

**ANNEX I: SUMMARY BUDGET (USD)**

<b>Outputs</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total</b>
Output 1: Improved case-flow management in the Supreme Court	496,500	523,500	286,000	<b>1,306,000</b>
Output 2: Improved strategic planning and administrative capacity of the Supreme Court	199,000	329,500	189,000	<b>717,500</b>
Output 3: Three District Courts deliver improved services for court users	69,000	337,500	321,000	<b>727,500</b>
Output 4: Training capacity on case management strengthened	98,000	127,000	102,000	<b>327,000</b>
Project Management	386,500	317,000	218,500	<b>922,000</b>
<b>TOTAL</b>	<b>1,249,000</b>	<b>1,634,500</b>	<b>1,116,500</b>	<b>4,000,000</b>

United Nations Development Programme JUST (Judicial Strengthening) 3 Year Budget										
Output	List activity results and associated actions	Timeframe			Implementing Agency	Donor	Fund	Planned Budget		
		Year 1	Year 2	Year 3				Account Code	Budget Description	Amount
<b>Output 1:</b>		<b>Activity Result: Improved case flow management in the Supreme Court</b>								
Improved case follow management in the Supreme Court (ATLAS Activity 1)	1.1 Input case data from Supreme Court and pilot locations and establish database application				UNDP	UNDP	TRAC	72800	Information Technology Equipmt	100,000.00
					UNDP	UNDP	TRAC	72100	Contractual Services - Companies	40,000.00
					UNDP	UNDP	TRAC	72100	Contractual Services - Companies	60,000.00
					UNDP	UNDP	TRAC	71200	International Consultant (IC) with ICT expert	50,000.00
					UNDP	UNDP	TRAC	71200	International Consultant (IC) with ICT expert	50,000.00
					NEX	UNDP	TRAC	75700	Training, Workshops and Confer (Clerks)	15,000.00
					NEX	UNDP	TRAC	75700	Training, Workshops and Confer (Judge)	15,000.00
					UNDP	UNDP	TRAC	74200	Audio Visual & Print Prod Costs	10,000.00
					UNDP	UNDP	TRAC	74200	Audio Visual & Print Prod Costs	5,000.00
					UNDP	UNDP	TRAC	71600	National Travel	25,000.00
	1.2 Establish case management steering committee to analyze database, recommend and implement strategy on backlogs				UNDP	UNDP	TRAC	71300	National Consultant(IC)	30,000.00

1.3 Develop Online Case File Information archive Database					UNDP	UNDP	TRAC	72100	Contractual Services-Companies	20,000.00
					UNDP	UNDP	TRAC	72100	Contractual Services-Companies	30,000.00
	1.4 Develop case flow management plan inline with best Case Management				NEX	UNDP	TRAC	75700	Training, Workshops and Confer (Judge)	20,000.00
	1.5 Technical Assistance for case management.				UNDP	UNDP	TRAC	61300	Salary & Post Adj Cst-IP Staff	666,000.00
	1.6 International exposure and South-South Cooperation undertaking case-management reforms				UNDP	UNDP	TRAC	71600	International Travel	50,000.00
	1.7 Research papers on strategies to reduce the case-backlog by Law Commission, Bar Council and Special Committee for Judicial Reform				NEX	UNDP	TRAC	71200	Grant for Research Institutes	50,000.00
					NEX	UNDP	TRAC	75700	Training, Workshops and Confer	20,000.00
<b>Sub Total Activity 1</b>										
<b>Output 2</b> Improved strategic planning and administrative capacity of the Supreme Court (ATLAS Activity 2)	<b>Activity Result:</b> Improved strategic planning and administrative capacity of the Supreme Court				UNDP	UNDP	TRAC	71400	Contractual Services - Individ (National Expert- S Planning)	30,000.00
					NEX	UNDP	TRAC	75700	Training, Workshops and Confer	25,000.00

