

Terms of Reference

REPUBLIC OF CROATIA Ministry of Justice

JUSTICE SECTOR SUPPORT PROJECT IBRD Loan no.: 7888-HR

Consulting Assignment No: CS - 32

Development of MOJ Institutional Capacity for EU Post-Accession Structural Funds Management

Background

The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the Justice Sector Support Project (JSSP). The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors' offices in the Republic of Croatia. The over-arching goal of the JSSP is to strengthen the efficiency of the justice sector and support the efforts of the Croatian authorities towards EU integration on the justice and home affairs issues. The JSSP will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

The Ministry of Justice is involved in the preparation of the National strategic reference framework (NSRF). The NSRF developed for the programming period 2012-2013 represents a response to the Community Strategic Guidelines on Cohesion. It is structured in line with the provisions of the Council Regulation no 1083/2006 laying down general provisions on the European Regional Development Fund, the European Social Fund and the Cohesion Fund. As such, NSRF 2012-2013 is a key strategic document and reference point for the use of Structural Funds and Cohesion Fund in Croatia post-accession. It defines the priorities to be jointly financed through EU and national resources in line with overarching EU and national objectives and guidelines. The defined priorities and priority axes described in the document are subsequently taken up and further elaborated at the level of individual Operational Programmes. Currently there are 5 Operational programmes (OP) and the Ministry of Justice is involved in the preparation of the OP for Administrative Capacity Development.

The scope of the Operational Programme Administrative Capacity Development is to support the improvement of the efficiency of the Croatian public administration and to the rationalisation of the public services, with the aim to increase the capacity of the public institutions for ensuring a decisive and concrete contribution to the socio-economic development of the country. Moreover this programme is addressed to invest resources in the judicial system in order to improve the effectiveness and efficiency of the judiciary branches.

Objectives

The objectives of the assignment are to:

- a) Assist the MoJ in preparing Operational Programme for Administrative capacity development;

- b) Assist the MoJ in determining and justifying eligibility of the judicial sector needs that have to be financed under the European regional and development fund (such as investments in public infrastructure related to the judiciary)
- b) Assist the MoJ in determining and identifying project pipeline;
- c) Assist the MoJ in preparing project documentation for proposed projects
- d) Assist the MoJ in establishing organizational structure for preparation, management and evaluation of projects funded by Structural Funds
- e) Prepare and deliver training modules on all programming and implementation aspects of Structural Funds Management.

Tasks and Responsibilities

The Consultant will:

- (i) Assist the MoJ in revising and drafting the National Strategic Reference Frameworks (NSRF) and Operational programme (OP) for Structural Funds
- (ii) Assist the MoJ in identifying best practice examples of the usage of Structural funds which are appropriate to the MoJ context
- (iii) Design, facilitate and hold consultation on the NSRF and OP with all relevant stakeholders
- (iv) Assist the MoJ in identifying eligibility of its needs under different OPs
- (v) Design internal procedures for the assessment of project proposals
- (vi) Design written guidelines and advice on assuring coordination of OPs with other financial mechanisms, domestic as well as foreign
- (vii) Design written guidelines on the selection of appropriate monitoring and evaluation indicators and target setting
- (viii) Analyze the current structure of the MoJ and provide recommendations for revision of the institutional setup that be coherent with the new role of the MoJ in the usage of Structural funds
- (ix) Design Training modules on all the programming and management aspects of Structural Funds Management and deliver training programme for identified target group (max 20 employees)

Consultant's Qualifications

The Consultant shall possess the following minimum qualifications, skills and experience:

- a) A University degree
- b) At least 3 years of traceable experience in the preparation of EU programming documents in the context of Structural Funds
- c) Proven experience in design and development of institutional structures for Structural Funds
- d) An excellent track record in managing, supervising and coordinating technical aspects of projects, ensuring good client communication; managing administrative and logistical support

- e) Fluency in written and spoken English language, including excellent report-writing in English language. Knowledge of Croatian language would be considered as an advantage
- f) Experience in development of monitoring and evaluation procedures
- g) Experience in development and conducting trainings
- h) Good interpersonal and communication skills, as well as the ability to work in teams
- i) Specific experience in judicial sector will be considered as an advantage
- j) Full computer (MS Office) and office automation literacy;

Contract Arrangements

The Consultant will work under a time-based contract for the MOJ Sector for project as requested by /agreed with the Client's Project Manager. The assignment is for an initial time input of about 60 working days during the 3-month period and is subject to renewal/extension based on satisfactory performance, business needs and availability of resources.

The Consultant is expected to work at the MOJ premises in Zagreb, Croatia. Occasional travel to project locations outside of Zagreb may be expected.

It is expected that the assignment will begin in May 2011.

The Consultant will be paid fee on a monthly basis, plus compensated for project-related travel expenses, subsistence, accommodation, etc. S/he will be provided with office space at the MOJ premises in Zagreb, as well as necessary computer and communication facilities.

Consultant's Reporting Obligations

The Consultant will report to the Director of the Directorate for European Union and International Cooperation at the MOJ – the Loan Manager. S/he will closely cooperate with the Sector for Projects of the MOJ.

The Consultant shall submit monthly progress reports that will include a brief summary of work undertaken within the reported period and detailed plan of the future activities. The reports will be submitted in Croatian and English languages, in 2 copies.

Two weeks before the end of the assignment, the Consultant will prepare a Final Report, which summarizes the work of the Consultant and sets out details of the future work schedules, if applicable. The report will be prepared in 2 copies in hard copy and CD in Croatian and English languages.