

TERMS OF REFERENCE

Support to National Institute of Justice in development of specialised parts of initial training curricula for judges and prosecutors

- A. Job Title:** A pool of consultants
- B. Duty Station:** Chisinau, Moldova
- C. Project Reference:** Strengthening Institutional Capacity of the National Institute of Justice”
- D. Duration of Employment:** October – November 2008

E. Context: National Institute of Justice (NIJ) implements in partnership with UNDP Moldova the above mentioned project, which aims at strengthening NIJ institutional capacity to perform its legal functions in a more transparent and efficient manner, thereby increasing the education, training and competency of judges, prosecutors and other justice representatives. Among other activities, the project contributes to developing systematic curriculum development and effective training modules for candidates at the position of judges, prosecutor and other legal specialists.

The National Institute of Justice was established by the Law nr. 152-XVI of 08.06.2006 on National Institute of Justice¹, which provides for NIJ mission to deliver initial training for candidates to the position of judges and prosecutors, and continuous training for a wide range of legal specialists (judges, prosecutors, enforcement officers and court clerks). The creation of an independent training institution constitutes an essential part of the National Human Rights Action Plan (NHRAP), Strategy for Consolidation of the Judiciary System and EU–Moldova Action Plan and is a key element in improving the overall performance of the judiciary staff thus contributing to the independence of justice.

The initial training is delivered by NIJ starting with October 2007 for a group of 30 people, including 10 candidates to judge positions and 20 candidates for prosecutor positions. The training programme includes theoretical courses and practical traineeship and has a total length of 18 months. However, due to insufficient resources to develop and deliver the initial training for the judges, prosecutors, clerks etc and to ensure timely and qualitatively implementation of its objective, NIJ requested UNDP to provide assistance and support in developing the training curricula and training materials.

Objective: To develop the non-judicial components of the NIJ initial training programme, as per approved NIJ curricula and in compliance with best international and national legal and education standards

Under the present project, curricula and training materials for the following non-judicial components of the initial training programme are to be developed:

- Foreign Language: English;
- Foreign Language: French.

F. Organizational Setting: In order to achieve the given objective, the team of consultants shall comprise **specialists** in fields of foreign languages. The Consultants will work under direct supervision of the NIJ Executive Director, in collaboration with the National Consultant responsible for the methodology of the training programme and with UNDP Project Manager. The assignment foresees group or individual work. The consultants will work at NIJ premises and participate in all working meetings directly related to their activity, as well as outside NIJ premises.

G. Scope of work and expected output: In order to achieve objectives the team of consultants will:

- Study the already developed NIJ training curricula and materials;
- Study university curricula for law students in order to identify the level of training offered;
- Develop curricula for one of the foreign language course (English or French), structured in several levels of proficiency (intermediate, advanced) with accent on legal terminology;
- Submit the draft products to NIJ Executive Director, Methodist Consultant and Project Manager;
- Participate in joint consultation meetings to discuss and collect the feedback/recommendations for improvement of the draft curricula and materials for the non-legal subjects with NIJ representatives, consultants and UNDP relevant staff;
- As result of the meetings, introduce the necessary amendments, conclude and prepare the materials for the

¹ The Law on National Institute of Justice (Nr.152-XVI) was approved by Parliament on 08.06.2006 and is available on www.parliament.md

- publication;
- Submit the pre-final draft of for avis by the Scientific Council;
- Pilot the products developed at the sessions organized by NIJ and collect the feedback/recommendations and introduce the necessary amendments;
- Submit the final versions of the products (in both hard and soft copy), as well as the assignment report to NIJ and UNDP.

Inputs: The NIJ Executive Director and UNDP Project Manager will provide the national consultants with the necessary information and materials for fulfilment of tasks and will facilitate the necessary meetings.

F. Qualifications:

Education: University studies in fields Foreign Languages, Law etc.

Experience:

- § Extensive working experience in teaching or practicing foreign languages (English or French);
- § Experience in developing and delivering training programmes;
- § Overall knowledge about legal education system.

Abilities:

- ú Ability to analyze and generalize, to develop methodical and training materials;
- ú Ability/capacity to provide consultancy services;
- ú Ability to work in a team;
- ú Efficient communications and writing skills in legal area;
- ú Extensive PC skills, ability to use Internet;
- ú Fluent in State Language, excellent knowledge of English and/or French;

Personal qualities: responsibility, creativity, promptness and punctuality.