**TERMS OF REFERENCE**

**of a Short-Term Expert for**

**Activity 2.6 Electronic court case management at the courts of Kyrgyzstan**

**The Rule of Law Programme in the Kyrgyz Republic – 2nd Phase**

**Contract ACA/2016/038-224**

**Analyst**

**for maintenance and further modernization of the AIS “Sud”**

**Background**

The Rule of Law Programme in the Kyrgyz Republic – 2nd Phase (the “Programme”) aims at strengthening the rule of law by improving justice, strengthening the capacity of executive bodies and the ability of citizens to assert their rights by modernizing the legislative process and improving the work of the judiciary and the prosecutor's office. The program is funded by the European Union and implemented by a consortium of 5 EU Member States organizations led by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

In the framework of Component 2.6, the Programme provides technical assistance to the Supreme Court and the judicial system of the Kyrgyz Republic in the development, implementation, testing and rolling out of the Automated Information System “Sud” (AIS “Sud”) to digitalize the courts management processes. In this regard, the Programme, in close cooperation with the Supreme Court and other judicial institutions, aims at strengthening the performance of the judiciary by supporting its partners to expand the functionality and use of the court management software AIS “Sud”, in order to improve the management and administration capacities of courts, and to increase the capacity of the Supreme Court and all local courts to address key legal and procedural issues.

Due to all mentioned, the Programme intends to hire an Analyst for maintenance and further modernization of the AIS “Sud”.

**Description of assignment**

The main purpose of this assignment for the Analyst together with the group of analytical experts of IT Enterprise Adilet Sot under the Court Department under the Supreme Court of the KR (“Adilet Sot”) is to provide the necessary analysis for the revision, adjustment and updating of AIS "Sud”, maintenance and further modernization of AIS "Sud". In this respect, the Analyst will have the following functional tasks:

* Collection and analysis of the functional part of the system and requests for changes at the stages of design and project implementation;
* Preparation of terms of reference, requirements for the modernization of AIS "Sud" according to the tasks;
* Design and development of the system, basic modules, logic and functioning mechanisms
* Coordinating the modernization of the AIS "Sud" according to the tasks and requirements outlined in the terms of reference;
* Monitoring the implementation of the tasks assigned to the project throughout the life cycle of the project;
* Development of instructions, methodological and reference materials;
* Testing the AIS "Sud", accumulating, summarizing and recording the comments received during testing;
* Providing integration processes for the information systems of the judiciary, as well as the systems of other government agencies and departments of the Kyrgyz Republic.

**The Analyst shall:**

* Work closely with Adilet Sot and the developers of the AIS “Sud” and carry out all necessary activities regarding all the above tasks;
* Upon request of the Programme, provide oral or written progress reports;
* Upon completion of the contract, provide a report on the work done.

**Analyst’s profile**

The Analyst shall comply with the following criteria and qualifications:

* Higher education - economic/legal;
* Experience in project activities related to the development of IT systems, at least 3 years;
* Analytical, design and modeling skills;
* Experience in IT project management methods;
* Skills in modeling business processes (BPML, UML, etc. using VISIO, DRAWIO, etc.);
* Training skills are desirable.

**Duration and location**

The Analyst shall be hired for 96 (ninety six) working days within 6 (six) months period and shall be based in Bishkek.

**Expected outcomes**

* Existence of ToR for a modernized AIS “Sud”;
* Improved and further developed AIS “Sud” in compliance with new ToR for an modernized AIS “Sud”;
* Relevant documentation (including instructions, methodological and reference materials);
* Summary report on the work done with a detailed description of the specific work that the Analyst has done in relation to the listed tasks.