

CALL FOR CVS FOR FRAMEWORK AGREEMENT International and 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 4 – e-Justice

II. CONTEXT

The Project seeks the services of **two (2) international short to medium term experts (ISTEs) and four (4) national short to medium term experts (NSTEs)** to support implementation of justice sector digitization and digitalization initiatives in Ukraine, and to this end assist the Ministry of Justice, Ministry of Digital Transformation, the Parliament, Association of Private Enforcement Officers, Association of Bankruptcy Trustees, the Notary Chamber, and other stakeholders. The interventions of Component 4 (e-Justice) draw on opportunities created by the Ukrainian authorities’ commitment to and prioritization of automation and simplification of key processes in the justice sector and of services provided to the society.

Component 4 aims to develop and implement justice sector digitization policy instruments and e-justice solutions.

The overall objectives of the expertise missions will be to provide comprehensive support to the development of regulatory frameworks on justice sector digitization, as well as targeted support to the development of specific e-solutions envisaged in the Project workplan.

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 and evaluated based on the technical evaluation criteria mentioned in the below calls. Only candidates obtaining a minimum of 70 points (70%) at the Technical Evaluation will be considered for the position.

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 considered for specific assignments at a later date.

VI. EXPERT VACANCIES

There are 12 roster positions foreseen under this framework call for CVs. More specific mission descriptions can be found in annex.

- 1) **WORKSTREAM # 1. (2 INTERNATIONAL EXPERTS)**
LEGISLATIVE AND INSTITUTIONAL SUPPORT TO JUSTICE SECTOR DIGITISATION
- 2) **WORKSTREAM # 1. (2 NATIONAL EXPERTS)**
LEGISLATIVE AND INSTITUTIONAL SUPPORT TO JUSTICE SECTOR DIGITISATION
- 3) **WORKSTREAM # 2. (1 INTERNATIONAL EXPERTS)**
DEVELOPMENT OF ELECTRONIC DOCUMENT AND DATA MANAGEMENT SYSTEMS, UPGRADE OF STATE REGISTERS
- 4) **WORKSTREAM # 2: (3 NATIONAL EXPERTS)**
DEVELOPMENT OF ELECTRONIC DOCUMENT AND DATA MANAGEMENT SYSTEMS, UPGRADE OF STATE REGISTERS
- 5) **WORKSTREAM # 3: (2 NATIONAL EXPERTS)**
LEGISLATIVE SUPPORT TO ELECTRONIC DOCUMENT AND DATA MANAGEMENT SYSTEMS DEVELOPMENT
- 6) **WORKSTREAM # 4: (2 NATIONAL EXPERTS)**
BUSINESS PROCESSES ANALYSIS

WORKSTREAM # 1. (INTERNATIONAL EXPERT) LEGISLATIVE AND INSTITUTIONAL SUPPORT TO JUSTICE SECTOR DIGITISATION

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

- Provide policy advice on justice sector digitisation, including on strengthening ownership and coordination processes with regard to IT solutions;
- Review and/or assess legislative drafts/concepts/strategies, prepare recommendations on their improvement towards ensuring greater efficiency, effectiveness and interoperability of IT solutions;
- Assess and provide recommendations on the state of implementation and further steps in the development of the Unified Judicial Information and Telecommunication System (UJITS), its separate modules and related IT solutions;
- Support in-depth analyses of business process at justice sector institutions and private legal professions, develop recommendations on their automation and simplification, based on best European practices.

Mission format.

Primarily homebased. Occasional travel to Ukraine may be required.

Required profile and selection criteria.

Shortlisting criteria

- I. Academic Degree: Master's degree in law, political science, public policy or closely related field required.
- II. Experience: At least 10 years of experience in providing strategic support to public sector digitisation
- III. Language: Fluency in written and spoken English.

Technical Evaluation Criteria (Desk review and Interview based)

Threshold for contracting eligibility – 70 points

<p>Education</p> <p>Master's degree in law, political science, public policy or closely related field (10 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> <p>Additional degree in computer science (additional 5 points)</p>	<p>10 to 20 points</p>
<p>Experience At least 10 years of experience in providing strategic support to public sector digitisation initiatives (30 points)</p>	<p>30 to 50 points</p>



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<p>Experience in development and implementation of policies and acts of legislation on digitization (additional 10 points)</p> <p>Experience in capacity building of justice sector institutions in automation and digitisation of key state services (additional 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>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 Russian and/or Ukrainian language (3 points)</p>	<p>3 to 30 points</p>
Maximum obtainable points	100 points

WORKSTREAM # 1. (NATIONAL EXPERT) LEGISLATIVE AND INSTITUTIONAL SUPPORT TO JUSTICE SECTOR DIGITISATION

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

- Provide policy advice on justice sector digitisation, including on strengthening ownership and coordination processes with regard to IT solutions;
- Review and/or assess legislative drafts/concepts/strategies, prepare recommendations on their improvement towards ensuring greater efficiency, effectiveness and interoperability of IT solutions;
- Assess and provide recommendations on the state of implementation and further steps in the development of the Unified Judicial Information and Telecommunication System (UJITS), its separate modules and related IT solutions;
- Support in-depth analyses of business process at justice sector institutions and private legal professions, develop recommendations on their automation and simplification, based on best European practices.

