

CALL FOR CVS FOR FRAMEWORK AGREEMENT National Experts Roster

Provision of Short to Medium Term Consultancy Services for the EU-funded Project “Support to Justice Sector Reforms and Digitalization in Ukraine” (Pravo-Justice)

I. PROJECT

The **Support to Justice Sector Reforms and Digitalization in Ukraine (Pravo-Justice) project**, implemented by Expertise France (EF) with funding from the European Union, accompanies Ukrainian authorities in the process of comprehensive justice sector reform, in line with the EU-Ukraine Association Agreement and European standards and comparative best practices. Since 2017, the Project has supported an ambitious sectoral reform agenda, which includes justice sector policy development, steering and coordination (Component 1), judiciary reform (Component 2), property rights protection, private legal professions development and reform of penitentiary and probation systems (Component 3), and digitization and digitalization of justice-related business processes (Component 4).

In the context of the Project’s extension (Phase II) through May 2023, Expertise France seeks international and national (Ukrainian) consultants with a particular expertise related to:

Component 3 – Enforcement

II. CONTEXT

The Project seeks the services of **10 national short to medium term experts (NSTEs)** to support the implementation of initiatives related to enforcement, bankruptcy, notary and prisons reform in Ukraine. Component 3 aims to ensure that enforcement of court decisions is enhanced in civil and criminal cases, providing support to the Ministry of Justice, Probation Center, private legal professional associations such as private enforcement officers (PEOs), bankruptcy trustees (BTs) and notaries (Association of PEOs, Association of BTs, Notary Chamber). The interventions of Component 3 focus on improving enforcement of court judgments, increasing efficiency of bankruptcy procedures, protecting property rights, and supporting the development of private legal professions (private enforcement officers, bankruptcy trustees and notaries). The Component also supports the introduction of a more evidence-based approach to administering punishment which aims to assist, support, and encourage the offender's rehabilitation.

III. CONTRACTING MODALITY

Successful candidates will be engaged under framework contracts for the duration of the Project (July 2021 – June 2023), with a maximum contract value to be determined at the contracting stage following a determination of the candidate’s expertise in relation to the project’s needs and the number of workplan activities he/she may be eligible to provide services under. The overall contract value is a ceiling, and as such payment of the full value of the contract is not binding. Expertise France retains the right not to request further expert assistance under the framework contract.

Services are engaged only under specific mission Task Orders, which are approved by Expertise France and countersigned by the Expert.

Payment for services is based upon one or more lump sum posts for specific deliverables, to be specified under mission Task Orders. All deliverables will be thoroughly reviewed by the Team Leader and Component Lead prior to submission to the Expertise France Project Manager for final approval and payment. Payment to the Expert is due only after final completion of the deliverable and full review and approval by Expertise France.

IV. APPLICATION INSTRUCTIONS & SELECTION PROCESS

Applications must be submitted via Expertise France's recruitment portal. Applications will not be accepted by any other means.

The application package must contain the following elements:

- I. Candidate Form for Individual Expertise duly completed and signed
 - a. List the areas of expertise and specific workstreams for which they would like to be considered;
 - b. Specifically address and respond to the minimum qualifications listed under each workstream;
 - c. Mention the approximate availability of the expert (measured in indicative number of working days available per month);
 - d. For international experts – indicate whether the expert is available for travel to Ukraine (mainly Kyiv).
- II. Declaration of Honor On Exclusion Criteria And Absence Of Conflict Of Interest (Individual Expertise) duly completed and signed
- III. CV according to attached template
- IV. Third Party Identification Form duly completed and signed
- V. All documents proving compliance with Expertise France's below-mentioned eligibility requirements

Eligibility requirements

Candidates shall:

- Be either a natural person, or a duly registered company under sole proprietorship of a natural person. If an applicant is a company, its staff/experts engaged for the purposes of the present call shall comply with the minimal qualification requirements;
- Be duly registered as a taxpayer in their country of residence and be responsible for their own taxes. For individual national experts, registration as a private entrepreneur or a self-employed person in Ukraine is required.