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## ANNEX IV: ACTIVITY LIST

Activity	Indicative Cost
<p><b>1. Improved case management in the Supreme Court</b></p> <p>1.1 Input case data from Supreme Court and pilot locations and establish database;            1.2 Establish case management steering committee to analyse database, recommend and implement strategy on backlogs;            1.3 Develop online case file information archive database            1.4 Develop case flow management plan in line with case management            1.5 Technical Assistance for case management;            1.6 International exposure to other developing countries currently undertaking case-management reforms; and            1.7 Research papers on strategies to reduce the case-backlog.</p>	<p><b>US\$ 1,306,000</b></p>
<p><b>2. Improved strategic planning and administrative capacity of the Supreme Court;</b></p> <p>2.1 Strategic plan approved by the Supreme Court. Implementation supported on prioritised basis;            2.2 Business process mapping in line with the ICT master plan for the Supreme Court and lower courts to undertake a sustainable case management system, coordinated and cost effective implementation on prioritised basis            2.3 Budget and financial capacity of the Registrar's Office developed and supported;            2.4 Technical assistance on organisational development and an organizational options plan established;            2.5 Assistance for establishing separate Judicial Secretariat            2.6 Annual National Judicial Conference supported</p>	<p><b>US\$ 717,500</b></p>
<p><b>3. Three district courts deliver improved services for court users;</b></p> <p>3.1 Three case-management committees of district justice service providers established and supported and court administrators recruited;            3.2 Court administrative processes assessed and streamlined, including provision of required ICT to support business processes;            3.3 Minor civil works of existing structures and provision of furniture for the court to ensure access to court services for all court users particularly women, children and those with disabilities;            3.4 Pilot Court Handbook developed printed and distributed. Court staff trained in the use of the Handbook;            3.5 Perceptions of Court users monitored. Results feedback to Chief Justice and Steering Committee for case management; and            3.6 Increased communication and awareness building at the district level for improved user's services. Partnerships to support awareness of legal rights, diversion, legal aid and improve the administration of justice at pilot locations.</p>	<p><b>US\$ 727,500</b></p>

<p><b>4. Training capacity on case management strengthened</b></p>	
<p>4.1 Training curriculum of the Judicial Training Institute developed to mainstream: court administration; case-flow management; ethical standards; court handbook; and gender and human rights;</p>	<p>US\$ 327,000</p>
<p>4.2 Training for case management committees;</p>	
<p>4.3 Training for court staff;</p>	
<p>4.4 Training curriculum development assistance and trainings at JATI and pilot sites;</p>	
<p>4.5 Basic ICT training.</p>	
<p><b>Project Management</b></p>	<p>US\$ 922,000</p>
<p><b>Total</b></p>	<p>US\$ 4,000,000</p>

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**Judicial Strengthening (JUST) Project  
Risk Log**

Unit	Description	Risk Type	Potential Effect	Risk Impact	Risk Probability	Most Recent Management Response	Risk Owner	Risk Status	Escalation
	Timely approval of the project and support from the Relevant Ministry.	Operational	Can be delayed in implementation of the proposed programme activities.	3	2	Necessary steps will be taken to approve the project document in cooperation with the Supreme Court of Bangladesh.			
	Proper cooperation from the respective stakeholders.	Organizational	May delay in formulating policy and strategy to undertake the initiatives.	3	2	Regular liaison with the Chief Justice of the Supreme Court of Bangladesh and other relevant stakeholders in pursuing the project objectives.			
	Existing administrative complexities of the pilot Districts Court may delay the implementation of the project	Organizational	May delay the implementation and can affect in building future programmatic partnership.	3	2	Regular liaison with the Judges of the Pilot Districts Court and the Register of the Supreme Court			
	Support from the Justice Division of the MoLJPA	Environmental	May have sustainability risks in terms of the maintenance and proper use of ICT.	4	2	Regular liaison with the Justice Division of the Ministry of Law Justice and Parliamentary Affairs for having an ICT cell in all pilot districts.			

**ANNEX VI: JUST PROJECT TEAM**

<b>POSITION TITLE</b>	<b>CATEGORY/ LEVEL</b>	<b>DURATION<sup>17</sup></b>
Chief Technical Adviser (International)	P5	36 months
Programme Officer ( Judiciary)	SB4	36 months
Administration Manager	SB4	36 months
National Expert (Strategic Planning)	SB4	12 months
Strategic Planning Officer	To be from the Supreme Court	
Field Manager: pilot courts	To be from the Supreme Court	
National Expert (Training)	SB4	36 months
Training Officer	To be from the Supreme Court	
National Expert (ICT)	SB4	36 months
Project Officer	SB3	36 months
Monitoring and Evaluation Officer	SB3	36 months
Communications Officer	SB3	36 months
Administration and Finance Officer	SB3	36 months
Office Secretary	To be provided by the Supreme Court	
Driver cum messenger	SB1	36 months
<b>Short Term Advisers</b>		
Advisor on Court Management Information System	International Consultant	up to 8 months
Judicial Training Adviser	International Consultant	up to 4 months
Monitoring and Evaluation Adviser	International Consultant	2 months
Other unspecified short term advisers as required	National Consultants	As required

<sup>17</sup> Project duration is three years (36 months).





