"Implementation of the system and training for the beneficiaries of the Information Sub-system for the Judiciary (ISJ) "
Contract No: IPA/2021/424-199
Terms of Reference
Legal trainer (lawyer)

Expert position: Legal trainer (lawyer)	
1. Description of the assignment:	
1.1 Title of assignment	Legal trainer for ISJ training of end users in all courts in Montenegro in accordance with the framework training methodology
1.2 Activity	Activities related to R3: Training and implementation of ISJ in all courts of Montenegro in accordance with adopted training plan
1.3 Background	The judicial information system is conceptually conceived as a single information system (called JIS in Montenegrin or ISJ in English) which would cover the needs and key business processes of the Ministry of Justice, all courts in Montenegro, the State Prosecutor's Office, and the Administration for the Execution of Criminal Sanctions. JIS implies integration of information systems of each individual organizational unit in a way that complies with all legal procedures and regulations, competencies and responsibilities of these organizational units. The goal is to optimize time, rationalize financial and human resources, automate procedures, and neutralize, as much as possible, the influence of human factors on efficiency. The development and implementation of a single information system will enable the availability of electronic and multimedia channels of communication with citizens and the public in general, which will in turn ensure a higher degree of transparency of the work of judicial institutions, and easier access to justice.

This project will provide training on ISJ use to approximately to 1.450 end users (judges and administrative staff) in 25 courts in Montenegro. Kick-off event and a capacity building/train the trainer workshop will be organized at the beginning of the Project to serve as the platform for training methodology with work plan and timetable for all future activities, roles and responsibilities and the manner of work. Next, a capacity team building workshop will be organized for the trainers in order to improve their understanding, knowledge, and skills about the end user training in the courts throughout Montenegro, as well as to standardize training materials and methodology. Training methodology will incorporate comprehensive implementation plan with dates, activities and trainers engaged in each local court during the whole project. Focus will be on the number of trainers and number of court employees per each court who are going to be trained for new IT system to achieve balance between cost effectiveness and quality of training. There will be clear indications on measures to be taken by key stakeholders in order to achieve a full implementation of the ISJ. Once training methodology and implementation plan are approval by the Judicial Council's Project Manager, delivery of training will be implemented in next 10 months with special care that the resources are optimally utilized regarding to logistics, costs, as well as the summer and winter season. Each end user will have a minimum 1-day training comprising of initial training/demonstration of the system functionalities related to their role in the system (delivered in the system testing environment), and practical work under the supervision of trainers (delivered in the live production system). |
| 1.4 Beneficiary | The main project beneficiary is the Judicial Council, and its administrative staff in the ICT Department. Target groups are the end-users of ISJ, i.e., court presidents, judges, and administrative staff of 25 courts in Montenegro. |
| 2. Objectives and deliverables | |

2.1. Specific objectives of the project	The goal of the Project is to impart sustainable change in the Montenegrin Judiciary (and other stakeholders, as appropriate) to effectively implement their augmented tasks and obligations in view of the ongoing judicial reforms and Chapter 23 negotiations by being well-prepared to start using the new ISJ once it is fully implemented. The end users in the court network should get acquainted with system benefits and learn how to use software functionalities relevant to their role (working post).
2.2. Requested services	The expert is expected to provide the following services: • Information Sub-system for the Judiciary (ISJ) testing; • Help in development of training materials; • Delivery of training on Information Sub-system for the Judiciary - ISJ usage for court presidents, judges, and administrative staff of 25 courts in Montenegro; • Responding to user inquiries regarding the (ISJ); • Referral of user-reported technical and software bugs, and policy related inquiries to appropriate Judicial Council administrative staff in the ICT Department for resolution; • Administrative support and reporting on Project implementation to Project manager; • Working in the team of 12 legal trainers.
2.3. Outputs	• Testing phase report • Training materials (presentations, guide manual) developed • Participation at the project event and capacity building event • Training for approximately 1450 end users cumulatively delivered in the team of 12 trainers • Monthly mission reports up to one page
2.4. Specifics	Selected expert will work together with the Project team and will report to the Project manager. Together with the Project team, the expert will test ISJ during the testing phase and prior to the start of the training delivery, in order to get familiar with the software, its functionalities relevant for all roles (working posts) in the courts, relevant system administration functions, if necessary for training delivery, and the contents of the software User Manual, should there be one. Capacity team building will be organized for the expert in order to improve the understanding, knowledge, and skills about the end user training in the courts. Jointly they will developed standardized user friendly training materials for all participants in Montenegrin judiciary. The training in the courts will follow throughout Montenegro and it will last for 10 months continuously. This task will require continuous travelling throughout whole of Montenegro with all and sundry costs of travel paid from the project.
3. Expert inputs	
3.1. Total working days	13 months full time- 3 months testing and preparations for the training full time and 10 months of the training implementation.
3.2. Assignment/missions	Long term assignment – 100% in Montenegro
3.3. Starting day	May 2022- June 2023
3.4. Location	Montenegro
4. Requested qualifications	

Expert's profile		Yes/No
4.1. Qualification and Skills:	University degree in Law	
	Computer literate with knowledge of Microsoft Office package: Word, Excel, PowerPoint, Internet	
	Excellent knowledge of Montenegrin language	

	Knowledge of Montenegrin legal system	
4.2. General Professional Experience	Minimum 3 years of general work experience with sound knowledge of court procedures and case management workflows.	
Specific Professional Experience	Minimum 3 years of prior court experience.	
4.4. Added value	Bar exam will be considered as an advantage. English language will be considered as an advantage, but it is not a requirement. Experience with existing information system in courts (PRIS) will be considered as advantage.	
5. Reporting		
5.1. Language	Montenegrin	
5.2. Report type/content	Reporting to the Project manager on relevant issues in internal staff meetings and reporting in writing (to be included in the project's Interim report and Final report).	