Candidate selection

Evaluation and selection of Experts is carried out in two stages:

Stage I: Minimum qualifications screening. Prior to detailed evaluation, all applications will be thoroughly screened against the below shortlisting criteria (minimum qualification requirements) to determine whether they are eligible for further evaluation. Due to the high volume of

applications, meeting the minimum qualifications does not automatically mean advancement to Stage II.

Stage II: Evaluation of technical proposals. Short-listed candidates will then be invited to an interview or invited to submit a technical note based on the specific terms of reference for the workstream. Technical knowledge and skills will be evaluated on the basis of the interview or technical note submitted, in accordance with the scoring scheme under Knowledge and Skills.

The candidate achieving the highest cumulative score for the Technical Evaluation will be recommended by the Evaluation Committee for contracting. Other candidates who are highly qualified but not selected for contracting at this stage may be kept on a roster for specific assignments at a later date.

VI. EXPERT VACANCIES

There are 10 roster positions foreseen under this framework call for CVs. More specific mission descriptions can be found in annex.

NATIONAL EXPERT POSITIONS

- 1) WORKSTREAM # 1. (1 NATIONAL EXPERT)**
LEGISLATIVE SUPPORT TO ENFORCEMENT REFORM
- 2) WORKSTREAM # 2. (1 NATIONAL EXPERT)**
IMPROVING REGISTRATION POLICY
- 3) WORKSTREAM # 3. (1 NATIONAL EXPERT)**
NOTARY REFORM
- 4) WORKSTREAM # 4. (1 NATIONAL EXPERT)**
POLICY STEERING AND COORDINATION OF BANKRUPTCY, ENFORCEMENT,
MORATORIA WORKING GROUPS
- 5) WORKSTREAM # 5. (1 NATIONAL EXPERT)**
COMMUNICATION SUPPORT FOR ENFORCEMENT, BANKRUPTCY, PROPERTY
RIGHTS PROTECTION, PRISON REFORM
- 6) WORKSTREAM # 6. (1 NATIONAL EXPERT)**
COMMUNICATIONS SUPPORT TO PRIVATE LEGAL PROFESSIONS,
REGISTRATION TASK FORCE, WORKING GROUPS ON BANKRUPTCY,
ENFORCEMENT, MORATORIA
- 7) WORKSTREAM # 7. (1 NATIONAL EXPERT)**
INSTITUTIONAL BUILDING OF ASSOCIATION OF PRIVATE ENFORCEMENT
OFFICERS (PEOs)
- 8) WORKSTREAM # 8. (1 NATIONAL EXPERT)**
DEVELOPMENT OF CONTINUOUS TRAINING SYSTEM OF APEO
- 9) WORKSTREAM # 9. (1 NATIONAL EXPERT)**



DEVELOPING INSTITUTIONAL, TRAINING AND MANAGEMENT CAPACITIES OF
THE PROBATION SERVICE

10) WORKSTREAM # 10. (1 NATIONAL EXPERT)
PERFORMANCE MANAGEMENT IN PROBATION

WORKSTREAM # 1: LEGISLATIVE SUPPORT TO ENFORCEMENT REFORM

Indicative Services. The following indicative services are required from the Expert:

- Assess draft legislative proposals, including laws and sub-legislation related to enforcement of court judgement, activities of private enforcement officers;
- Prepare draft amendments to regulatory acts, including laws and sub-legislation, concept and information papers, explanatory notes, implementation plans, etc.;
- Develop recommendations on improvement of the legislative framework on enforcement and regulation of private enforcement officers, including development of self-governance, disciplinary procedures, inspections and access to the profession;
- Support the Parliamentary Enforcement and Moratoria Working Groups in the development of draft bills, amendments to the regulatory acts, concept papers;
- Take part in consultations with key stakeholders in the area of enforcement.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in law, political science, public policy or a similar field required
- II. Experience: At least 7 years of professional experience in the justice sector with a focus on enforcement policy, legislative development, and regulatory drafting.
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|---|-----------------|
| Education | 15 to 20 points |
| Master's degree in law, political science, public policy or similar field (15 points) | |
| PhD in one of the above-mentioned fields (additional 5 points) | |

| | |
|--|--------------------------|
| <p>Experience</p> <p>At least 7 years of professional experience in the justice sector with a focus on enforcement policy, legislative development, and regulatory drafting (25 points)</p> <p>Experience contributing directly to policy development and legislative reform in the areas of enforcement proceedings, and/or commercial and civil procedural legislation (20 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |
| <p>Technical Knowledge & Skills</p> <p>Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (27 points) - Good - 90% of maximum allotted points (24 points) - Satisfactory - 70% of maximum allotted points (19 points) - Poor - 40% of maximum allotted points (11 points) - Very poor - 10% of maximum allotted points (3 points) <p>Professional proficiency in written and spoken English (3 points)</p> | <p>3 to 30 points</p> |
| <p>Maximum obtainable points</p> | <p>100 points</p> |

