

# Programmatic Cooperation Framework for Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine and Belarus



## CoE/EU Eastern Partnership Programmatic Co-operation Framework (PCF) 2015 – 2017

### PROJECT “Support to increased efficiency of courts, improved training of judges and judicial self-governance in Azerbaijan”

#### Call for Expression of Interest for the local short-term consultants (LSCs)

<b>Position title:</b>	Local short-term consultant
<b>Required expertise areas:</b>	Thematic area: “Training of Judges” Sub-thematic area 1: Institutional organisation, management and cooperation. Sub-thematic area 2: training approach.
<b>Place of the activities:</b>	Activities under the project will take place in Baku and different locations in the Republic of Azerbaijan
<b>Project:</b>	Support to increased efficiency of courts, improved training of judges and judicial self-governance in Azerbaijan  Component 3: The training methodology and curricula for judges (initial and in-service) of the Justice Academy are further improved in line with European standards and good practice, through support to training of trainers (with modern and interactive training methodologies), development of training courses, introduction of new training and evaluation methodologies
<b>Organisation:</b>	Council of Europe Directorate General Human Rights and Rule of Law Division for Legal Co-operation
<b>Contract duration:</b>	up to 70 working days per sub-thematic area
<b>Vacancy notice issued:</b>	7 January 2016
<b>Deadline for applications:</b>	22 January 2016

**Background:**

The project “Support to increased efficiency of courts, improved training of judges and judicial self-governance in Azerbaijan” is part of Theme II “Ensuring Justice” of the new Council of Europe / European Union Eastern Partnership Programmatic Co-operation Framework (PCF) 2015-2017. It is pursued in close cooperation and co-ordination with the European Union Delegation in Azerbaijan and builds on the results and recommendations from the previous regional CoE/EU project «Enhancing Judicial Reform in Eastern Partnership Countries » whose reports can be found at:

[http://www.coe.int/t/DGHL/COOPERATION/CAPACITYBUILDING/projects/aep\\_en.asp](http://www.coe.int/t/DGHL/COOPERATION/CAPACITYBUILDING/projects/aep_en.asp)

The project targets cooperation with the main justice sector stakeholders of Azerbaijan: the Ministry of Justice (MoJ), the Judicial Legal Council (JLC), the Judge’s Selection Committee (JSC), the Justice Academy and 5 national courts selected for the pilot implementation of CEPEJ tools.

As part of the project specific interventions are planned to support the Academy of Justice to improve the training of judges in line with European standards and good practices.

**Description of the consultancy:**

In the framework of the interventions planned for the improvement of the training of judges, the Local Short-term Consultants shall provide their expertise and support to the implementation of the work programme agreed with the Justice Academy.

The work programme includes a series of tasks aimed at: (i) improving the general organisation of the Justice Academy as an institution responsible for the training of judges; as well as (ii) improving the institutional cooperation of the Justice Academy in that regard. (ii) improving the training approach for the training of judges organised by the Justice Academy.

These tasks are based on the needs assessment and recommendations produced under the present project.

**Key duties and responsibilities:**

The LSCs are expected to contribute to the Project’s implementation and provide advice and support to the Project team and international experts, in coordination with the Project’s national partners and other key justice sector stakeholders.

The LSCs will be requested to share their advanced knowledge of the Azerbaijani legislation and practice in the field of judicial training.

They will also be requested to join field visits (in Baku and possibly in regions of the Republic of Azerbaijan) and to support the implementation of Project activities in selected regions.

As part of their duties, the LSCs may be requested to produce outputs in writing such as assessments, reports, presentations, background documents etc.

The role of the LSCs will include all or part of the following:

General tasks:

- Participate in the meetings of the project team and international experts with Azerbaijani national partners and other stakeholders;
- Participate and contribute to the development of the project and its activities, including the action plan;
- Participate in the conferences and workshops organised under the project;
- Coordinate with international experts and contribute national expertise as required to facilitate the production of high quality outputs tailored to the Project's needs and context.

