



Terms of Reference

Terms of Reference for the Recruitment of an International Short-Term Expert

EU4Justice - Phase II - Bosnia and Herzegovina

April 2025

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1 GENERAL INFORMATION

<i>Title of assignment</i>	<i>International Short-Term Expert Mission / A.2.1.2 Support to the preparation of the introduction of the asset verification system based on the amendments to the HJPC Law.</i>
<i>Beneficiary / beneficiaries</i>	<i>High Judicial and Prosecutorial Council (HJPC).</i>
<i>Country</i>	<i>Bosnia and Herzegovina</i>
<i>Working location</i>	<i>Sarajevo (BiH) and home-based</i>
<i>Working language</i>	<i>English</i>
<i>Duration of contract</i>	<i>Working days (WD): 8 WD in total in July 2025</i>
<i>Type of contract</i>	<i>Service Contract</i>
<i>Salary</i>	<i>X € daily fee</i>

2 BACKGROUND

2.1 General context

As applicant for EU membership, Bosnia and Herzegovina ('BiH') is expected to meet EU justice standards as provided for by several of the 14 key priorities for membership and recalled by the EU Commission in its 2018 Western Balkan Strategy.

BiH's complex and fragmented institutional structure has led the country to a difficult situation, in particular regarding rule of law. No recent progress was made in this field and "lack of commitment to judicial reform from political actors, and the poor functioning of the judicial system continued to undermine the citizen's enjoyment of rights and the fight against corruption and organised crime".

The cross-cutting objective of this action is to share practical methods with the High Judicial and Prosecutorial Council of BiH (the 'HJPC') and other justice sector institutions in BiH in order to increase its capacities to implement its mission to ensure independence and professionalism of the judiciary, promote judicial reform, and enhance the country's response to organised crime and corruption.

This Action aims to support the BiH justice sector in carrying out these changes in order to align the functioning of the BiH judiciary with EU rule of law standards by enhancing professionalism, efficiency and transparency of the BiH justice system for the final benefit of BiH citizens.

2.2 Project overview

- » *Project title:* EU4Justice – Phase II
- » *Implementation dates:* 1/12/2022-30/11/2025
- » *Location / intervention areas:* Bosnia and Herzegovina – Justice sector
- » *Partners involved:* Consortium composed of Expertise France (lead), IRZ and FIIAPP.
- » *Target groups:*

- All Ministries of Justice ('MoJs') in BiH, and Brčko District Judicial Commission;
 - The Parliaments;
 - The HJPC, the Integrity Unit within the HJPC Secretariat, and the ODC;
 - All courts and prosecutors' offices in BiH;
 - The judicial and prosecutorial training centres in entities ('JPTCs');
 - The reform-oriented professional associations for judges and prosecutors in BiH;
 - The public law faculties and high schools in BiH;
 - The Agency for Prevention of Corruption and Coordination of the Fight against Corruption ('APIK') and all other Anti-Corruption bodies in BiH as relevant for the action implementation;
 - The Law Enforcement Agencies ('LEAs') in BiH as relevant for the action implementation;
 - The Asset Management Agencies at entities as relevant for the action implementation.
- » *Project budget:* 4.5M€
- » *Project objectives:*

General objective of the Action (impact) is to further align the Justice system of Bosnia and Herzegovina ('BiH') with European standards and the EU Acquis through strengthening the rule of law, notably by enhancing the independence, quality, effectiveness, accountability, and efficiency in the justice sector and its results in the fight against corruption.

Specific objectives (outcomes) of the action are:

1. The HJPC effectively monitors the justice sector;
2. Judicial office holders are better trained, controlled and advised on integrity;
3. Efficiency, transparency and security of the judiciary are improved;
4. Organised crime and corruption cases are processed more effectively by the judiciary.

- » *Expected results and indicators*
- *HJPC's methodologies and skills in monitoring and evaluation are enhanced (policies, instructions, performance)*
 - *HJPC's tools to coordinate donor investment in BiH justice reforms are enhanced*
 - *The HJPC's organisation and skills to implement an asset verification system and a counselling mechanism are enhanced*
 - *Integrity related training schemes are enhanced*
 - *The HJPC's tools and skills for career management of JOHs are improved*
 - *The HJPC's tools to render the sanction system more efficient and transparent are enhanced*
 - *The HJPC's tools and skills to enhance efficiency of the judiciary are improved*
 - *The HJPC's tools to improve security in the judiciary are enhanced*
 - *The HJPC is supported in drafting legislative proposals*
 - *Judges' tools and skills to ensure procedural discipline in trials are enhanced*
 - *Prosecutors' tools and skills to investigate organised crime and corruption are enhanced*

COMPONENT 2 – STRENGTHEN THE INTEGRITY CAPACITIES OF THE HJPC

A.2.1 Support in preparing the establishment of a system of verification of assets

SA2.1.1 Support to the enhancement of the current financial declaration system

SA2.1.2 Support to the preparation of the introduction of the asset verification system based on the amendments to the HJPC Law expected to be adopted.

A.2.1.3 Capacity building for the implementation of the new system (after the adoption of the law amendments)

A 2.2 Support in the implementation of a confidential counselling mechanism on ethics and integrity

A.2.3 Support in improving integrity-related training schemes

3 ASSIGNMENT DESCRIPTION

3.1. Objectives and expected results

3.1.1. Purpose of the assignment

In the framework of activity **A.2.1.2 Support to the preparation of the introduction of the asset verification system based on the amendments to the HJPC Law**, the Project has been tasked to support the HJPC in enhancing the security and privacy readiness within the HJPC's Assets and Interests Declaration Process (Process).