WORKSTREAM # 2: IMPROVING REGISTRATION POLICY

Indicative Services. The following indicative services are required from the Expert:

In support to activities of the Ministry of Justice of Ukraine,

- Monitor the application of registration legislation and proposals for its improvement;
- Develop an action plan with short term and medium-term measures for the improvement of the registration system;
- Develop proposals for the improvement of the relevant regulations and rules (Cabinet of Ministers, Ministry of Justice etc.);
- Develop concept and implementation modalities for the setting up of independent registration quality assurance and due diligence system.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in law, political science, public policy or a similar field required
- II. Experience: At least 7 years of professional experience in justice sector reform with a focus on property rights protection, notary reform, property titles registration, anti-raiding measures
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|---|-----------------|
| Education | 15 to 20 points |
| Master's degree in law, political science, public policy or similar field (15 points) | |
| PhD in one of the above-mentioned fields (additional 5 points) | |

| | |
|---|--------------------------|
| <p>Experience</p> <p>At least 7 years of professional experience in justice sector reform with a focus on property rights protection, notary reform, property titles registration, and/or anti-raiding measures (25 points)</p> <p>Experience in contributing to policy development in or more of the following areas (20 points)</p> <ul style="list-style-type: none"> - property title registration (5 points) - business registration (5 points) - property rights protection (5 points) - registration, notary, procedural legislation (5 points); <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |
| <p>Technical Knowledge & Skills</p> <p>Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (27 points) - Good - 90% of maximum allotted points (24 points) - Satisfactory - 70% of maximum allotted points (19 points) - Poor - 40% of maximum allotted points (11 points) - Very poor - 10% of maximum allotted points (3 points) <p>Professional proficiency in written and spoken English (3 points)</p> | <p>3 to 30 points</p> |
| <p>Maximum obtainable points</p> | <p>100 points</p> |

WORKSTREAM # 3: NOTARY REFORM

Indicative Services. The following indicative services are required from the Expert:

- Analysis of new Notary Bill and development of proposals for its improvement;
- Support to Notary Chamber and Ministry of Justice in preparing the Notary bill for adoption in parliament, *i.e.* conducting legal analysis, preparing information notes, review and improvement of provisions of the bill;
- Conduct analysis of Notary disciplinary practices;
- Support Notary Chamber in developing internal rules and regulations.
- Develop proposals for the improvement of the relevant regulations and rules (Cabinet of Ministers, Ministry of Justice).

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- IV. Academic Degree: Master's degree in law, political science, public policy or a similar field required
- V. Experience: At least 7 years of professional experience in justice sector reform with a focus on property rights protection, notary reform, property titles registration, anti-raiding measures
- VI. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|--|------------------------|
| <p>Education</p> <p>Master's degree in law, political science, public policy or similar field (15 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> | <p>15 to 20 points</p> |
| <p>Experience</p> <p>At least 7 years of professional experience in justice sector reform with a focus on notary reform, property titles registration, and/or anti-raiding measures (25 points)</p> <p>Experience in contributing to policy development in or more of the following areas (20 points) (registration, notary, procedural legislation);</p> | <p>25 to 50 points</p> |

| | |
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| <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | |
| <p>Technical Knowledge & Skills</p> <p>Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (27 points) - Good - 90% of maximum allotted points (24 points) - Satisfactory - 70% of maximum allotted points (19 points) - Poor - 40% of maximum allotted points (11 points) - Very poor - 10% of maximum allotted points (3 points) <p>Professional proficiency in written and spoken English (3 points)</p> | <p>3 to 30 points</p> |
| <p>Maximum obtainable points</p> | <p>100 points</p> |

