

**Support to the Modernization of the administration of Justice
ENPI/2014/347-218**

INTERNATIONAL SHORT TERM EXPERTISE

TERMS OF REFERENCE

for

WP4 STE

Reference: STE_WP4_002

10th February 2016

Job title:	WP4 EXPERT – TECHNICAL ARCHITECTURE FOR THE JUDICIAL INFORMATION CENTRE
Contracting Institution:	Consortium partner of SMAJ
Report to:	Key expert 4
Interlocutor JIC	Mr. Hatem GAAFAR / Mr. Atta AMMAR
Component concerned:	WP 4
Location:	Cairo, Egypt + Home-based

1. Background

The Support to the Modernization of the Administration of Justice Project (SMAJ) funded by the European Commission aims to enhance the capabilities of the Ministry of Justice (MoJ) and court professionals to increase the quality and reduce delays within the public service of Justice, as well as to promote of the current Child Court System. This project will strengthen the capacity of the following Egyptian beneficiaries: the Ministry of Justice, the Court of Cassation (CoC), the Judicial Information Centre (JIC), the National Centre for Judicial Studies (NCJS), and the Child Court System.

This project, which covers a formal period of 4 years, is designed to provide support to the said Beneficiaries in the establishment of a long-term strategy to reform and modernize its own internal processes as well as the court system.

As far as the Judicial Information Centre is concerned, the following objectives will be reached during the project lifetime:

A 4.1. Implementing modern techniques in case management system, by efficiently computerizing case flow and increasing the use of technology

A 4.2. Deploying the Electronic Justice service by establishing Internet Registry Office System; this includes fostering electronic filling, and supporting automation and judicial digital system in accordance with the priorities of the MoJ

A 4.3. Supporting the JIC in the assessment of the state of art of the e-Court system project envisaged by the Egyptian national strategy, allowing to shift from manual processing and paperwork to an IT-based case management system

The IT Department of the Judicial Information Centre is in charge of implementing and monitoring the applications of cases management system for the courts (out of the Court of cassation). This service is composed of magistrates and a technical team who has been working on new applications and the maintenance of existing applications. The new e-justice project (Electronic Justice service) aims at using Web technology to redevelop all cases management modules already implemented for the most part (in client/server mode) in some courts but which do not give satisfaction (new needs).

With this in mind, the SMAJ project intends to engage the services of a **short-term expert to contribute to the technical architecture studies of the e-justice project within the Judicial Information Centre (JIC).**

2. Specific Tasks of the STE

Main objectives	<ol style="list-style-type: none">1. Analyzing the current state of play of the technical architecture related to the Datacenter of the JIC2. Proposing a new technical architecture for the JIC and the jurisdictions according to the needs and security demands for all technical projects in the future3. Identify and draft specifications of all equipment in order to ensure JIC datacenter functioning (Rack, Server, router, switch, firewall, etc.) and network configuration (in order to be connected to the Ministry of Justice, National Centre for Judicial Studies and jurisdictions)
Services	<p>A – Assess the current JIC installation and configuration</p> <p>A1 – List out current equipment of the JIC (computer, server, ...)</p> <p>A2 – Check current security level in JIC</p> <p>A3 – Draft a technical report of the datacenter of the JIC, including an assessment of the available technical support (does not include HR evaluation)</p> <p>B – Design a new technical solution and configuration for the JIC</p> <p>B1 – Propose a new configuration and organization for the JIC datacenter</p> <p>B2 – Propose a revised security configuration for the datacenter (physical and network access)</p> <p>B3 – Draft technical specifications of equipment and network of the Centre. These specifications should cover internal use of the network (intra-JIC) and</p>

	external part of the network (extra-JIC)
Deliverables	<p>Production of the following documents (in English):</p> <p>1- Assessment of the current technical JIC configuration</p> <ul style="list-style-type: none"> • Technical state-of-play & recommendations report, including proposals to improve the current technical documentation (such as practical suggestions on tools on how to set up these guidance) and a training plan for technical staff <p>2- Draft of technical specifications</p> <ul style="list-style-type: none"> • Draft recommendations to update/change equipment of the datacenter • Draft recommendations to update network configuration according to security demands • Submit technical specifications for new equipment for the Center according to new functional needs

3. Requested Profile and Experience

Profile:	<ul style="list-style-type: none"> • University degree in sciences of engineer, especially in IT, technical architecture, security and network fields • At least 10 years of experience in technical architecture field and 5 years in security and network field • Capacity of reporting and communicating in English (communicating in Arabic will be an asset) • Skills in the following domains: <ul style="list-style-type: none"> ▪ Technical architecture ▪ Network and security
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4. Details of the mission

Place	Cairo, Egypt – JIC + Home-based
Working Language	English (speaking also in Arabic)
Working days	15 days
Optimal period to perform mission	April-May 2016

5. Tentative agenda

Activity	Tentative date	Days
Analyzing the current state of play	March/April 2016	4
Drafting technical specifications (security, equipment, network)		11
TOTAL		15

6. Terms of execution of the mission

Upon notification of the contract, the expert will review the terms of its mission and report all points requiring additional information or clarification. He/she will contact his/her contracting authority, who will put him/her in touch with the reporting person(s) to collect all the information, instructions, guidelines governing the conduct of the assignment.

The performance of the STE expert will be evaluated during and after the realization of the mission. The criteria will be the following:

- Participation to adequate meetings with the beneficiary and the project team;
- Brief/debrief with the project team; adequate reporting;
- Presence at the SMAJ office to work when not with beneficiaries;
- Timely delivery of the contribution/deliverables.