

CALL FOR EXPERTS

Training of Trainers

<u>Project:</u>	Pilot Action on Judicial Training IPA/2021/425-032 (Western Balkan II Project)
<u>Purpose:</u>	Design and implementation of a training of trainers (TOT) seminar in the Republic of Montenegro
<u>Training institution:</u>	Centre for Training in Judiciary and State Prosecution of Montenegro (CTJSP)
<u>Location:</u>	Montenegro and Homebased
<u>Duration:</u>	8 working days - 15 March 2024 to 31 July 2024
<u>Number of experts:</u>	2 (two)
<u>Reporting to:</u>	Project Leader, Mr. Giovanni Pasqua Project Manager, Ms. Vanja Tekic
<u>Deadline for applications:</u>	Thursday, 15 February 2024 – 17:00 CET
<u>Reference Number:</u>	WB/2024/02 – TOT

I. **Project Background:**

The Project was launched in March 2022 for a period of three years. It is implemented within the “IPA II Multi-country Action Programme 2020” and benefits from the financial support of the European Commission’s Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR).

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The main goal of the Project is to strengthen the capacities of the judicial training institutions in the Western Balkans for delivery of effective and efficient judicial training to judges and prosecutors on the EU *acquis*, including on the rule of law, with a view to support the enlargement and stabilisation and association process, as well as the Western Balkan Strategy of the European Union.

The Project works across two closely related components. The first component, which identifies the Serbian Judicial Academy (JA) and the Montenegrin Centre for Training in Judiciary and State Prosecution (CTJSP) as the primary beneficiaries of the action, aims to strengthen the already-existing capacities of these institutions to conduct training needs assessments (TNAs) on the EU *acquis*, and therefrom design and implement training on EU law at the national level. The second component facilitates participation of representatives from all Western Balkan IPA II beneficiaries to EJTN events, and specifically targets members of the judiciary who can successfully strengthen institutional ties among the Western Balkan judicial training schools and their EU peers.

The present call seeks out judicial training experts (judicial trainers) from European Union Member States who will assist with the implementation of the first component of the Project.

More information about the Project can be found on the EJTN website: www.ejtn.eu

II. Scope of the Call

Under direct supervision of the Project Leader and the Project Manager, the Experts will contribute to the achievement of Outcome 1. and Output 1.1., as specified in the Description of Action:

- Outcome 1. – The Montenegrin Centre for Training in Judiciary and State Prosecution (CTJSP) effectively delivers strong, adequate, and efficient judicial training to judges and prosecutors, mainly on EU *acquis*.
- Output 1.2. – CTJSP is able to design, deliver, implement and evaluate strong training programmes on EU *acquis* for judges and prosecutors.

In 2022, a training needs assessment (TNA) on the EU *acquis* was conducted in Montenegro within the framework of the Project. More information about the training needs assessment process and results can be found here: <https://ejtn.eu/news/ejtn-releases-training-needs-assessment-reports-providing-new-insights-for-better-eu-law-training-in-the-western-balkans/>

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The TNA provided a foundation for the design and development of the EU law training program which will be implemented in 2024 by CTJSP, and consists of 5 face-to face seminars and 1 online training.

The following seminars are included in the Program:

1. Training of Experts on EU law (TOEE) – Criminal Law
2. Training of Experts on EU law (TOEE) – Civil Law
- 3. Training of Trainers (TOT)**
4. EU Consumer Protection Law
5. EU Intellectual Property Law
6. Roadmap on EU law e-Course

The overall aim of the program is to strengthen CTJSP's capacities to continue to develop seminars on EU law and embed considerations of EU law in its continuous and initial training offer. To that end, the program targets judicial professionals who are willing and able to support the Centre to develop a cohesive strategy for training on EU law; identify the right priorities and sequence of training provision during the EU accession process, and create relevant and effective courses which draw meaningful parallels between domestic and European law in the field of specialization. **At the end of the program, CTJSP should be able to rely on a core group of trainers specialised in EU law who can continue to lead the process of training in this area.**

The program also aims to foster the establishment of quality criteria for EU law training and provide the Centre with the necessary tools to avoid inconsistent, *ad hoc* training provision and variations in quality. To that end, each seminar will adopt a common approach, ensuring that participants receive not only knowledge and skills on the subject-matter, but best-practice guidelines and methodologies for developing future training on EU law. The exact modality of the TOT training is described in more detail in section III. Training Description.

