



Terms of Reference for the Recruitment of Experts

Specialised technical support
 Identification of Focal Points and design of CJN roadmap

Caribbean Judicial Network

C5.2.2.1.25

Online, Trinidad and Tobago, from 02/2025 to 03/2025

Brief description of the action	The design, determination of functions and accompaniment to the designation of points of contact that can be constituted as the CJN's principal. In addition to the conceptual creation of the CJN by drafting a roadmap document that establishes what needs to be done in the short and medium term to launch the CJN and what its initial structure will be.
Specific activities (if applicable)	
Objective(s) of the activity	Lay the groundwork for the creation of the CJN. Establish effective Points of Contact. Conceptualise and establish the roadmap for launching the CJN.
Expected product(s)	CJN focal points identified
Number of experts	2 experts : 1 CA + 1 EU
Mission location	Online, Trinidad and Tobago
Start of the mission	February 2025
Duration of the mission	1 month
Total number of working days	10 days (including 4 in mission)
Country(ies) participating in the activity	Caribbean countries: ATG / BHS / BRB / BLZ / DMA / GRD / GUY / HTI / JAM / KNA / VCT / LCA / SUR / TTO European countries: ESP / FRA / NLD / PRT

1. Background

EL PACCTO 2.0 aims to provide assistance for the strengthening of justice and security systems in Latin America and the Caribbean. Covering the entire criminal chain - police, justice and prison - the programme contributes to the fight against transnational organized crime from four specific perspectives:

1. High-level Strategic Dialogues;
2. Capacity building/institutional strengthening;
3. Facilitating operational cooperation;
4. Working with various criminal markets (drugs, money laundering, human trafficking, cybercrime, environmental crime).

In this sense, the final Outcome (OC) or final result of the programme is to improve the efficiency and effectiveness of cooperation between actors in the EU and Latin America and the Caribbean criminal justice system in the investigation and prosecution of organised crime.

Depending on the achieved result, EL PACCTO 2.0 aims to achieve three specific outputs (OP) or results:

1. OP 1. Enhanced regional strategic dialogue and cooperation on justice and security issues.
2. OP 2. Strengthened technical and methodological capacities, and implementation of approaches focused on human rights, gender, youth, conflict sensitivity and civil society participation.
3. OP 3. Operational capabilities to pursue organised crime in major criminal markets (trafficking in drugs, firearms and cultural property, environmental crime, trafficking and trafficking in human beings and cybercrime) improved.

To achieve these results, EL PACCTO 2.0 and the countries of Latin America and the Caribbean define different annual or multi-year priorities that are reflected in the two biannual Roadmaps or Strategic Plans for Latin America and the Caribbean, in addition to the Annual Action Plans. At the same time, the activities are linked to specific indicators of the Logical Framework of the Programme that allow to measure progress in achieving the intermediate and final results mentioned above. The Concept Note defines the expected/s/s result/s and/s/is relevant/s of this action/activity.

Expertise France is the French agency for international technical cooperation, under the joint supervision of the French Ministry of Europe and Foreign Affairs and the French Ministry of Economy and Finance. Its objective is to respond to the growing demand for expertise in partner countries in order to contribute to the improvement of their governance, a key factor for sustainable development.

2. Object

Without being a closed list of initiatives to be developed, EL PACCTO 2.0 will seek to create, support and strengthen, together with the Caribbean countries, the Caribbean Judicial Network in criminal matters (Caribbean Judicial Network - CJN). Its working dimension will be mainly Caribbean regional and bi-regional with the European Union, with activities in 2025 and 2026 that will be virtual and face-to-face both in the Caribbean and in the European Union. These activities will be organised in coordination and cooperation with the EJM and EU Member States.

The CJN should have two main Contact Points per country but will have a Caribbean Judicial Atlas through which the judicial authorities of the countries will be able to contact the judicial authorities of other countries as necessary in order to streamline international legal cooperation.

The objective of this line of action is to support the Caribbean institutions in, on the one hand, developing a network of judicial contact points that integrate the CJN; and, on the other hand, to support them in the structuring of the network, the constitution of a normative repository similar to the "Belgian Fiches" of the EJM and a similar working platform. The Contact Points in each country will be responsible for keeping the respective judicial authorities informed and updated and will meet regularly with their Caribbean and EU counterparts.

In accordance with the Concept Note that precisely defines the content of the action and this activity on which these Terms of Reference (TDR) are based, the object of this specialised technical support is to work on the design, determination of functions and accompaniment to the designation of points of contact that can be constituted as the Caribbean Judicial Network's principal (CJN). In addition to the conceptual creation of the CJN by drafting a roadmap document that establishes what needs to be done in the short and medium term to launch the CJN and what its initial structure will be. To fulfil these duties, EL PACCTO 2.0 is looking for 2 experts: 1 from the Caribbean countries and 1 from the European countries.

3. Description of the services to be performed

3.1. Main functions

The work will be done remotely and the collective sessions will be online. It is expected to travel to Trinidad and Tobago, to the Caribbean Court of Justice, for 4 days. It will be covered directly by Expertise France – EL PACCTO 2.0 and hotel, transport and meal expenses will be reimbursed according to the procedures established by the European Commission and Expertise France in its accreditation.