WORKSTREAM # 4: POLICY STEERING AND COORDINATION OF BANKRUPTCY, ENFORCEMENT, MORATORIA WORKING GROUPS

Indicative Services. The following indicative services are required from the Expert:

- Support bankruptcy, enforcement and crosscutting (moratoria) sector policies through establishing coordination mechanisms between relevant parliament-based working groups involving the key stakeholders of the sectors;
- Provide expert advice, technical assistance and guidance, including by means of analytical and other substantive deliverables and immediate interaction with key stakeholders of the sector;
- Develop concept and strategic papers, implementation plans.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in law, political science, or a similar field required
- II. Experience: At least 7 years of experience in the justice sector reform with a focus on legislative drafting and policy development, steering and coordination
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|---|------------------------|
| <p>Education</p> <p>Master's degree in law, political science, public policy or similar field (15 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> | <p>15 to 20 points</p> |
| <p>Experience</p> <p>At least 7 years of experience in the justice sector reform with a focus on legislative drafting and policy development, steering and coordination (25 points)</p> <p>Experience contributing to policy and legislative development in enforcement regulatory frameworks and reform processes (10 points)</p> <p>Experience contributing to policy and legislative development in bankruptcy regulatory frameworks and reform processes (10 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> | <p>25 to 50 points</p> |

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| Prior experience in working with international development organisations and/or EU-funded projects (2 points) | |
| Technical Knowledge & Skills Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points) <ul style="list-style-type: none">- Excellent - 100% of maximum allotted points (27 points)- Good - 90% of maximum allotted points (24 points)- Satisfactory - 70% of maximum allotted points (19 points)- Poor - 40% of maximum allotted points (11 points)- Very poor - 10% of maximum allotted points (3 points) Professional proficiency in written and spoken English (3 points) | 3 to 30 points |
| Maximum obtainable points | 100 points |

WORKSTREAM # 5: COMMUNICATION SUPPORT FOR ENFORCEMENT, BANKRUPTCY, PROPERTY RIGHTS PROTECTION, PRISON REFORM

Indicative Services. The following indicative services are required from the Expert:

- Develop strategic and concept communication papers and corresponding implementation plans for communicating development in the areas of enforcement, bankruptcy, protection of property rights, prison reform;
- Advise on planning and implementing communication and awareness raising campaigns;
- Coordinate communications activities implemented by Component 3 and beneficiaries in the areas relevant to component activities;
- Advise beneficiaries, notably the private legal professions and MOJ, on improvement of their communication capacities, development and implementation of awareness raising and communication activities;

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in communications, sociology, political sciences or a similar field required
- II. Experience: At least 7 years of professional experience in communication, including development and implementation of communication policies, communication campaigns;
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|---|-----------------|
| Education | 15 to 20 points |
| Master's degree in communications, sociology, political sciences or a similar field (15 points) | |
| PhD degree in the above-mentioned fields (additional 5 points) | |

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|--|--------------------------|
| <p>Experience</p> <p>Professional experience in communication, including development and implementation of communication policies, communication campaigns (25 points)</p> <p>Experience developing and conducting communications campaigns in the justice sector (10 points)</p> <p>Experience developing and conducting communications in the area of enforcement or bankruptcy reform (10 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |
| <p>Technical Knowledge & Skills</p> <p>Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (27 points) - Good - 90% of maximum allotted points (24 points) - Satisfactory - 70% of maximum allotted points (19 points) - Poor - 40% of maximum allotted points (11 points) - Very poor - 10% of maximum allotted points (3 points) <p>Professional proficiency in written and spoken English (3 points)</p> | <p>3 to 30 points</p> |
| <p>Maximum obtainable points</p> | <p>100 points</p> |

WORKSTREAM # 6: COMMUNICATIONS SUPPORT TO PRIVATE LEGAL PROFESSIONS, REGISTRATION TASK FORCE, WORKING GROUPS ON BANKRUPTCY, ENFORCEMENT, MORATORIA

Indicative Services. The following indicative services are required from the Expert:

