

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)

Position title:	Local short-term consultant
Required expertise areas:	Efficiency and quality of the justice system and courts. Court organisation and judicial proceedings. Court management (judicial time management and judicial statistics, quality management). Satisfaction surveys aimed at court users. Training of judges and court staff on efficiency and quality issues.
Place of the activities:	Activities under the project will take place in Baku and different court locations in the Republic of Azerbaijan (e.g. Sheki, Oghuz, Sumgayit).
Project:	Support to increased efficiency of courts, improved training of judges and judicial self-governance in Azerbaijan, Component 1: Improving judicial time management and quality of judicial services
Organisation:	Council of Europe Directorate General of Human Rights and the Rule of Law European Commission for the Efficiency of Justice
Contract duration:	up to 100 working days throughout the lifetime of the project
Vacancy notice issued:	19 November 2015
Deadline for applications:	03 December 2015

BACKGROUND INFORMATION ON THE PROJECT

The Project “Support to increased efficiency of courts, improved training of judges and judicial self-governance in Azerbaijan” (hereinafter “the Project”) is part of the Council of Europe and European Union Eastern Partnership Programmatic Co-operation Framework (PCF) 2015-2017. Its main objectives are to strengthen the independence and efficiency of the judiciary and the role of courts in delivering user-oriented justice.

The Project has two components: (1) “Support to increased efficiency of courts” and (2) “Improved training of judges and judicial self-governance in Azerbaijan”, and is to be implemented between 1 January 2015 and 31 December 2016. Only component 1 is concerned with this call.

Component 1: “Support to increased efficiency of courts”

Expected impact of the Project:

Court efficiency and quality will improve and court users will enjoy timely delivery of justice. The action will help guarantee the respect for the rule of law and a better access to justice. As a result, court users will prove a higher level of satisfaction with the public service of justice.

General objective:

Supporting the national judicial administration and the pilot courts to implement the tools developed by the European Commission for the Efficiency of Justice (CEPEJ) in view of improving the efficiency and quality of justice. In case of positive results of the envisaged activities in the pilot phase, proposals for their dissemination on the national level will be formulated and further Council of Europe support envisaged.

Expected results:

1. The capacity of the national authorities in assessing the efficiency and quality of the justice system is strengthened.
2. The efficiency and quality of judicial services in pilot courts are improved through the application of the methodology and tools developed by the CEPEJ on judicial time management and quality of justice.
3. An action plan for the dissemination of the results of the pilot phase for increased efficiency and quality of judicial services is developed and promoted in dialogue with the judicial and governmental authorities.
4. The Justice Academy integrates the CEPEJ tools and guidelines on efficiency and quality of justice in the initial and continuous training of judges and court staff.

Partners: Judicial Legal Council, Ministry of Justice, Justice Academy, five national (pilot) courts.

DESCRIPTION OF THE POSITION

KEY DUTIES AND RESPONSIBILITIES

The LSCs are expected to contribute to the Project's implementation and provide advice and support to the CEPEJ experts and the Project team, in coordination with the Project's national partners and other key justice sector stockholders. Since one of the project's main focuses is the application in the selected Azerbaijani pilot courts of the tools developed by the CEPEJ to improve efficiency and quality of justice, the LSCs will be requested in the first place to share his/her advanced knowledge of the Azerbaijani legislation and practice in the fields such as court organisation and management, analysis of judicial statistics, as well as quality management and policies. In the second place, he/she will be requested to join the CEPEJ visits to the pilot courts and to support the implementation process of CEPEJ tools in these courts. In the third place, the LSCs will play an important role as regards introducing the CEPEJ efficiency and quality tools in the curricula for initial and continuous training of judges and court staff. As part of these 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 a part of the following:

Contribute to the CEPEJ court coaching activities and implementation of the SATURN tools in 5 pilot courts:

- Evaluate and advise the CEPEJ experts on the current court management practices and support the Project in defining the areas of possible improvement through implementation of the SATURN judicial time management guidelines;
- Advise the CEPEJ experts on the national legislation in regard to court organisation and functioning, including the procedural law;
- Contribute to the development and enactment of the CEPEJ court coaching programme in the selected pilot courts, according to the instructions provided by the CEPEJ Secretariat and in view of implementing the SATURN judicial time management guidelines;
- Assist the pilot courts with collecting statistical data, computing the key efficiency indicators in line with the CEPEJ guidelines and implementing the recommendations on time management of the court coaching programme.

Contribute to implementation of the CEPEJ quality tools in 5 pilot courts:

- Evaluate and advise on the current practices for quality management in the pilot courts, on the basis of the CEPEJ Checklist for promoting the quality of justice and the courts;
- Contribute to the inclusion in the CEPEJ court coaching programme and implementation of activities to improve the quality management in the pilot courts, according to the instructions provided by the CEPEJ Secretariat;
- Advise on the methodology to be applied in court users' satisfaction surveys and contribute to the analysis of their results.

Contribute to the introduction of the CEPEJ efficiency and quality tools in the curricula for initial and continuous training of judges and court staff:

- Contribute to the revision of the initial and continuous curricula for judges and court staff of the Justice Academy in view of introducing the CEPEJ tools thereto;
- Contribute to the development of training materials on efficient court management and quality of justice and courts;
- Contribute to the development and implementation of a training-of-trainers (ToT) course for the selected trainers at the Justice Academy;
- Support the trainers of the Justice Academy throughout implementation of the cascade training seminars and drawing up reports on them. Analyse the feedback received from the trainers and trainees.

Please note that the LSCs may be required to perform other duties not listed in the call for expression notice, e.g:

- Participate in the meetings of the Project team members and CEPEJ experts with the Azerbaijani project partners;
- Participate and contribute to the development of the project and its activities including the action plan;
- Participate in the conferences and workshops in order to present the CEPEJ tools and the results of project's activities;
- Coordinate the preparation, participate and moderate seminars organised by the project etc.

KEY QUALIFICATIONS REQUIRED

The LSCs are expected to have:

- ❖ a higher education degree or qualification equivalent to a master's degree (2nd 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 efficiency and quality of justice, court management (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.

Any task-related travel will be reimbursed and subsistence expenses paid according to the Council of Europe's rules.

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 December 2015, 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) cover letter and contact details of two reference persons (e.g. recent employers)
- b) Curriculum Vitae (maximum length: 3 pages)

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 03 December 2015 to the following address:
aynur.quliyeva@coe.int

Only shortlisted applicants will be contacted. Written tests and interviews are expected to be held in December 2015, in Baku.