**UNITED NATIONS DEVELOPMENT PROGRAMME**  
**JOB DESCRIPTION: CHIEF TECHNICAL ADVISER**  
**(JUDICIAL STRENGTHENING)**

### I. Position Information

Project name	: Judicial Strengthening Project (JUST)
Job Code Title	: Chief Technical Adviser
Number of Position	: 01
Post Classification	: FTA
Proposed Grade	: P5
Duty station	: Dhaka
Duration of contact	: One year with possibility of extension
Source of Funding	: Project

### II. Organizational Context

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
3. Three district courts deliver improved services for court users; and
4. Strengthened training capacity on case-management.

The Chief Technical Adviser will report to the UNDP Country Director and closely work with the National Project Director to ensure the achievement of project objectives. The Adviser will also work closely with the Democratic Governance Cluster in the UNDP Country Office.

### III. Functions/Key Results Expected

#### Summary of key functions:

- Lead technical advice on case-backlog reduction and capacity building on court administration;
- Programme Management and oversight;
- Partnerships

#### Technical advice

- Provide technical advice on case and court management to UNDP, Supreme Court, National Project Director and various committees in line with international best practice and lessons learned;
- Provide partners with options and possible strategies for back-log reduction;
- Oversee the technical work being undertaken across the project and ensure advice and quality in in line with international good practice and relevant to the local context;
- Able to build a strong understanding of the political economy of the justice sector to identify the drivers and blockers of change and then develop strategies to ensure that project implementation is achieving impact;
- Guide the overall development of cost-effective and concise case-database with information that is required to enhance the administration of justice and feedback of data into evidence-based decision making processes;
- Ensure, in consultation with NPD, technical soundness of project activities and achievement



- of project outputs and outcomes;
- Ensure overall sustainability of project activities, especially in the areas of ICT and training;

#### Programme Management and oversight

- The Adviser's prime responsibility is to ensure that the project provides the right advice to the Supreme Court and produces the results specified in the annual work-plan, to the required standard of quality and within the specified constraints of time and cost.
- Assist NPD by leading day to day management of the project, including in administrative and financial affairs;
- Formulate, operationalize and maintain monitoring and evaluation process of the project, including reporting to UNDP, development partners and national stakeholders on progress;
- Oversee the work of project staff and consultants to ensure the results are achieved in a timely manner;
- Prepare various required reports including Progress reports, Financial Reports, Annual Progress Report, etc. and organize timely completion of technical reports;
- Lead annual work planning processes in a consultative manner

#### Partnerships

- Liaison with concerned government agencies and counterparts;
- Build functional partnerships at pilot courts between justice sector stakeholders and non-governmental organisations, local media and the public;
- Link with other UNDP projects working in the areas of justice and human rights;
- Work closely with the UNDP Democratic Governance Cluster and Operations team to support efficient delivery of project activities in line with strategic objectives.

#### Expected results

- Reduction of the case-load in the Supreme Court and in pilot district courts as well as a reduction in the time taken to determine cases;
- Promote successful pilot reforms leading to the national roll out of 64 case management committees at the district level, by the end of the project;
- Establish a case management database for the Supreme Court and in Pilot Courts backed by an ICT Master Plan for sustainable and cost-effective plans for a database for the lower courts;
- Success in project activities would also see an improvement in the public's perceptions and client satisfaction in relation to independence, trust and corruption in pilot districts.
- Establishment of Strategic Planning processes with annual reviews
- Increased capacity in Court Administration in the Registrar's Office or the establishment of a judicial secretariat;
- Case management and court management reforms institutionalised in training curriculum.

### **V. IMPACT OF RESULTS**

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

### **V. COMPETENCIES**



**Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:****Management and leadership**

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

**Development and operational effectiveness**

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Understanding of political economy approaches to support the design and implementation of activities
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

**Knowledge Management and learning**

- Promotes knowledge management and a learning environment in the office through leadership and personal example.
- Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built,
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.





## VI. RECRUITMENT QUALIFICATIONS

Education	Masters or Phd in law or a relevant social science.
Experience	<ul style="list-style-type: none"><li>• 15 years' experience working on justice sector reforms. Prior experience as a judge, lawyer or in a senior court administration role is a requirement;</li><li>• 3-5 years experience in developing jurisdictions working on reform of the formal justice sector;</li><li>• Demonstrated experience leading case-management reforms in the developing country is strongly preferred. Understanding and experience working with case-management committees or other sectoral coordination structures preferred;</li><li>• Demonstrated experience in project management and in leading cross-cultural teams;</li><li>• Understanding of protocol and processes related to cultural norms of driving change processes with senior judges and lawyers;</li><li>• Excellent analytical and interpersonal skills including oral and written communication skills.</li></ul>
Language	Excellent oral and written English language skills required.