- Ensure implementation of strategic communication papers in the field of enforcement, bankruptcy, registration;
- Provide communication support to the PLPs and MOJ by preparing communication materials in the relevant areas, infographics, press-releases and other communication content, ensuring social- and mass-media support, planning and implementing communication campaigns;
- Ensure coordination between Component and beneficiaries in terms of implementation of communication activities;
- Align communication activities with general strategic papers in the relevant areas.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in communications, sociology, political sciences or a similar field required;
- II. Experience: At least 7 years of professional experience in communication, including preparing communication materials, publications, press-releases, infographics, planning and implementing communication campaigns; good contacts with mass media ; communication in public sector; good understanding of the processes in the areas of Project activities;
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|---|-----------------|
| Education | 15 to 20 points |
| Bachelor's degree in communications, sociology, political sciences or a similar field (15 points) | |
| Master's degree in the above-mentioned fields (additional 5 points) | |

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|--|--------------------------|
| <p>Experience</p> <p>Professional experience as journalist / press secretary / PR (25 points)</p> <p>Experience in preparing communication materials, publications, press-releases, infographics, planning and implementing communication campaigns (10 points)</p> <p>Experience in communications in the areas of enforcement / bankruptcy / property rights protection (10 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |
| <p>Technical Knowledge & Skills</p> <p>Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (27 points) - Good - 90% of maximum allotted points (24 points) - Satisfactory - 70% of maximum allotted points (19 points) - Poor - 40% of maximum allotted points (11 points) - Very poor - 10% of maximum allotted points (3 points) <p>Professional proficiency in written and spoken English (3 points)</p> | <p>3 to 30 points</p> |
| <p>Maximum obtainable points</p> | <p>100 points</p> |

WORKSTREAM # 7: INSTITUTIONAL BUILDING OF ASSOCIATION OF PRIVATE ENFORCEMENT OFFICERS (APEO)

Indicative Services. The following indicative services are required from the Expert:

- Assist APEO in preparing organization development strategy and action plan;
- Provide support in setting up a Secretariat of the organization, including definition of tasks, instructions, job descriptions, improvement of organization structure and administrative capacities;
- Ensure implementation of project management approach in organization's activities;
- Streamline APEO capacities in policy making.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in law or similar field
- II. Experience: At least 10 years of experience in justice sector; advice to justice sector institutions and other adjacent areas;
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|--|------------------------|
| <p>Education</p> <p>Master's degree in law or similar field (15 points)</p> <p>PhD degree in the above-mentioned fields (additional 5 points)</p> | <p>15 to 20 points</p> |
| <p>Experience</p> <p>At least 10 years of experience in the justice sector, including advising justice sector institutions (25 points)</p> <p>Experience in institutional building, including organizational development and change management and implementation (15 points)</p> <p>Experience in developing policy papers and providing policy advice (5 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |

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|---|-------------------|
| Technical Knowledge & Skills | |
| Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points) <ul style="list-style-type: none">- Excellent - 100% of maximum allotted points (27 points)- Good - 90% of maximum allotted points (24 points)- Satisfactory - 70% of maximum allotted points (19 points)- Poor - 40% of maximum allotted points (11 points)- Very poor - 10% of maximum allotted points (3 points) | 3 to 30 points |
| Professional proficiency in written and spoken English (3 points) | |
| Maximum obtainable points | 100 points |

WORKSTREAM # 8: DEVELOPMENT OF CONTINUOUS TRAINING SYSTEM OF ASSOCIATION OF PRIVATE ENFORCEMENT OFFICERS (APEO)

Indicative Services. The following indicative services are required from the Expert:

- Develop concept of Professional training centre of APEO;
- Support the development of internal regulations, guidelines and procedures of APEO;
- Advise on development of training plan for continuous training of private enforcement officers;
- Conduct expert assessment of training needs of private enforcement officers;
- Develop training programmes and materials, conduct trainings.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in education, social sciences, law or similar field
- II. Experience: At least 7 years of professional experience in professional training, including development of institutional training systems
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|--|------------------------|
| <p>Education</p> <p>Master's degree in education, social sciences, law or similar field (15 points)</p> <p>PhD degree in the above-mentioned fields (additional 5 points)</p> | <p>15 to 20 points</p> |
| <p>Experience</p> <p>At least 7 years of professional experience in professional training, including development of institutional training systems (25 points)</p> <p>Experience working in the justice sector, including on enforcement procedures and enforcement of court decisions reform processes in Ukraine (20 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |

| | |
|--|-------------------|
| Technical Knowledge & Skills Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points) <ul style="list-style-type: none">- Excellent - 100% of maximum allotted points (27 points)- Good - 90% of maximum allotted points (24 points)- Satisfactory - 70% of maximum allotted points (19 points)- Poor - 40% of maximum allotted points (11 points)- Very poor - 10% of maximum allotted points (3 points)- Professional proficiency in written and spoken English (3 points) | 3 to 30 points |
| Maximum obtainable points | 100 points |