As per its Work Plan, the Project has conducted a review of existing security audit and risks assessment reports at the HJPC and submitted a preliminary high level assessment report, outlining key findings, recommendations, and areas for deeper investigation.

Based on the above preliminary high level assessment findings, and with support from the Project, the HJPC, with a selected Judicial Institution, has to evaluate and report on the security posture of the process when accessed from external judicial institutions to the HJPC, that are accessing the Process using a secured network. This to be performed by planning and conducting a penetration testing that identify vulnerabilities and deficiency in security measures and controls when access the process from external judicial institutions to the HJPC, and implement the correction measures and controls accordingly.

To support the efficient and good-quality delivery of the above-described activity, the Project decided to assign an international expert, with expertise in cybersecurity and penetration testing, vulnerability assessment, and network and systems security, also in planning, conducting, reporting and debriefing on the findings and the correction measures.

The assignment is expected to apply the following purposes:

- Assess the external (from selected judicial institutions) /internal security posture of the Process by identifying vulnerabilities in the network, infrastructure, and system components.
- Perform an external (from selected judicial institutions) and internal penetration test using the industry standards tools and technologies.
- Identify misconfigurations, security gaps, and weaknesses in firewalls, authentication mechanisms, and encrypted connections in relation to the Process.
- Assess the Process resilience against unauthorized access, exploitation, and cyber threats.
- Provide a detailed vulnerability report with risk classifications and recommended corrective measures.

3.1.2 Expected results of the assignment

The results expected to be achieved from accomplishing the pursued assignment are summarized as follows:

- Enhancing the security and privacy readiness within the Process.
- Ensuring compliance with the Law on the HJPC and the Book of Rules and Principles regulating the Process security and privacy requirements.

3.2. Description of the assignment

3.2.2. Assignment activities:

Under direct supervision of the **Activity Leader**, the International Short-Term Expert and following the industry best practices, will conduct the following main tasks:

- 1) Plan and discuss the assignment with the Project and the HJPC.
- 2) Conduct a joint advanced security assessments and penetration testing from selected external judicial Institutions to assess the effectiveness of the existing measures and report on security weaknesses or deficiency including severity scores, and plan correction measures. An Executive summary report should be developed as a non-technical version of findings for management review.
- 3) Present and discuss the report, with the Project and the HJPC, and collect their feedback and take them into consideration to provide a revised version of the report.
- 4) Draft and submit a **report** on the activity to the Project.

3.2.2 Assignment deliverables:

Deliverables	Provisional timetable	Estimated required days
1. Assignment joint-planning with the Project and the HJPC, outlining the methodology and timetable, tools, and testing scope.	July 21 th , 2025	2 days
2. A revised targeted external penetration testing and security assessment complementary report from external judicial institutions, outlining the necessary technical recommendations for enhancing system/network security posture related to the Assets Declaration and Verification Process. An Executive Summary Report should be developed as a non-technical version of findings for management review.	July 29 th , 2025	5 days
3. Mission report on the activity produced and submitted to the Project	July 31 th , 2025	1 day

4.1 Coordination arrangements

The International Short-Term Expert works under direct supervision of the International Expert, Maroun Jneid, and collaborate with the HJPC IT Department for the entire assignment.

4.2 Working conditions and assignment location and length

The assignment will take place in Sarajevo and home-based.

- Provisional start date for assignment: 21 July 2025
- Provisional end date for assignment: 31 July 2025
- Submission of Mission report: By 31 July 2025
- Total: 8 WD

Deliverables/Source and means of verification:

- **Assignment Plan** submitted and revised
- **Assessment Report** submitted and revised
- **Mission report** submitted

5 PROFILE

5.1 Expected profile

Job Outline: The cybersecurity and penetration testing expert is the expert required to complete the joint advanced security assessments and penetration testing from selected Institutions to assess the effectiveness of the existing measures and report on security weaknesses or deficiency and plan correction measures in the Process.

Cybersecurity – penetration testing Expert

5.1.1. Qualifications and skills:

- Holder of a master degree in Cybersecurity, Computer Science, Computer & Communication Engineering or other related area;
- Holder of professional certificate in areas related to cybersecurity and penetration testing and technologies is a big plus, namely in Offensive Security Certified Professional, Certified Ethical Hacker, Certified Information Systems Security Professional, or GIAC Penetration Tester;
- Strong knowledge of vulnerability scanning and assessment techniques, exploitation framework usage, including launching controlled simulated attacks, in network mapping and port scanning, in packet capture and traffic analysis and in web application security testing
- Excellent report-writing skills and the ability to present assessment findings to both technical and non-technical stakeholders

5.1.2. Technical competences and experience

- Competences in passive and active reconnaissance to gather system and network details
- Competences in vulnerability scanning, including network infrastructure scanning, firewalls, VPNs, and web applications for known vulnerabilities.
- Competences in identify unpatched software, misconfigurations, weak authentication methods, and insecure services.
- Competences in exploitation testing, and simulating real-world attack scenario.
- Competences in post-exploitation, escalating privileges and lateral movement analysis.
- A minimum of 5 years of experience in penetration testing and ethical hacking in relation to this assignment.

- Several experiences conducting security assessments and penetration testing in compliance with ISO 27001:2022, NIST 800-115, or OWASP standards.
- Previous experience in the public sector is considered an asset.
- Previous experience in BiH and the Western Balkans is considered an important asset.

Ethical Considerations: The Cybersecurity – penetration testing Expert will be required to sign a **Non-Disclosure Agreement (NDA)** to protect the confidentiality of the HJPC's data and infrastructure details and responsibility of damage generated by this assignment. All findings and reports will remain the property of the HJPC.