Mission format.

Primarily homebased. Occasional travel within Ukraine maybe required.

Required profile and selection criteria. Candidate selection is carried out in two stages:

Shortlisting criteria

- I. Academic Degree: Master's degree in law, political science, public policy or closely related field required
- II. Experience: At least 10 years of experience in providing strategic support to public sector digitisation initiatives
- III. Language: Excellent Ukrainian and Russian and at least limited working proficiency of English

Technical Evaluation Criteria (Desk review and Interview based)

<p>Education</p> <p>Master's degree in law, political science, public policy or closely related field (10 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> <p>Degree in computer science (additional 5 points)</p>	<p>10 to 20 points</p>
<p>Experience</p> <p>At least 10 years of experience in providing strategic support to public sector digitisation initiatives (30 points)</p>	<p>30 to 50 points</p>



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<p>Experience in development of IT solutions, business processes analysis and/or automation (additional 10 points)</p> <p>Experience in capacity building of justice sector institutions in automation and digitisation of key state services (additional 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>Technical Knowledge & Skills</p> <p>Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 30 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (30 points) - Good - 90% of maximum allotted points (27 points) - Satisfactory - 70% of maximum allotted points (21 points) - Poor - 40% of maximum allotted points (12 points) - Very poor - 10% of maximum allotted points (3 points) 	3 to 30 points
Maximum obtainable points	100 points

Threshold for contracting eligibility – 70 points

WORKSTREAM # 2. (INTERNATIONAL EXPERT) DEVELOPMENT OF ELECTRONIC DOCUMENT AND DATA MANAGEMENT SYSTEMS, UPGRADE OF STATE REGISTERS

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

- Prepare or review feasibility studies, terms of reference, tech-specs and other technical documentation outlining architecture, functionalities and other features of IT systems to be developed under the Project;
- Support discussion of the above technical documentation, as well as its enhancement and revision, with stakeholders;
- Provide strategic and technical guidance on procurement/development processes, as well as review processes and documents in line with quality standards with regards to best international practices in IT systems development;
- Provide support to legislative development, which is to be conducted in parallel to IT solutions development.

Mission format.

Primarily homebased. Occasional travel to Ukraine maybe required.

Required profile and selection criteria. Candidate selection will be carried out in two stages:

Shortlisting criteria

- Academic Degree: Minimum of a Master's degree in computer science, or IT-related field required;
- Experience: Minimum of 10 years of experience in development of information systems and software tools;
- Language: Fluency in written and spoken English.

Technical Evaluation Criteria (Desk review and Interview based)

Threshold for contracting eligibility – 70 points

<p>Education</p> <p>Minimum of a Master's degree in computer science, or IT-related field required; (10 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> <p>Additional degree in law, political science or public policy (additional 5 points)</p>	<p>10 to 20 points</p>
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<p>Experience</p> <p>At least 10 years of proven practical experience in the development of information systems and software tools (30 points)</p> <p>Experience with the upgrade of state registers, interoperability of registers and data bases (additional 10 points)</p> <p>Experience in developing IT solutions for the justice sector (additional 5 points)</p> <p>Additional points for each additional year of 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>30 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 Russian and/or Ukrainian language (3 points)</p>	<p>3 to 30 points</p>
<p style="text-align: right;">Maximum obtainable points</p>	<p>100 points</p>

WORKSTREAM # 2: (NATIONAL EXPERTS) DEVELOPMENT OF ELECTRONIC DOCUMENT AND DATA MANAGEMENT SYSTEMS, UPGRADE OF STATE REGISTERS

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

- Prepare or review feasibility studies, terms of reference, tech-specs and other technical documentation outlining architecture, functionalities and other features of IT systems to be developed under the Project;
- Support discussion of the above technical documentation, as well as its enhancement and revision, with stakeholders;
- Provide strategic and technical guidance on procurement/development processes, as well as review processes and documents in line with quality standards with regards to best international practices in IT systems development;
- Provide support to legislative development, which is to be conducted in parallel to IT solutions development.

Mission format.

Primarily homebased. Occasional travel may be required.

Required profile and selection criteria. Candidate selection will be carried out in two stages:

Shortlisting criteria

- Academic Degree: Minimum of a Master's degree in computer science, or IT-related field required;;
- Experience: Minimum of 7 years of experience in development or implementation of information systems and software tools and experience in procurement of IT solutions;
- Language: Excellent Ukrainian and Russian, combined with at least limited working proficiency of English.