Each seminar will be designed and carried out jointly by domestic judicial trainers from Montenegro and leading judicial training experts from EU Member States with vast experience in training in the area of EU law. Each seminar will be implemented over 1½ days and target a group of 20 participants. The training will be implemented in Montenegro, in the Montenegrin language, with simultaneous interpretation provided by the Project.

The present call seeks out 2 (two) judicial training experts from EU Member States who will assist with the design and implementation of the seminar “Training of Trainers” in Montenegro.

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III. Training Description

The aim of the training is to support the establishment of a core group of trainers on EU Law by developing participants' skills and practical knowledge for use of adult learning techniques and training methodologies, especially for training on the EU *acquis*, in line with existing EJTn standards and best practices.

The training shall, among other things, include:

- Methods for presentations and interactive training;
- Creation of case studies and hypothetical cases;
- Creation of judicial reasoning workshops;
- Use of modern techniques for learning, such as branched scenarios;
- Specific approaches to planning and organization of training on the EU *acquis*;
- Access to data and legal research of relevant acts;
- Elaboration and delivery of presentations;
- Different learning styles;
- Communication as a process;
- Working in a team; and
- Kolb's cycle.

By the end of the TOT, the participants should, among other things, be able to:

- implement in practice modern learning techniques and methods for the planning, organization, delivery, monitoring and evaluation of training for judges and prosecutors on EU Law and/or other subject areas;
- prepare training plans, practical exercises and case-studies based on legal research, with a special focus on the interface between EU law and national law;
- make legal research about the case law of the Court of Justice of the European Union by using key words;
- develop glossary of terms in respective areas of the EU *acquis* on the basis of the practical assignments during the TOT;
- prepare presentations and other teaching materials by following the specific formats and quality requirements.

Target Group: Judicial trainers

Training Duration: 1,5 days

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IV. Scope of the Work

Each Expert will work for 8 days, during which (s)he will conduct 2 two-day missions to Montenegro (1 for design and 1 for implementation).

During the assignment, the Experts will lead the process of design and implementation of the training and provide necessary supporting materials (e.g., materials for training on judicial skills and judicial training methodologies, including relevant case studies on the jurisprudence of the Court of Justice of the European Union and good practices from EU Member States, and any other written content needed to implement the training, such as assignment forms, evaluation forms, etc.).

Experts will work jointly with domestic trainers on elaborating quality written content which can be reused and made available for wider distribution by the CTJSP. The training materials should incorporate modern e-learning techniques which make learning unexpected and engaging and enable participants to evaluate their progress (e.g., pre- and post- module testing, branched scenarios).

Experts will also support national judicial trainers to adapt the seminar to the needs of the CTJSP and the Montenegrin judicial and legal system, and consider the status of the EU integration process in the country.

V. Main Tasks and Responsibilities:

- Support CTJSP and the appointed national judicial trainers in Montenegro to design the seminar “*Training of Trainers*”, and to that end, be responsible for the content development, including substantive content, as well as methodological and andragogical aspects of training design;
- Work closely with the appointed national trainers in Montenegro to tailor the training content to the domestic legal environment and judicial culture, especially taking into account its status as an EU candidate country;
- Support national trainers to prioritize training topics and maximise the impact of the training by considering the conclusions from the 2022 training needs assessment, and if necessary, review other documents and/or conduct additional interviews with representatives of the Montenegrin judiciary;
- Review other training packages that form part of this EU training program, and where valuable, incorporate such materials in the TOT seminar;

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- Provide state-of-the-art expertise on judicial training, including best approaches to design of case studies, judicial reasoning, legal research and other practical workshops for adult learning;
- Together with the national trainers, co-create a well-documented and comprehensive training package, including assignments and examinations for evaluating participants' progress, and ensure that such materials are compatible with self-paced online learning. For example, the training materials: 1) divide content into logically defined sections or modules, which contain both lecture style material designed to transfer new concepts or “know how” to the learner and exercises designed to encourage “learning by doing”, 2) facilitate and enable the use of modern techniques for learning, such as branched scenarios¹, which make learning unexpected and engaging, 3) enable participants to evaluate their progress, most commonly through multiple-choice pre- and post- module testing, and 4) include a range of media, to keep learners engaged with the content while learning in isolation;
- Participate in the preparation of storyboards and other e-course learning materials; and/or review such content to ensure accuracy and compatibility with training objectives;
- Participate in the development of video or audio training materials by the Project, especially by recording presentations;
- Present lecture materials and facilitate workshops on judicial training during the seminar which will be held in Montenegro from June to July 2024;
- Consider the target audience throughout the assignment and, to that end, adjust training content and lecture style to reflect the level of seniority, knowledge and skills of the participants;
- Review and apply EJTN and other relevant judicial training standards throughout the assignment; and
- Report regularly on the progress made and difficulties encountered to the Project Leader and Project Manager.