Specific tasks:

**Sub-thematic area 1: contribute to the implementation of activities related to the organisation, management and institutional cooperation of the Justice Academy as the institution responsible for the training of judges.**

- Under the guidance and in close cooperation with the International Expert 'Organisation and Liaison with the Justice Academy': preparation of a comprehensive functional analysis (assessment of the current structure and internal organisation, done in comparison with some European judicial schools of reference);
- Contribution to the development of technical outputs (concept papers, descriptive documents, feasibility studies or reports) on organisational and management matters, such as : systems for management and planning; system for collection and analysis of statistical data and reporting;
- Under the guidance and in close cooperation with the International Expert 'Organisation and Liaison with the Justice Academy': preparation and delivery of training in management and strategic planning for senior management of the Justice Academy;
- Contribution to the development of technical outputs (concept papers, descriptive documents, feasibility studies or reports) on matters of institutional cooperation, such as: joint trainings (bringing together judges and other legal professionals); inter-institution co-operation and communication; delocalised/regional and in-house trainings.
- Contribution to the organisation of pilot joint events (bringing together judges and other legal professionals), possibly in co-ordination with other projects.

**Sub-thematic area 2: contribute to the implementation of activities related to the training approach with respect to training of judges at the Justice Academy: training cycle and methodology, training curricula, and learning and information services.**

- Contribution to the development of technical outputs (concept papers, tools and guidelines, descriptive documents, feasibility studies or reports) on matters of training approach, such as: training cycle, training needs assessment tools and methods, training evaluation tools; training methodology, training-of-trainers, quality standards for the organisation and delivery of different forms of training; training topics, in particular on judgecraft; information services, e-learning;
- Contribute to the preparation and delivery of training on such matters as training cycle and training-of-trainers;
- Contribute to the preparation, translation and publication by the Justice Academy of relevant training materials, in various forms on-line, CDs, paper, etc.

**Timeframe:**

The assignment is expected to start in February 2016 and to be completed no later than December 2016, with an expected total input of 70 working days per sub-thematic area.

**Key qualifications required:**

- ❖ a higher education degree or qualification equivalent to a master's degree (2<sup>nd</sup> cycle of the Bologna process framework of qualifications for the European Higher Education Area), preferably in law, and extensive professional experience at the national level in areas of work related to institutional management in the sector of justice and judicial training (50% of weighting criteria);
- ❖ familiarity with the delivery of international technical assistance (15% of weighting criteria) and proven ability to work in an international and multi-cultural environment (5% of weighting criteria);
- ❖ excellent communication skills; working knowledge of English (30% of weighting criteria).

**Fees and status:**

The selected candidate will be offered a consultancy contract. The level of fees will depend on qualifications and work experience. The proposed contract cannot be construed as conferring on the selected candidate the capacity of Council of Europe employee. Hence no allowance will be given in respect of expatriation, dependents etc.

The selected candidate will have to make his/her own arrangements for health and social insurance during the entire period of work under the contract and declare all fees received from the Council of Europe for tax purposes as required in his/her country of fiscal residence.

Candidates shall be residing in Azerbaijan, and shall not be civil servants or public officials in the countries where the Project activities are implemented (during the execution of the consultancy contracts).

**Additional information:**

The selection procedure consists of shortlisting and an interview. A job-related written test may be envisaged in case of numerous applications. Only shortlisted applicants will be contacted. Interviews are expected to be held in January 2016, in Baku.

Following this competition, a reserve list of successful candidates, in order of merit, may be established. This list will be valid until the end of the Project. It should be noted that placement on a reserve list does not give candidates the right to an assignment.

**Applications:**

Candidates must submit the following documents in English:

- a) Curriculum Vitae (maximum length: 3 pages)
- b) Filled in application form

Please do not send any other documents and in particular any heavy attachments at this stage. Applications should be sent by email no later than **22 January 2016** to the following address: [aynur.guliyeva@coe.int](mailto:aynur.guliyeva@coe.int)

Please indicate in the subject of the email the sub-thematic area you are applying for. Only shortlisted applicants will be contacted. Written tests and interviews are expected to be held end of January 2016, in Baku.