**TERMS OF REFERENCE**

1. **General Information**

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| Purpose | Development of an information system for an automating the process of collecting and analyzing data for the judicial dossier |
| Beneficiary | High Qualification Commission of Judges in Ukraine  State Judicial Administration |
| Country | Ukraine |
| Duration | 6,5 months |
| Total estimated number of days | 215 |
| WP reference | 2.4.2 Automatisation and digitalisation of the processes in the judicial governance bodies and courts |

1. **Context and justification of the need**

The High Qualification Commission of Judges of Ukraine (HQCJ) plays a critical role in ensuring transparency, efficiency, and integrity in the selection and evaluation of judicial candidates, as well as in the maintenance of judicial dossiers. As part of ongoing efforts to modernize and strengthen its institutional capacity, the HQCJ has formally approached the EU Project Pravo-Justice with a request for technical assistance in automating the process of data collection and analysis related to judicial candidate dossiers and judicial dossiers.

On 11 December 2024, the HQCJ announced the selection process for 1,800 vacant positions in local courts, marking the largest competition for judicial positions in Ukraine’s history. By 01 May 2025, the HQCJ had completed the main phase of the collection of applications, receiving submissions from 9,337 individuals seeking appointment as local court judges, and from 595 sitting judges requesting transfer to other courts.

In accordance with Ukrainian legislation, the HQCJ must thoroughly verify the information provided by all candidates and their close affiliates by requesting and analyzing data from more than a dozen national registers and databases. Currently, HQCJ collects and verifies data manually, which is a very labour-intensive process and creates a risk of delays in the competition. Therefore, automating data collection and analysis processes has become an urgent institutional need to ensure the efficiency, accuracy and timely completion of selection procedures.

In response to the HQCJ’s and SJA’s request, the Project supports HQCJ and SJA in the procurement of services necessary for the development of an information system for an automating the process of collecting and analyzing data for the judicial dossier.

1. **Objectives and Desired Results**

The main goal is the automation of processes related to the collection and analysis of information for the verification of information regarding compliance by candidates for judicial positions and judges with the rules of professional ethics and compliance of judges with the criterion of integrity, including the compliance of expenses with the property of judges and family members and close persons.

The main result will be a developed and put into experimental operation Software product "Information exchange module" and Software product "Information collection module" (hereinafter collectively - SP).

1. **Description of the assignment**

**Task**: development and implementation of SP in the Beneficiary.

1. **The Supplier must supply the following related services:**

* Development of the technical specification;
* Development of a technical project;
* SP software development;
* Introduction of SP into experimental operation;
* Provision of SP warranty service (1 year).

1. **Delivery schedule**

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|  | **Stage** | **UOM** | **Qty** | **Deadlines** |
| **1.** | Development of the technical specification for the SP, including: | service | 1 | No later than 2 months after signing the Agreement |
| **1.1.** | Development of the technical specification for Software product "Information exchange module" | service | 1 |  |
| **1.2.** | Development of the technical specification for Software product "Information collection module" | service | 1 |  |
| **2.** | SP software development, including: | service | 1 | No later than 6 months after signing the Agreement |
| **2.1.** | Development of Software product "Information exchange module" | service | 1 |  |
| **2.2.** | Development of Software product "Information collection module" | service | 1 |  |
| **3.** | Introduction of SP into experimental operation, including: | service | 1 | No later than 6,5 months after signing the Agreement |
| **3.1.** | Introduction into experimental operation of Software product "Information exchange module" | service | 1 |  |
| **3.2.** | Introduction into experimental operation of Software product "Information collection module" | service | 1 |  |
| **4.** | Provision of SP warranty service (1 year), including: | service | 1 | Within 12 months of completing Stage 3 |
| **4.1.** | Warranty service for Software product "Information exchange module" | service | 1 |  |
| **4.2.** | Warranty service for Software product "Information collection module" | service | 1 |  |

It is allowed to perform individual stages of work before the completion of previous stages, parallel in the time of execution of stages of work, inclusion of new stages of work taking into account the specifics of the SP under construction.