Technical Evaluation Criteria (Desk review and Interview based)

<p>Education</p> <p>Minimum of a Master's degree in computer science, or IT-related field (10 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> <p>Additional degree in law, political science or public policy (additional 5 points)</p>	<p>10 to 20 points</p>
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<p>Experience</p> <p>At least 7 years of proven practical experience in the development or implementation of information systems and software tools and procurement of IT solutions (30 points)</p> <p>Experience with the upgrade of state registers, interoperability of registers and data bases (additional 10 points)</p> <p>Experience in successful implementation of IT projects in the justice sector (additional 5 points)</p> <p>Additional points for each additional year of 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>30 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 Russian and/or Ukrainian language (3 points)</p>	<p>3 to 30 points</p>
<p>Maximum obtainable points</p>	<p>100 points</p>

Threshold for contracting eligibility – 70 points

WORKSTREAM # 3: (NATIONAL EXPERT) LEGISLATIVE SUPPORT TO ELECTRONIC DOCUMENT AND DATA MANAGEMENT SYSTEMS DEVELOPMENT

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

- Prepare, based on business processes analysis, specific and comprehensive legislative amendments to embody recommendations on automation and simplification of business processes and mirror the functionalities of IT solutions under development;
- Support discussion of the above technical documentation, as well as its enhancement and revision, with stakeholders;
- Ensure communication and information exchange with experts in charge of preparation of feasibility studies, terms of reference, tech-specs and other technical documentation outlining architecture, functionalities and other features of IT systems for public sector.

Mission format.

Primarily homebased. Occasional travel may be required.

Required profile and selection criteria. Candidate selection is carried out in two stages:

Shortlisting criteria

- Academic Degree: Master's degree in law, political science, or public policy required
- Experience: Minimum of 7 years of experience in the justice sector legislative development
- Language: Excellent Ukrainian and Russian and at least limited working proficiency of English.

Technical Evaluation Criteria (Desk review and Interview based)

<p>Education</p> <p>Master's degree in law, political science, or public policy (10 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> <p>Degree in computer science or IT-related field (additional 5 points)</p>	<p>10 to 20 points</p>
<p>Experience</p> <p>At least 7 years of experience in support to justice sector legislative development (25 points)</p> <p>Demonstrated experience in successfully promoting simplification and automation of public services or business processes (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>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	3 to 30 points
Understanding of the assignment with all specific components proposed within TOR having been identified and addressed (up to 30 points) <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (30 points) - Good - 90% of maximum allotted points (27 points) - Satisfactory - 70% of maximum allotted points (21 points) - Poor - 40% of maximum allotted points (12 points) - Very poor - 10% of maximum allotted points (3 points) 	
Maximum obtainable points	100 points

Threshold for contracting eligibility – 70 points

WORKSTREAM # 4: (NATIONAL EXPERT) BUSINESS PROCESSES ANALYSIS

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

- Conduct in-depth comprehensive analysis of business processes at justice sector institutions and private legal professions;
- Provide step-by step, detailed recommendations on automation and optimisation of a full cycle of the said business processes, to lay the foundation for IT solutions development
- Participate in discussions of improved business processes with justice sector institutions and private legal professions in question;
- Ensure systemic communication and information exchange with experts in charge of preparation of technical documentation on IT solutions, and with experts in charge of preparation of legislative amendments.

Mission format.

Primarily homebased. Occasional travel within Ukraine may be required.

Required profile and selection criteria. Candidate selection will be carried out in two stages:

Shortlisting criteria

- Academic Degree: Master's degree in Business Administration, Economic, Finance, or a similar field required;
Experience: Minimum of 7 years of experience in business and data analysis, data management;
Language: Excellent Ukrainian and Russian, combined with at least limited working proficiency of English.

Technical Evaluation Criteria (Desk review and Interview based)

<p>Education</p> <p>Master's degree in Business Administration, Economic, Finance, or a similar field (10 points)</p> <p>PhD in one of the above-mentioned fields (additional 5 points)</p> <p>Additional degree in computer science, IT-related field or in law, political science or public policy (additional 5 points)</p>	<p>10 to 20 points</p>
<p>Experience</p> <p>Minimum of 7 years of experience in business and data analysis, data management (10 points)</p> <p>Proven track record of successful improvement/simplification of business processes (10 points)</p>	<p>10 to 50 points</p>



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<p>Experience in justice sector or public administration reforms (additional 5 points)</p> <p>Additional points for each additional year of 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 (5 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 30 points)</p> <ul style="list-style-type: none"> - Excellent - 100% of maximum allotted points (30 points) - Good - 90% of maximum allotted points (27 points) - Satisfactory - 70% of maximum allotted points (21 points) - Poor - 40% of maximum allotted points (12 points) - Very poor - 10% of maximum allotted points (3 points) 	3 to 30 points
Maximum obtainable points	100 points

Threshold for contracting eligibility – 70 points