

TERMS OF REFERENCE

**For short-term international expertise
to support the Ministry of Justice in elaborating a programming
manual for infrastructure facilities for the judiciary**

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These terms of reference relate to the mobilization of mid or short-term expertise within the framework of contract No. CJO 1073 03 W established between the French Agency for Development and Expertise France, in order to provide technical assistance in the implementation of the AFD Sector Policy Loan (SO 4) - “Modernisation of the infrastructure and procedures of the civil and commercial Justice in Jordan” .

BACKGROUND

The Government of Jordan adopted its Justice Sector Strategy 2017-2021 (Judicial Council, Ministry of Justice, Judicial Institute), whose implementation process is committed to the recommendations of the *Royal Committee for developing the Judiciary and enhancing the Rule of Law* released in February 2017. One of these recommendations (or Specific Objective - SO) aims at **modernizing the infrastructure and procedures of the civil and commercial Justice in Jordan**.

In order to support the Government of Jordan's efforts to fulfill this Specific Objective, the French Agency for Development (AFD) decided to provide a 40 MEUR Sector Policy Loan and a series of complementary measures (also called technical assistance - TA).

The TA to the modernization of the infrastructure and procedures of the civil and commercial Justice in Jordan is being implemented by Expertise France (EF) through a service contract with AFD. This TA, which will last for 36 months, is designed to contribute to the achievement of performance indicators developed jointly by the AFD and the Jordanian authorities in a Sector policy matrix, as well as to support more broadly meaningful reforms related to civil and commercial Justice.

In this framework, one of the objectives of the TA relates to supporting the Ministry of Justice, and in particular the Building Department (MoJ/BD), in its handling of two main infrastructure projects: the renovation of the current Abdali palace building in order to host the unified Court of First Instance, and the construction of a new Appeal Court.

Following two meetings with the French Public Agency for Justice Property (Agence publique pour l'immobilier de la justice/ APIJ), the TA directed the support towards i) specialized trainings sessions to the Building Department and towards ii) the co-construction with this Department of a programming manual for infrastructures facilities in the Judiciary.

Therefore, the present terms of reference relate to the **recruitment of two short-term experts (one -01- international and one -01- local) to co-elaborate with the MoJ/BD a programming manual for infrastructure facilities in the Judiciary, with a special focus on maintenance aspects, ensure its endorsement and adequate circulation to all relevant stakeholders**.

OBJECTIVES OF THE ASSIGNMENT

The experts' mission will mainly consist in co-drafting with the MoJ/BD a programming manual for judicial buildings in order to provide the Department with a practical tool to ensure a consistent approach when working with Judicial Infrastructure. It will create a common ground related to architectural and functional requirements, understandable by all stakeholders: from the Ministry of Justice to the users (court presidents, court administrators, judges, court staff, etc.) or the designers/architects/engineering offices...

This manual shall take into consideration various aspects ranging from architectural/functional ones to operation and maintenance. As agreed with the MoJ/BD, special emphasis shall be put on maintenance.

By streamlining the processes and providing a long-term and sustainable vision on courts design and operations, this manual will contribute to increasing the quality of infrastructure operations including maintenance, and indirectly, will lead to better controlling of public expenditures for infrastructures.

DETAILS OF THE MISSION

1. Scope

Main objective(s)	<ul style="list-style-type: none"> • Co-draft a programming manual for infrastructure facilities in the Jordanian Judiciary, with a special focus on maintenance aspects.
Expected services	<p><u>International expert (ISTE)</u>: the ISTE will lead the overall mission. He/She will be in charge of the strategic vision and will be responsible for the quality of the outputs and the timely submission. 2 missions to Jordan are expected, and home-based work to be organized with the LSTE in a coherent way.</p> <p><u>Local expert (LSTE)</u>: the LSTE will conduct most of the groundwork and the drafting, under the ISTE supervision.</p> <p><u>Both</u>:</p> <ul style="list-style-type: none"> • Conduct a diagnosis on current standards and practices, based on collected technical information and site visits to judicial infrastructures (mainly outside Amman. Nb: most courts in Amman are rented buildings). This work will rely on information provided by the MoJ/BD on the existing local approaches and standards, as well as any technical aspects and local specificities that influence their work. • Draft a manual with the active support of the MoJ/BD. The manual shall take into consideration guidelines produced by the Ministry of Public Work (MoPW) for other business areas, and draw on potential best practices from this Ministry. The TA shall also provide insights on international standards and help define new ones adapted to the Jordanian context. • Have the manual endorsed by all important stakeholders, including the MoJ, the MoPW and the Judicial Council. • Ensure the adequate diffusion of the manual to MoJ/BD staff and MoPW, including if necessary by conducting a one-day training on one or more relevant aspects included in the manual.
Expected Outcomes/Deliverables	<ul style="list-style-type: none"> • Programming manual

2. Requested expertise

Profile 1: International short-term expert	<ul style="list-style-type: none"> • Master degree in Civil, Structural, Environmental Engineering or Architecture. • At least 10 years of professional experience in the relevant field of civil engineering, • Experience in supervising medium to large-scale construction works in the public sector; an experience in judicial sector is an asset. • Experience in working in international environments, particularly in the field of construction technical project documentation development as well as construction supervision • Very high capacity of reporting and communicating in English.
Profile 2: local short-term expert	<ul style="list-style-type: none"> • Master degree in Civil, Structural, Environmental Engineering or Architecture. • At least 5 years of professional experience in the relevant field of civil engineering, • Experience in working in international environments, particularly in the field of construction technical project documentation development as well as construction supervision • Very high capacity of reporting and communicating in Arabic and English.

3. Description of the mission

Location	• Amman, Jordan
Language	• English – However: the final manual will be in Arabic, with an executive summary in English
Working days allocated	<ul style="list-style-type: none"> • ISTE : 14 working days • LSTE: 24 working days
Optimal period for execution	• September/October 2021
Supervision	• SO4 Team Leader
Support	• SO4 Project Officer

4. Tentative calendar and sharing of working days

Phase	Period	ISTE	LSTE
Diagnosis	Sept 2021	5 wd	9 wd
Drafting manual	Sept 2021	4 wd	10 wd
Validation process	Oct 2021	2 wd	2 wd
Diffusion	Oct 2021	3 wd	3 wd
Overall supervision	Sept-Oct 2021	Included in above wd	NA
	Total	14 working days	24 working days