VI. Deliverables

- Training package, including well-documented written materials relating to the topic of the training as described above in *sections III. Training Description, IV. Scope of Work and V. Main Tasks and Responsibilities*;

¹ Branched scenarios use real-life examples to display content and test knowledge of learners by challenging them to make a decision - new situations and choices are then presented based on the preceding decision made by the learner. Branched scenarios teach learners about the immediate consequences of their decisions and reactions.

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- Post-event reports with conclusions and recommendations for further actions on the basis of a model to be provided by the Project Leader and Project Manager.

VII. Eligibility Criteria:

Essential:

- Judicial training expert / judicial trainer from an EU Member State with proven practical experience in design and implementation of training of trainers' seminars, especially with reference to EU law;
- In-depth, state of the art knowledge of judicial training methodologies and judicial training on the EU *acquis*;
- Excellent communication skills and ability to transfer knowledge to others; and
- Excellent written and oral command of English.

Advantageous:

- Knowledge of and/or experience applying EJTN's handbooks, guidelines and principles on judicial training and evaluation;
- Knowledge of and/or experience preparing materials for e-learning courses;
- Experience in capacity building projects, provision of training to EU candidate countries and/or best-practices for provision of training during the EU accession process; and
- Knowledge and experience of the Montenegrin judicial system or Montenegrin language.

VIII. Duration of Assignment

It is expected that the assignment will commence by 15 March 2024.

Each Expert will work for a period of 8 working days on the design and implementation of the training, until 31 July 2024.

The exact dates of the visits to Montenegro are to be confirmed after Experts' appointment and in agreement with the CTJSP and national judicial trainers.

IX. Location

Home-based (4 working days) with travel to Montenegro (4 working days, 2 two-day missions).

X. Remuneration

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The Experts will receive expert fees charged on a per working day basis of 360€ for services rendered, and travel and subsistence allowances (per diems) for participation to meetings abroad in accordance with the EJTN scheme.

More information about the EJTN scheme can be found here: <https://ejtn.eu/wp-content/uploads/2023/02/EJTN-Corporate-Financial-Policy-2023-2.pdf>

XI. Application Rules / Selection process

All interested applicants are hereby invited to send their applications via email to vanja.tekic@ejtn.eu no later than the **15 February 2024** – 17:00 CET.

The subject of the email should include the reference to this call (WB/2024/02 TOT), followed by the candidate's surname.

The application needs to contain the following:

- Letter of interest; and
- CV outlining relevant knowledge and experience.

Applicants should indicate if they have any significant schedule restrictions in the period from 15 March 2024 to 31 July 2024 which may restrict their ability to travel to Montenegro.

All submitted applications will be assessed against the eligibility criteria described in Section VII.

The shortlisted candidates will be invited to participate in interviews, which will be held from February to March 2024.

The contract will be awarded to the most suitable Experts for the position based on the knowledge, skills and expertise as demonstrated in the selection process.

Candidates will be informed about the outcome of the appointment in March 2024.

XII. Code of Conduct and Disclaimers

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The applicant once appointed shall work as an Expert of the Project and present themselves as such in his or her professional capacity when dealing with matters related to the Project. This should also be reflected in any communication, publication, article, interviews, or whenever his or her name is mentioned. In all written articles, papers, interviews, publications, etc. the usual disclaimer shall appear as follows: *“The contents and views expressed herein reflect only those of the expert(s) and the European Commission is not responsible for any use that may be made of these contents and views”*.

The advice provided to the project partners will be non-prescriptive. Against this background, the Expert will avoid giving the impression that the provided advice represents the perceptions of the European Union, the European Commission or EJTn.

The Expert shall strictly consider the following confidentiality rules: No information or advice stemming from or relating to the assignment is to be communicated to any other organisation(s) or individual(s) without prior consent of the EU Commission and EJTn. No public statement or presentation is to be made without prior agreement with the European Commission and EJTn.

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