specific objectives

The specific objective of this assignment is to provide technical assistance to support the development and improvement of IT-based solutions in the justice system in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

b) Requested services

The Medium Term Expert on Information Technology Development will provide the following services:

- Assistance for the development and improvement of technology tools for courts allowing for automated generation of documents, including amongst other judicial acts and letters

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- Assistance for the development of a modern human resources management tool for the courts
- Support other Project activities

c) Outputs

The outputs delivered by the MTE shall be as follows:

- Assessment and proposals concerning technology tools for document generation
- Assessment and proposals concerning technology tools for human resource management
- Other support on demand, in close consultation with the Team Leader

d) Reporting

The MTE shall contribute to the Project reporting activities as instructed by the Team Leader on a regular basis, using the Project templates. This will include amongst other a monthly report on activities performed during the month, and a final mission report after completion of tasks under this assignment, which will include description of all activities and the outputs provided by the MTE in the context of this assignment.

3 Expert input / contract modalities

Total man days	60 man-days
Period of the assignment	November – June 2022
Starting day	November 2021
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
Assignment modalities	Experts are expected to carry out the assignment in the project office, no general distance work / weekend work is foreseen.
Remuneration	All-inclusive fee rate of 130 EUR / man day

4 Expert profile / requested qualifications

Qualification & skills	<ul style="list-style-type: none"> • University degree in information systems, computer science, management, business administration or other relevant field • Excellent analytical, interpersonal and communication skills • Proficiency in the English and Armenian language • Computer literacy (MS Office applications)
General professional experience	<ul style="list-style-type: none"> • At least 5 years working experience with information technology
Specific professional experience	<ul style="list-style-type: none"> • At least 3 years of experience with development of information technology systems for document and human resource management • Previous experience from working on international projects would be an advantage

5 Tender procedure

Candidates interested in participating in the tender procedure are encouraged to hand in their letter of interest by **22 October 2021** by e-mail to armenia@irz-projects.de. The email must refer to the assignment title and enclosures must include a motivation letter and a CV preferably in the EuropeAid format. References must be available upon request.

Candidates will be evaluated against the requested qualifications (see above) and a shortlist will be drawn up. Out of the shortlisted candidates, only the three ones with the highest fulfilment of criteria will be invited to hand in their offer and participate in an online interview to present their offers. The final selection will be based on the requested qualifications and the interview.

For more information, please contact the Team Leader at gjortler@irz-projects.de.

6 Eligibility Requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must fulfil 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 preclude working with public administration;
- Not currently subject to criminal proceedings;
- Fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work or other relations) with the Project Stakeholders / Armenian Justice Sector institutions;
- Not Armenian civil servants.

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