



Terms of Reference (ToR) for an International Medium Term Assignment

Technical assistance requested:	Expert on Judicial Administration and Court Organisation
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.1.01.10.6
Assignment:	Technical assistance for reform of civil procedure and alternative dispute resolution in Armenia
Category:	Medium Term Expert (MTE)
Duration:	80 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

1.1 Specific objectives

The specific objective of this assignment is to provide technical assistance for the reform of judicial administration and court organisation in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

1.2 Requested services

The Medium Term Expert on Judicial Administration and Court Organisation will provide the following services:

- Research on best international practices in the field judicial administration, with a view of increasing its efficiency, professionalism, transparency and general modernization

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- Drafting concept papers on court organization and the efficient management of court caseloads, including internal structures, information technology, staffing and human resource policies
- Contribute to the drafting of new and amended legislation on judicial administration and court organisation
- Support other Project activities, including development and improvement of technology tools for courts

1.3 Outputs

The outputs delivered by the MTE shall be as follows:

- Research papers on best international practices in judicial administration
- Concept papers on court organisation and case load management
- Comments and contributions to the drafting of new and amended legislation
- Other support on demand, in close consultation with the Team Leader

1.4 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.

1.5 Expert input

Total man days	80 man-days
Period of the assignment	August 2021 – June 2022
Starting day	August 2021
Location of the assignment	Yerevan, Armenia
Working language	English
Contract	Service Contract
Remuneration	All-inclusive fee rate of 500 EUR / working day

1.6 Expert profile

Qualification & skills	<ul style="list-style-type: none"> • University degree in law or other relevant field • Excellent analytical, interpersonal and communication skills • Proficiency in the English language • Computer literacy (MS Office applications)
General professional experience	<ul style="list-style-type: none"> • At least 5 years working experience in the field of law
Specific professional experience	<ul style="list-style-type: none"> • At least 3 years of experience with judicial administration and court organisation • Experience in conducting comparative legal research • Experience in drafting legislation, preferably of organisational and procedural nature • Previous experience from working on international projects would be an advantage

1.7 Applications

Applications must be submitted by 17/08/2021 by e-mail to Agnija.Karlson-Djomkina@ta.gov with a copy to Dace.Cimere@ta.gov.lv. The email must refer to the assignment title and enclosures must include a motivation letter and a CV in the EuropeAid format.

References must be available upon request. IRZ reserves the possibility of awarding the contract without interviews, and otherwise a maximum of three candidates will be shortlisted for interviews.

1.8 Eligibility Requirements

All applicants must meet the following eligibility requirements:

- No criminal convictions or other sanctions that preclude working with public administration
- Not currently subject to criminal proceedings
- No conflict of interest with the Project stakeholders
- Not Armenian civil servants

Please find more details on data protection and how the German Foundation for International Legal Cooperation (IRZ) processes your personal data and which rights you have under the data privacy law here: <https://www.irz.de/index.php/en/data-privacy-notice-en>.