1. **Terms and conditions of delivery**

Detailed delivery conditions are given in Annex 1 (Sections 5.2.1 - 5.2.5).

1. **Training**

The training consists in training Beneficiary's specialists in administration and working with SP and training end users in working with SP. Distance learning is allowed. The language of instruction is Ukrainian. Training is provided for:

* specialists (minimum 2 persons) of the Beneficiary in operation and administration of SP to ensure independent support and development of SP;
* end users (at least 20 people) from the Beneficiary 's staff on SP operation.

Detailed training conditions are given in Annex 1 (Section 5.2.6).

1. **Technical Requirements**

Detailed technical requirements and SP ownership rights are given in Annex 1 (Section 5.2.4).

The supplier must confirm that the offered services conform to the specifications for each item or explain the reason for any non-conformity.

1. **Description of requirements to Related services**

Detailed technical requirements are given in Annex 1.

1. **Coordination**

In addition to the Expertise France contact person indicated in the Contract Agreement for contractual, financial and administrative matters, close operational coordination with the PRAVO-Justice III permanent team in Kyiv must be ensured from the start of the contract and throughout its implementation. The contact person is Volodymyr Chaban, Component Lead, [volodymyr.chaban@pravojustice.eu](mailto:volodymyr.chaban@pravojustice.eu)

A coordination meeting shall be held 3 days after the contract award has been notified.

Close collaboration must take place with Deputy Team Leader/ Key Expert on Judiciary Reform, Olha Sribniak, olha.sribniak@pravojustice.eu, from assignment preparation right up to its completion.

1. **Place, duration and modalities of execution**
   1. **Duration:** 6,5 months of supply of SP software and provision of associated services and one year of Warranty servicing starting from the date of Stage 4 completion.
   2. **Location:** The Beneficiary Office (Kyiv).
2. **Expertise and required profile(s)**

1. The tenderer must be a legal entity.

2. Availability of the following highly qualified personnel:

* Project Manager;
* Architect/Software Development Team Leader;
* Analyst;
* Database Engineer;
* Software Developer (2 people);
* DevOps;
* Documentation Specialist;
* System Administrator;
* Tester.

Bidders must provide a resume of the personnel proposed to perform the work. Resumes of technical specialists should contain detailed information on at least 1 participation in the successful implementation of the following services in the last five years: development, supply, deployment, maintenance and technical support of similar information systems (automated information systems having functional and technical characteristics similar to SP).

Bidders must provide the following information in order for their response to be considered:

1. Technical proposal for SP development, including:

* a detailed description of the proposed architecture of the technical solution;
* a breakdown of costs according to the stages indicated in the table ”Delivery schedule“.

1. Brief description of the company, including:

* full legal name and address of the company;
* documents on legal and tax registration;
* the year of the start or foundation of the business;
* Full name of the legal representative (president or managing director) of the company;
* names of individuals or legal entities that own more than 50% of the company's shares.

1. Information on previously completed projects of a similar size and complexity, links to the developed products, and a brief description of the used technologies (see in detail Section 7.4 of Annex 1).
2. References: Contact information for no less than two references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). The Project reserves the right to request and check additional references.
3. CV of key staff/specialists that will be involved in the proposed project, including their previous relevant experience and the works completed.
4. Bidders must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the Scope of Work.
5. A certificate, signed by an official or an authorized representative, that the Participant has sufficient financial, technical and managerial resources and capabilities to perform the entire scope of work.

**Evaluation criteria:**

**PRICE 40 points**

The total cost should be reasonable and show efficient use of resources, and additional costs, if any, should be clearly defined. Proposals from relevant participants that meet the technical requirements will be compared.