WORKSTREAM # 9: SUPPORT TO PROBATION SERVICE IN DEVELOPING INSTITUTIONAL, TRAINING AND MANAGEMENT CAPACITIES

Indicative Services. The following indicative services are required from the Expert:

- Support the implementation of the Strategy and Action Plan on Professional Learning and Development in Probation;
- Assist in developing professional standards for probation, including inspection standards;
- Pilot probation inspections through support to establishment of Inspections Unit at the Probation Centre and overseeing inspections, to be conducted based on professional standards;
- Provide support to the international experts on probation.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in law, social work, management or similar field
- II. Experience: At least 7 years of experience related to change management in prison and probation sectors
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|--|------------------------|
| <p>Education</p> <p>Master's degree in law, social work, management or similar field (15 points)</p> <p>PhD degree in the above-mentioned fields (additional 5 points)</p> | <p>15 to 20 points</p> |
| <p>Experience</p> <p>At least 7 years of experience related to change management in prison and probation sectors (25 points)</p> <p>Experience in project management and implementation (10 points)</p> <p>Experience in training development and delivery (10 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |

| | |
|--|-------------------|
| Technical Knowledge & Skills Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 27 points) <ul style="list-style-type: none">- Excellent - 100% of maximum allotted points (27 points)- Good - 90% of maximum allotted points (24 points)- Satisfactory - 70% of maximum allotted points (19 points)- Poor - 40% of maximum allotted points (11 points)- Very poor - 10% of maximum allotted points (3 points)- Professional proficiency in written and spoken English (3 points) | 3 to 30 points |
| Maximum obtainable points | 100 points |

WORKSTREAM # 10: PERFORMANCE MANAGEMENT IN PROBATION

Indicative Services. The following indicative services are required from the Expert:

- Support development of the Performance Management and Appraisal Systems for Probation;
- Support the implementation the HR Strategy in probation;
- Support development of the Probation Competency Framework;
- Develop and deliver trainings.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required (upon official request by Expertise France).

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in management, HR, economics or similar field
- II. Experience: At least 7 years of professional experience in HR, performance management and appraisal system development; project management and implementation; training development and delivery; excellent knowledge of probation services.
- III. Language: Fluency in written and spoken Ukrainian.

Technical Evaluation Criteria (Desk review and Interview based)

| | |
|--|------------------------|
| <p>Education</p> <p>Master's degree in management, HR, economics or similar field (15 points)</p> <p>PhD degree in the above-mentioned fields (additional 5 points)</p> | <p>15 to 20 points</p> |
| <p>Experience</p> <p>At least 7 years of professional experience in HR, performance management and appraisal system development (25 points)</p> <p>Experience in development of performance management and appraisal systems for probation and prisons services (15 points)</p> <p>Experience training development and delivery (5 points)</p> <p>Additional points for each additional year of relevant experience up to 3 years (1 point for each additional year)</p> <p>Prior experience in working with international development organisations and/or EU-funded projects (2 points)</p> | <p>25 to 50 points</p> |

| | |
|--|-------------------|
| Technical Knowledge & Skills | |
| Understanding of the assignment with all specific components mentioned in indicative TORs (are to be provided before the interview) having been identified and addressed (up to 37 points) <ul style="list-style-type: none">- Excellent - 100% of maximum allotted points- Good - 90% of maximum allotted points- Satisfactory - 70% of maximum allotted points- Poor - 40% of maximum allotted points- Very poor - 10% of maximum allotted points (3,7 points) | 3 to 30 points |
| Professional proficiency in written and spoken English (3 points) | |
| Maximum obtainable points | 100 points |