

IMPROVE THE CAPACITY OF THE INDEPENDENT JUSTICE INSTITUTIONS EU4JUSTICE PROJECT

CALL FOR THE POSITION *Position Code: 3/EU4Justice/2024*

ONE SHORT TERM EXPERT (STE): Support to the elaboration of the desired state, Gap Analysis and action plan for the High Inspector of Justice of Albania.

Technical assistance requested:	one International Experts: One International Expert : <ul style="list-style-type: none"> - Computer Engineer with Experience in Judicial Management and Innovation - Judge or Prosecutor with Experience in Judicial Management and Innovation
Project title:	Improve the capacity of independent justice institutions in Albania (EU4Justice)
Reference:	IPA/2022/436-032
Category:	Short Term Expert (STE)
Assignment:	Conduct a gap analysis and facilitate the creation of a strategy and roadmap for IT-development.
Duration:	Up to 26 working days (15 day in field mission and 11 remotely) for 3 missions
Component / Activity:	Component 3

1. Project Background

The EU funded “Improve the capacity of independent justice institutions in Albania” project is being implemented in Tirana, Albania by Italian Agency for Development Cooperation (AICS) as led consortium in partnership with International and Ibero-American Foundation for Administration and Public Policies (FIIAPP) and Expertise France (EF). The project’s duration is 24 months: February 2023 – February 2025. The main national counterparts of the project are: High Judicial Council (HJC), High Prosecutorial Council (HPC) and High Justice Inspectorate (HJI).

Italian Agency for Development Cooperation (AICS) is the public agency responsible for promoting international development, public aid and humanitarian emergencies. High Council of the Judiciary (CSM) is the self-governing body of the judiciary and was set up by the Italian Constitution. International and Ibero-American Foundation for Administration and Public Policies (FIIAPP) is a public sector foundation under the Spanish state cooperation system. Expertise France is the French public international cooperation agency and is the mandated body of the French Ministry of Justice.

The overall objective is to support the self-governance institutions (HJC, HPC and HJI) in Albania to implement the justice reform by strengthening their independence (via meritocracy and career), accountability transparency, efficiency in line with the EU acquis and best practices as well as to improve coordination and communication of the self-governance institutions (HJC, HPC and HJI) through the establishment of sustainable mechanism in line with the best European practices.

The Project is designed with the intention of achieving long term and sustainable results that would have a strong impact on the overall judicial reform that will lead Albania further towards EU membership.

2. Description of the assignment

This assignment falls within the scope of Component 3, to strengthen the capacities of the High Justice Inspectorate

One of the insights gleaned from the November 2023 initiative, aimed at suggesting measures to improve the efficiency and transparency of the HJI, underscored the necessity of creating and deploying a fully electronic complaints processing system. As an initial stride along this trajectory, it is imperative to conduct a thorough analysis of the current technological infrastructure of the HJI.

The primary objectives of this assignment are for each activity are:

- Facilitate the definition of the desired state of technology in the organization (TO-BE).
- Conduct a gap analysis between the desired state and the current state, to identify the main opportunities for improvement to improve, optimize and automate the results of the organization, allowing to reach the desired state with respect to technology.
- Facilitate the creation of a strategy and roadmap for the organization's Transformation program to achieve the organization's objectives (moving from AS-IS to TO-BE).

The specific activities of the consultant/facilitator will be:

- Prepare the working session(s) with the organization's stakeholders and the work team.
 - o Determine with the sponsor and the work team what the objective of the session will be, the stakeholders that should participate and the possible problems that could arise.
 - o For the set objectives, stakeholders and anticipated problems, determine the agenda of group work actions and the most appropriate facilitation techniques.
 - o Prepare logistics of the session(s) (rooms, materials, etc.).
- Start the working session(s).
 - o Ensure that everything is ready for each session.
 - o Welcome participants.
 - o Coordinate with the sponsor and work team to start the session.

- Deliver the opening speech that engages and motivates the participants.
- Execute the work session(s).
 - Maintain the focus of the session.
 - Document the results, agreements, commitments, problems, etc.
 - Use facilitation techniques that help to achieve the objectives: idea generation, consensus, conflict resolution, etc.
- Close the work session(s).
 - Review completed activities.
 - Review that the objectives have been met.
 - Review commitments and decisions made.
 - Assign committed actions.
 - Evaluate the session by the participants.
 - End the session.

The assignment will be held during 26 working days working under the direct supervision of the international Key-Expert (KE) responsible. The consultant will take part in all the missions KE responsible consider.