**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION**

**POSITION INFORMATION**

Project name : Judicial Strengthening Project (JUST)  
Job Code Title : Administration Manager  
Number of Position : 01  
Post Classification : SC  
Proposed Grade : SB4  
Duty station : Dhaka  
Duration of contact : One year with possibility of extension  
Source of Funding : Project

**ORGANIZATIONAL CONTEXT**

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
3. 3 district courts deliver improved services for court users; and
4. Strengthened training capacity on case-management.

**FUNCTIONS/KEY RESULTS EXPECTED**

The Administration Manager shall manage administrative, human resources and financial activities, under the direction of the Chief Technical Adviser. This support will include but not be limited to:

General functions

- Supervise and coordinate the provision of all administrative, personnel and financial support require to the project, ensuring that appropriate control reporting structure are maintained in accordance with UNDP Rules and Regulations and NEX rules;
- Coordinate the asset inventory process, including procurement, competitive bidding. And as needed, registry monitoring and reporting in established forms to UNDP;
- Supervise plans related to the security and safety of project staff and property and submit required security reports;
- Manage and oversee activities related to logistical support for Programme assistance to the project and maintaining liaison with government offices and the executing agencies to the effect; and
- To allocate resources as required to ensure the successful operation of the project
- To undertake other duties as requested by the Project Manager.

Finance

- Overseeing of expenditures under the NEX modality;
- Certifying expenditures in ATLAS for direct payments;
- Overseeing the preparation of monthly financial statements including NEX statements, ATLAS reconciliations, payroll reconciliations etc;
- Carry out actual to budgeted variance analysis on monthly, quarterly and annual basis;
- Coordinating, preparing and monitoring CPAP, AWP, TAPP budgets;
- Maintaining shadow budgets;
- Preparation of all requisite Financial Statements (UNDP, GoB and donors).

### Administration

- Responsible for Assets Management for the project, including asset registers, asset transfers, physical checks and end of the project procedures;
- Oversee and be responsible for the use and maintenance of the Project Assets, including vehicles in line with the relevant rules;
- Oversee the maintenance and upkeep of all project premises.

### Human Resource Management

- Preparation of project and annual HR plans;
- Initiation, maintenance and termination of staff contracts and other HR formalities;
- Overseeing the maintenance of leave and attendance records;
- Overseeing the training needs assessment of staff and maintain training calendars;
- Maintaining and implementing staff evaluations;
- Certifying payroll.

### Procurement

- Assessing the procurement needs for the project and monitor all procurement requirements;
- Preparation of project and annual procurement plans;
- Ensuring compliance to UNDP and GoB procurement rules, regulations and policies including source strategy, suppliers evaluation and selection, quality management, customer relationship management and performance measurement;
- Monthly monitoring and evaluation of project activities to identify areas for improvement.

### Monitoring

- Liaising with government agencies/UNDP partners, NGOs and other stakeholders for the successful achievement of project outputs;
- Coordinating with the Project Manager for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.

## **II. IMPACT OF RESULTS**

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

## **III. COMPETENCIES**



**Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:****Management and Leadership**

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

**Development and Operational Effectiveness**

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

**Knowledge Management and Learning**

- Promotes knowledge management and a learning environment in the office through leadership and personal example:
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with all UN/UNDP staff, and project staff.

**RECRUITMENT QUALIFICATIONS**

Education	Masters degree preferably with a major in Management, Finance & Admin, Human Resources or another relevant social science
Experience	<ul style="list-style-type: none"> <li>• At least 3 years experience in operating project activities, preferably in donor supported projects. Experience in working with UNDP would be an advantage;</li> <li>• Demonstrated experience in managing human resources, finance and procurement functions;</li> <li>• Demonstrated experience with operational management is a requirement;</li> <li>• Experience with recruitment, procurement and finance would be an asset;</li> <li>• Understanding of government and UNDP operational rules would be an asset;</li> <li>• Excellent ICT and computer skills and experience with computers and office software packages.</li> </ul>
Language	Working level English and Bangla







## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### POSITION INFORMATION

Project name : Judicial Strengthening Project (JUST)  
Job Code Title : National Expert: Strategic Planning  
Number of Position : 01  
Post Classification : SC  
Proposed Grade : SB4  
Duty station : Dhaka  
Duration of contact : One year  
Source of Funding : Project

