



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

Technical assistance requested:	Expert on Legal Research, Judicial Procedure and Monitoring
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.1.01.10.1, C.1.02.01 and other as requested
Assignment:	Cross-cutting support of project activities and monitoring and assistance for reform of civil procedure and alternative dispute resolution
Category:	Long Term Expert (LTE)
Duration:	11 months (full-time)

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 cross-cutting support of project activities and monitoring of the project and deliver technical assistance for the reform of civil procedure and alternative dispute resolution in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

b) Requested services

The Long Term Expert on Legal Research, Judicial Procedure and Monitoring will provide the following services:

- Legal research and analyses in all areas covered by the National Strategy for Judicial and Legal Reforms

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- Horizontal support to Project activities, in particular with regard to monitoring of project progress and monitoring the implementation of the Reform Strategy
- Research and recommendation on procedural codes, including amongst other issues concerning inadmissibility decisions, video evidence, provisional measures and judicial clarifications
- Research and recommendations on backlog reductions, including amongst other administrative appeal, simplified civil procedures, small claims procedures and technology tools
- Research and recommendations on the laws of the Republic of Armenia on Mediation and Arbitration and related primary and secondary legislation in light of European best practices for mediation and arbitration
- Support for development of curricula and training programs for initial and ongoing training for mediators and arbitrators in Armenia in accordance with the laws on Mediation and Arbitration

c) Outputs

The outputs delivered by the LTE shall be as follows:

- Comments and contributions to the drafting of new and amended legislation, as well as the development of technology tools
- Research papers and recommendations on procedural codes and backlog reductions, as well as the arbitration and mediation
- Other / cross-cutting research and support on demand, in close consultation with the Team Leader

d) Reporting

The LTE 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 contribution to the final project report, which will include description of all activities and the outputs provided by the LTE in the context of this assignment.

3 Expert input / contract modalities

Total man days	220 man days per 12 months (pro rata)
Period of the assignment	August 2021 – 24 June 2022
Starting day	August 2021 (t.b.d.)
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
Remuneration	All-inclusive monthly fee rate of 2.300 EUR / month

4 Expert profile / requested qualifications

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 and Armenian language • Computer literacy (MS Office applications)
General professional experience	<ul style="list-style-type: none"> • At least 5 years working experience as public, private or academic lawyer
Specific professional experience	<ul style="list-style-type: none"> • At least 3 years of experience with judicial procedure • Experience in conducting comparative legal research • Experience in drafting legislation, preferably of procedural nature • 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 **10 August 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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Terms of Reference (ToR) for a Local Medium Term Assignment

Technical assistance requested:	Expert on Civil Procedure and Alternative Dispute Resolution
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.1.02.05
Assignment:	Technical assistance for reform of civil procedure and alternative dispute resolution in Armenia
Category:	Medium Term Expert (MTE)
Duration:	65 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 for the reform of civil procedure and alternative dispute resolution in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

b) Requested services

The Medium Term Expert on Civil Procedure and Alternative Dispute Resolution will provide the following services:

- Drafting option papers analysing the laws of the Republic of Armenia on Mediation and Arbitration and related primary and secondary legislation in light of European best practices for mediation and arbitration

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- Development of curricula and training programs for initial and ongoing training for mediators and arbitrators in Armenia in accordance with the laws on Mediation and Arbitration
- Support other Project activities

c) Outputs

The outputs delivered by the MTE shall be as follows:

- Option papers on Mediation and Arbitration and related primary and secondary legislation
- Curricula and training programs for initial and ongoing training for mediators and arbitrators
- 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	65 man-days
Period of the assignment	August 2021 – June 2022
Starting day	August 2021
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
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 law 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 in the field of law
Specific professional experience	<ul style="list-style-type: none"> • At least 3 years of experience with alternative dispute resolution • Experience in conducting comparative legal research • Experience in drafting legislation, preferably of procedural nature • Previous experience from working on international projects would be an advantage

5 Tender procedure

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

6 Eligibility Requirements

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

Technical assistance requested:	Expert on Communication and Visibility
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.4.01
Assignment:	Technical assistance to ensure the enforcement of visibility, communication and sharing of information related to implementation of activities and delivery of outputs in the context of the Project. Strategic advice, assessment and support of communication strategies.
Category:	Medium Term Expert (MTE)
Duration:	100 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 ensure communication and information on and visibility of Project activities in accordance with the "EU Communication and Visibility Guidelines - Armenia 2019" and strengthening of the Project internal and external lines of communication in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

b) Requested services

The Medium Term Expert on Communication and Visibility will provide the following services:

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- Coordination of communication, visibility and media-related tasks of the Project, in close collaboration with the team leader
- Further development the Project Communication and Visibility Plan, including amongst other actions and events
- Implementation of the Project Communication and Visibility Plan, including amongst other:
 - Design and update of the Project website and social network profiles
 - Design and production of other Project visibility materials
 - Control and coordination of other Project visibility tools
- Assessment and recommendations on Project communications with stakeholders, including amongst other beneficiaries, donors, media and the EU Delegation
- Advice on and implementation of events to support Project visibility
- Advice for Project beneficiaries on communication strategies
- Support Project activities, including amongst implementation of policy documents

c) Outputs

The outputs delivered by the MTE shall be as follows:

- Implementation of the Communication and Visibility Plan
- Continuous presentation of the Project in media and social media
- Maintenance of Project lines of communication with stakeholders
- 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	100 man-days
Period of the assignment	August 2021 – June 2022
Starting day	August 2021
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
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 public relations, communications 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 3 years of experience in the area of communication and visibility

Specific professional experience	<ul style="list-style-type: none">• Good knowledge of the Armenian justice system• Experience with EU visibility standards is considered an advantage
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5 Tender procedure

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

6 Eligibility Requirements

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

Technical assistance requested:	Expert on Information Technology
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 amongst other tools for document generation and human resource management
Category:	Medium Term Expert (MTE)
Duration:	125 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 will provide the following services:

- Development and improvement of technology tools for courts allowing for automated generation of documents, including amongst other judicial acts and letters
- Development of a modern human resources management tool for the courts

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- Manage programming of technology tools by service providers
- Support other Project activities

c) Outputs

The outputs delivered by the MTE shall be as follows:

- Technology tools for document generation
- Management tool 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	125 man-days
Period of the assignment	August – June 2022
Starting day	August 2021
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
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 10 years working experience with information technology
Specific professional experience	<ul style="list-style-type: none"> • At least 3 years of experience with information technology project management, including amongst other drafting concepts, technical specifications and related documents, as well as managing their development in cooperation with service providers and ensuring their compatibility with given requirements • 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 **10 August 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.

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

6 Eligibility Requirements

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

Technical assistance requested:	Expert on Training Methodology and Evaluation
Project Title:	Consolidation of the Justice System in Armenia
Reference:	EuropeAid/165867/DD/ACT/AM
Activities:	C.2.04, C.2.05, C.2.08, C.2.14
Assignment:	Technical assistance to ensure the enforcement of training and evaluation methodologies in accordance with the EU good practices
Category:	Medium Term Expert (MTE)
Duration:	100 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 ensure the enforcement of training and evaluation methodologies in the context of Armenian cooperation with the EU in the framework of the CEPA Agreement.

b) Requested services

The Medium Term Expert on Training Methodology and Evaluation will provide the following services:

- Provide capacity-building support to the Justice Academy to strengthen the knowledge and skills of members of the judiciary through the development of a modern training and evaluation methodology

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- Contribute to the development of a Training Methodology Handbook
- Assist the Justice Academy in the development of an in-house training of trainers programme, including amongst other curriculum development and implementation
- Contribute to the development of on-the-job training programmes, including amongst other mentoring and coaching
- Assist in establishing an evaluation mechanism in a view of assessing the effectiveness of trainings at the operational level and continued advancement of the programs
- Assist in arranging a study visit to a foreign training institution
- Support other Project activities

c) Outputs

The outputs delivered by the MTE shall be as follows:

- Training Methodology Handbook in line with the EU good practices
- Training of Trainers programme, including training materials and pilot training
- Methodology for training evaluation, including tools and guidelines
- Opinions on training and evaluation, including recommendations and proposals
- Planning of study visit
- 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	100 man-days
Period of the assignment	August 2021 – June 2022
Starting day	August 2021
Location of the assignment	Yerevan, Armenia
Working language	Armenian and English
Contract	Service Contract
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 law 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 as trainer or teacher of legal professionals
Specific professional experience	<ul style="list-style-type: none"> • At least 3 years of experience with developing training methodologies, evaluation and training of trainers

	<ul style="list-style-type: none">• Previous experience from working on international projects would be an advantage
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5 Tender procedure

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