3. Expected outputs and results

Avoid the most common problems in meetings or group work, such as:

- The group does not know how to tackle a particular issue.
- The meeting sponsor is not neutral.
- The group wants to improve how it solves problems or makes decisions.
- All members want to be fully involved.
- There is conflict among group members.

To achieve the following benefits produced by facilitation:

- More successful meetings and work sessions.
- More efficient group interactions.
- Better results.

A facilitated session is a highly structured meeting in which the facilitator guides the participants through a series of predefined steps to arrive at outcomes that are created, understood and accepted by all participants.

The expected outputs are:

- Agenda of sessions.
- Report of results of each session: Agreements, committed actions, results of the session, etc.
- Evaluation of the sessions by the participants.
- Final report of the service with recommendations.

4. Expert input/contract modalities

Total working 8 WD per expert days:

<i>Period of the assignment:</i>	1 st mission: 12 working day (5 field / 7 remotely) From the 13 th to the 17 th of May 2024: field mission (5 WD) From the 20 th to the 24 th and from 27 th to 28 th of May 2024: homebased mission (7 WD per expert) The remaining days will be scheduled by the KE.
<i>Location of the assignment</i>	Tirana (Albania) and homebased
<i>Working language:</i>	English
<i>Contract</i>	Service contract
<i>Remuneration</i>	Fees: 450 EUR/working day Per diem: 151 € / per night in Tirana. These allowances are expected to cover accommodation, meals, local transport, and miscellaneous expenses. Any other expenses/amounts/items cannot be paid/reimbursed to the Expert

5. Required profile

This activity requires the following profile:

- Academic background in Computer Engineering or related field.
- Experience in the field of organizational transformation, process optimization, digital transformation, and ultimately in improving the functioning and capabilities of organizations (at least 15 years).
- Experience in digital and organizational transformation in the justice sector (at least 5 years).
- Experience in business analysis, understanding and defining needs and problems, stakeholder discovery and analysis, and facilitating solution definitions, as well as eliciting their requirements (at least 15 years).
- Experience in facilitating meetings and work sessions, enhancing their outcome with various facilitation techniques: idea generation, conflict resolution, consensus-building, time management, etc. (at least 5 years).
- Experience in project and program management in both agile and traditional formats (at least 15 years).
- Experience in Enterprise Architecture, defining the Enterprise Architecture capability within the organization by implementing tools and processes, as well as defining a metamodel tailored to the organization's needs and implementing an Enterprise Architecture repository. Conducting an AS-IS discovery of Enterprise Architecture assets

defined in the metamodel. Developing plans and strategies to improve Enterprise Architecture capability (at least 5 years).

- Possession of PMP (Project Management Professional) Certification.
- Possession of PBA (Professional in Business Analysis) Certification.
- Possession of RMP (Risk Management Professional) Certification.
- Possession of ACP (Agile Certified Practitioner) Certification.
- Completion of an official CMMI course.
- Possession of Cobit 2019 certification.
- Possession of Lean IT Leadership certification.
- Possession of Lean IT Kaizen certification.
- Possession of DevOps certification.
- Possession of SPC (Certified SAFe Program Consultant) certification.
- Possession of ITIL 4 certification.
- Possession of PSM (Professional Scrum Master) certification.
- Possession of PSPO (Professional Scrum Product Owner) certification.
- Possession of Management 3.0 certification.
- A very good command of oral and written English language
- Good command of Microsoft Office™ tools.
- Organizational and inter-personal skills.
- Strong problem-solving skills.
- Excellent communication and analytical skills.
- Technical writing.
- Teamwork skills, ability to adapt to multidisciplinary environments, and commitment to project objectives.
- Previous experience in international judicial cooperation projects will be positively valued.

6. Application and selection procedure

Please send your CV both in English and in EUROPASS format, not later than

The selection, to be carried out by Expertise France together with the Key-Expert and the National Legal Expert of the Project Component, will be based on the professional background, relevant work experience, language skills and other criteria according to the requested qualifications. References must be available on request.

Gender and diversity issues will be mainstreamed into the selection of STEs under this Project. All applications will be considered strictly confidential.

7. Eligibility requirements

In order to participate in the selection procedure, on the date of sending the application, all candidates must have the following eligibility requirements and provide proof upon request.

Sending an application is considered confirmation of fulfilling the following requirements:

- No criminal convictions and no measures concerning the application of preventive measures, civil decisions and administrative measures registered in the criminal record or for any crime preclude working with public administration;
- Not currently subject to criminal proceedings;
- Fulfil the requirement of independence and no condition of incompatibility or conflict of interest (financial, business, work or other relations) with the Project Stakeholders/Albanian Justice Sector institutions;
- Not Albanian civil servants.