**Terms of reference
and technical Specifications**

1. **General information**

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| Assignment name | Digital Transformation expert- Judicial digitalisation support in Libya |
| Beneficiary | General Attorney Office-Criminal Research and training Centre |
| Country | Libya |
| Maximum estimated number of days | 100 working days- with possible extension |

1. **Context and justification of the need**

The Libyan judiciary system in undergoing a strategic digital transformation aimed at modernizing operational processes, enhancing case management and aligning practices with international standards, particularly in managing human-trafficking related cases and cross-border criminal cases. This reform effort is led in collaboration with the General Attorney Office (GAO) and the Criminal Research and Training Centre (CRTC).

To ensure a sustainable and well-integrated digital transition, a digital transformation expert will be engaged to guide the design and implementation of digital tools, co-develop the SOPs and build the capacity of IT and judicial staff in the General Attorney Office.

1. **Objectives and desired results**
	1. **General objective**

The objective of the assignment is to support the GAO in transforming the Libyan judicial system digitally.

* 1. **Specific objectives**
1. Assess the CRTC digital needs and training demands, prepare a plan for training and mentoring.
2. Support the Libyan Judicial institutions, specifically the CRTC, in designing and piloting a secure, interoperable digital case management system.
3. Co-developing IT supported Standard Operating Procedures (SOPs) for digital cases workflows.
4. Building institutional capacity for system use, maintenance and future development.
	1. **Anticipated results**
		1. Digital transformation roadmap finalised
		2. Digital case management tools developed and tested. To be designed in collaboration with the IT department in the GOA.
		3. Standard Operational Procedures (SOPs) digitalised
		4. Enhanced institutional capacity
5. **Description of the assignment**
	1. **Planned activities**

The expert will be responsible for the following tasks

**Phase 1: Assignment preparation: assessment and planning**

To conduct a comprehensive assessment of the digitalisation needs of the CRTC, develop a digital transformation roadmap and lay the foundation for the operational phase.

Key tasks:

* Conduct stakeholder consultations and a need assessment for both IT and Judicial teams within the GAO.
* Analyse existing workflows, challenges and opportunities for digitalization.
* Facilitate a co-creation workshop with the local partners.
* Draft a detailed roadmap for digital transformation, including SOP development strategy, training needs, infrastructure gaps and system digitalization options.

Deliverables (Phase 1):

* Needs assessment report (including technical and institutional capacity review).
* A clear roadmap for SOP digitalization and system implementation including training schedule and frequency.
* A clear digital tool need that will be developed in Phase 2.

**Phase 2: Implementation phase**

To implement the digitalisation roadmap by developing tools, digital SOPs, and delivering capacity building to ensure institutional readiness and sustainability.

Key tasks:

* Co-design and pilot one or two digital management tool or database.
* Develop and finalise IT supported digital Standard Operational Procedures (SOPs)
* Deliver advanced IT training to the IT team ( schedule and frequency to be decided after completion of phase 1).
* Deliver hands-on training to the judicial personnel within the GAO (dates and frequency to be decided after completion of phase 1)
* Provide mentorship and support mechanisms to ensure system sustainability.

Deliverables (Phase 2):

* A functional prototype or a pilot version of the digital tool.
* Finalised SOPs accepted and integrated into the daily judicial workflows.
* Training reports and materials for IT and judicial trainings
* Final report including lessons learned, sustainability recommendations.
	1. **General anticipated deliverables**

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| --- | --- |
| Deliverables | End date |
| 1. A needs assessment report
 | T0 + 30 days |
| 1. Roadmap for trainings
 | T0 + 30 days |
| 1. Prototype or pilot version of digital tools
 | T0 + 30 days |
| 1. Training material for each training session
 | One week before training |
| 1. Pre and post-tests for each training
 | A week before each training |
| 1. Final version of SOP and digital tools
 | By end of mission |
| 1. final mission report and sustaibility plan
 | By end of mission |

* 1. **Coordination**

The service provider shall designate a single contact person for project implementation purposes.

Mrs Rima Attiga, Project manager, will be the service provider’s sole contact person for Expertise France

E-mail: rima.attiga@expertisefrance.fr

A launch meeting shall be held 7 days after the contract award has been notified.

Close collaboration must take place with the CRTC personnel from assignment preparation right up to completion. Furthermore, regular exchanges must take place with the project manager on assignment progress and any difficulties that may be encountered.

1. **Place, duration of the project’s implementation**
	1. **Implementation period: from October 2025- July 2027**
	2. **Start date: 1.10.2025**
	3. **End date: 30.06.2027**
2. **Required expertise and profile**
	1. **Number of experts per assignment:** 1
	2. **Profile of the designated expert(s) responsible for contract execution**
3. Qualifications and skills:
* Advanced university (Master’s or PhD) in Information Technology systems, digital governance, or related topics.
* For candidates holding a PhD: A minimum of 7 years of relevant professional experience in digital transformation, preferably within the public or justice sector. For cadidates holding a Master degree, a minimum of 12 years of relevant professional experience in relevant fields.
* Proven expertise in developing digital tools for case management,
* Experience working in fragile and post conflict contexts is highly desirable
* Strong capacity building skills
* Excellent qualities/capacities in:
	+ Communication
	+ Teamwork and interpersonal skills
	+ Knowledge transfer
	+ Analysis and reporting
	+ Problem identification and resolution
	+ Decision-making and taking initiatives
1. **Assignment reports**

A report following the model provided must be forwarded by e-mail on conclusion of the assignment: it must correspond with the deliverable summary analytical report …

1. **Practical information**

Work will be estimated between 100-120 working days including preparation, consultations, training delivery, and reporting. Final dates to be confirmed based on project needs.