The functions to be performed by the two experts are those mentioned in the initial table:

- To determine the function and accompaniment to the designation of points of contact of the CJN;
- To draft a roadmap document establishing what needs to be done in the short and medium term to launch the CJN;
- To draft the initial structure of the CJN.

The launch of the CJN is expected to happen on December 2025.

The content and methodology of these activities will be defined between the contracted experts and the EL PACCTO 2.0 Expertise France team.

In general, the experts will take into account the results-based work methodology and specific work requests from the Caribbean partner institutions of the EL PACCTO 2.0 program, as well as studies, analytical work and other products of previous program activities.

In addition, gender mainstreaming in the activities of this action should take into account [the Gender Action Plan of the European Union \(GAP III 2020-2025\)](#) and the work on gender that EL PACCTO 2.0 have carried out.

These documents will be provided to the recruited experts at the beginning of her/his work.

The selected persons may be asked to prepare and apply previous questionnaires, specific technical notes or meeting proposals, in order to achieve the expected results.

Also, to the extent possible and when relevant, complementary consultations with relevant stakeholders - including the program team, Caribbean and EU institutions, civil society actors, academia and other EU and international programs and initiatives - may be carried out with the assistance of the PACCTO 2.0 team.

As a reference for the experts, and taking into account the functions established for the experts in the present terms of reference, the indicative schedule of the activity will run from February to March 2025 and is estimated as follows:

Subactivities	Start	Orientative ending date
First methodology meeting between the two experts and EL PACCTO 2.0 team. Determine the work schedule.	First week of February 2025	First week of February 2025
Establishing the function and accompaniment to the designation of points of contact of the CJN;	All February 2025	End of February 2025
Field mission to the Caribbean Court of Justice, Trinidad and Tobago	Beginning of March 2025	Beginning of March 2025
Roadmap document establishing what needs to be done in the short and medium term to launch the CJN drafted.	Mid-March 2025	End of March 2025
Initial structure of the CJN drafted.	Mid-March 2025	End of March 2025

3.2. Products to be delivered by the expert:

a) Report of activity, properly filled out, it may include:

- The experts report containing content and conclusions of the working sessions
- The mission report to Trinidad and Tobago
- Evidence documenting the results advanced and/or achieved by the activity based on the relevant programme indicators defined in the Concept Note.

This should include:

- an official note from the Caribbean institutions appointing their national point of contact (referring to the OC 1.1).
- an agreement for joining the CJN signed by the Caribbean institutions (referring to the OT 1.1.1)

b) Products / deliveries of the activity: guides, recommendations, conclusions, analysis, audio-visual materials, etc.

- List of the CJN points of contact (specifying the official and in-process ones)
- Roadmap document with short and medium term tasks to achieve
- CJN structure document

The satisfaction of the fees will be conditioned on the validation by the Program of the delivered results. The experts should submit the products the two weeks following the end of their duties.

3.3. Mandatory requirements for experts:

- Civil servant of Ministry of Justice or related with experience in the justice administration;
- At least 7 years work experience, nationally and internationally, in international legal cooperation;
- Working experience in the field of cooperation projects with the EU and/or the Caribbean;
- Working experience in a Regional structure and/or in Europe, desirable;
- Practical experience in planning and organizing complex activities, including structuration of a network;
- Experience in multilateralism and active participation in international justice networks;
- In-depth knowledge in matters of international legal cooperation;
- Knowledge and/or experience with the Caribbean Court of Justice is a plus;
- Experience in technical assistance programs, in the areas of justice and security in the fight organized crime, is a plus;
- Fluent in English, French and Spanish are a plus;
- Willingness to travel overseas.

4. Scale of the criteria

The requirements and merits indicated will be assessed through the information contained in the CVs. CVs may be in Europass or EL PACCTO 2.0 format, in English.

If necessary, an ad hoc scale table can be established.

5. Deadline for awarding or mobilisation and formalisation

The contract shall be awarded no later than the 3rd of February 2025.

The contract document shall be issued within 3 working days of the award.

6. Duration

The contract or letter of appointment or commitment shall be drawn up for a period of two months from the date of signature. The maximum number of working days has been set at 10 for each expert, between February and March 2025.

Fees and allowances¹ (only for TOR not to be published. If published, this section is delated)

Each expert will receive 350 euros per day worked as a fee. This is a total maximum of 3 500 euros.

Additionally, each expert will also receive the daily subsistence allowance according to the maximum established by the European Commission's criteria for the country concerned depending on the nights passed.

Submission of proposals

The requested institutions shall submit the CVs of the proposed experts who meet the requirements defined in these Terms of Reference.

The deadline for receiving applications ends on the 29th of January of 2025 at 23:59 hours (Madrid local time).

The curriculum vitae must be accompanied by a letter of motivation, in the case of an expert not designated by a public institution.

In the case of experts belonging to the public service, once selected, the institution in which the candidate depends shall send a letter of appointment of the selected person.

All documents should be sent to: marc.reina@elpaccto.eu; emilie.breyne@elpaccto.eu

EL PACCTO 2.0 programme reserves the right to reject applications from experts who do not meet the requirements requested.

¹ In the case of the mobilization of an official/a public/a through the signature of a letter of commitment, the payment of the fees and daily subsistence allowance shall be made according to the rules of the Ministry of origin of the expert.