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| **Technical quality assessment sub-criteria** | **Maximum number of points** |
| **Sub-criteria 1: TECHNICAL PROPOSAL.**  The evaluation will be based on the proposed schedule, technical resources and comprehensive explanation of processes to ensure high quality of services. | **30** |
| **Sub-criteria 1.1.:** Delivery schedule (see Section IV (B) of the Terms of reference) | **6** |
| **Sub-criteria 1.2.:** Compliance with functional requirements for the software (see Section 4.10 of Annex 1. Technical requirements) | **6** |
| **Sub-criteria 1.3.:** Compliance with other non-functional requirements (see Section 4, excluding Section 4.10, of Annex 1. Technical requirements) | **6** |
| **Sub-criteria 1.4.:** Correspondence of ownership of materials (see Section 5.2.4 of Annex 1. Technical requirements) | **6** |
| **Sub-criteria 1.5.:** Compliance with the requirements for warranty services (see Section 5.3 of Annex 1. Technical requirements) | **6** |
| **Sub-criteria 2: EXPERIENCE OF THE PROPOSED TEAM.**  The evaluation will be based on information about participation and role in completed successful projects implemented projects in the last 5 years, and general experience of the specialist.  The CVs/portfolio of the designated personnel must reflect the experience in the following projects:   * development, supply, implementation, provision of warranty/post-warranty service and/or technical support for the operation of similar information systems (automated information systems that have similar functional and technical characteristics to the SP being created); * development and implementation, or provision of technical support for the operation of automated data exchange between state registers and information databases. | **30** |
| **Sub-criteria 2.1.:** Project manager | **3** |
| **Sub-criteria 2.2.:** Architect/Software Development Team Leader | **3** |
| **Sub-criteria 2.3.:** Analyst | **3** |
| **Sub-criteria 2.4.:** Database Engineer | **3** |
| **Sub-criteria 2.5.:** Software Developer | **3** |
| **Sub-criteria 2.6.:** Software Developer | **3** |
| **Sub-criteria 2.7.:** DevOps | **3** |
| **Sub-criteria 2.8.:** Documentation Specialist | **3** |
| **Sub-criteria 2.9.:** System Administrator | **3** |
| **Sub-criteria 2.10.:** Tester | **3** |
| **TOTAL** | **60** |

1. **Reporting**

The Bidder is to submit the following reports, within deadlines and in line with requirements indicated below:

* Report No. 1 – after the provision of Stage 1 "Development of the technical specification for the SP " services, but no later than 2 months from the date of the signing of the Agreement;

The document «Technical specification for Software product "Information exchange module"» and document «Technical specification for Software product " Information collection module "» are attached to Report No. 1.

* Report No. 2 – after the provision of Stage 2 "SP software development" services, but no later than 6 months from the date of signing the Agreement;

The following are attached to Report No. 2: i) Software product "Information exchange module" prototype on machine media (GitLab); ii) Software product "Information collection module" prototype on machine media; iii) program and operational documentation (for each software product); iv) test program and methodology of experimental operation (for each software product).

* Report No. 3 - after the provision of services of Stage 3 " Introduction of SP into experimental operation", but no later than 7 months from the date of signing the Agreement;

The following are attached to Report No. 3: i) a functioning, modified Software product "Information exchange module" based on the results of experimental operation; ii) a functioning, modified Software product "Information collection module" based on the results of experimental operation; iii) documentation revised based on the results of experimental operation (for each software product); iv) update bootable modules on machine media (for each software product); v) User manual (for each software product); vi) Administrator's instructions (for each software product); vii) Training report; viii) Protocol of acceptance tests of the system (for each software product).

* Report No. 4 – after provision of Stage 4 services "Provision of SP warranty service (1 year)";

Fully functioning, updated boot modules and documentation on machine media under the terms of SP support in accordance with the terms of the Agreement are attached to Report No. 4.

Each report should include a list of works performed by the Supplier within the framework of the Contract.

In case of inadmissibility of the Supplier's Report, the Project within one week must provide the Supplier with a written, reasoned refusal to approve the relevant report. In such case, the Supplier shall provide a revised Report within 14 calendar days.

**Requirements to the reports:**

All reports (except for the annexes) are to be prepared in English and Ukrainian languages with the provision of electronic copies (Microsoft Word format).

Annexes to reports are to be prepared exclusively in Ukrainian.

All reports must be drafted in professional English and Ukrainian languages, be of high quality, clear, comprehensive and understandable to a non-specialist reader.

**Annex 1**. **Technical requirements in Ukrainian and English (provided by a separate file)**