### ORGANIZATIONAL CONTEXT

Strengthening the formal justice system and the rule of law is a priority for the Government of Bangladesh and the Supreme Court. There is increasing demand for improvements in the administration of timely affordable, timely and equitable justice. One of the key constraints facing the judiciary is the large case backlog of around 1.8 million cases. The backlog is placing considerable pressure on the court system and is hampering access to justice. It is also symptomatic of a number of other issues, including complex procedures and a lack of effective case management. The Supreme Court has requested UNDP to support the Judiciary to strengthen its capacity to administer the court system and reduce the case backlogs. A reduction would provide a sustainable foundation to improve access to justice to the public, especially, vulnerable groups such as the poor, women and children. The project, known as JUST (Judicial Strengthening), will focus on four outputs:

1. Improved case management in the Supreme Court;
2. Improved strategic planning and administrative capacity of the Supreme Court;
3. Three district courts deliver improved services for court users; and
4. Strengthened training capacity on case-management.

### FUNCTIONS/KEY RESULTS EXPECTED

**Functions:** the Expert will lead component two of the project under the supervision of the Chief Technical Adviser: improved strategic planning and administrative capacity of the Supreme Court. This will include a range of activities such as

- Facilitating the development of a strategic plan and strategic planning process that is owned, driven and approved by the Supreme Court. The Expert will also support the implementation of the Plan on prioritised basis;
- The Expert will provide technical assistance on organisational development, including the preparation of an organizational options plan, looking at issues like the establishment of a judicial secretariat. This would also leverage the use of international consultants familiar with court administration;
- The Expert will support the Judiciary with business cases for new initiatives and regarding funding requirements to demonstrate value for money and impact for the public;
- The expert will arrange annual conferences for the Judiciary so that they can communicate their strategic priorities to all judges and court staff in a consultative manner;
- Undertake communications initiatives to keep stakeholders aware of the change-management process and ensure that these messages reach all levels of the judiciary;
- Support the Judiciary to base planning and management decisions on data which measures performance: such as clearance rates, and levels of public access and perceptions;
- Undertake an assessment of the budget, human resources and financial capacity of the Registrar's Office and then prepare capacity building and procedural plans to be implemented;
- Support the ICT Expert to undertake an ICT Needs Assessment and business process mapping undertaken to sustainable, coordinated and cost effective implementation on prioritised basis. The Expert will ensure that the use of ICT is based on procedures and



- levels of ICT technology that can be sustainable and fit for purpose over the longer-term;
- Undertake trainings on strategic planning, preparation

**Key results:** The adviser will support the judiciary to develop a nationally owned Strategic Plan for the judiciary (Target year 1); annual conferences will be held to monitor implementation of strategic plan (years 2,3,4); The adviser will oversee ICT experts who will undertake ICT Needs Assessment and business process mapping; The adviser will work closely with the judiciary to develop an organisational options paper to make recommendations about efficient court administration (target year 2); The adviser may also help the Supreme Court with business cases for funding and implementation of Strategic Plan milestones.

### **IMPACT OF RESULTS**

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching overall project targets.

### **COMPETENCIES**

#### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UNDP core ethics) impartiality
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Functional Competencies:**

##### **Management and Leadership**

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback, timely responses to queries
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong administrative skills and results oriented approach to work

##### **Development and Operational Effectiveness**

- Ability to engage with high ranking UNDP Managers, Government Officials and international donor community and provide policy advisory support services
- Ability to identify opportunities, conceptualize and develop project reports
- Ability to analyse situations and act accordingly
- Ability to effectively support in strategic planning, results-based management and reporting
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery: excellent project oversight functions, including audit, accurate and thorough risk assessment
- Ability to implement new systems and affect staff behavioural/ attitudinal change

##### **Knowledge Management and Learning**

- Promotes knowledge management and a learning environment in the office through leadership and personal example: Excellent knowledge of capacity building theory and the application of methodology: good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities, ability to get capacity built, excellent ability to demonstrate national capacities built (mastery of the tools and their application)
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Display understanding of the relevant contemporary ICT tools and continuously act towards personal capacity building
- Excellent communication skills (written and oral): sensitivity to and responsiveness to all

partners, respectful and helpful relations with all UN/UNDP staff and project staff.

### RECRUITMENT QUALIFICATIONS

Education	Masters degree in Public Administration, management or a relevant social science
Experience	<ul style="list-style-type: none"><li>• Three years relevant experience working at management level</li><li>• Experience in leading strategic planning exercises;</li><li>• Understanding of the justice sector preferred;</li><li>• Understanding of human resource management and/or business administration in theory and in practice;</li><li>• Excellent understanding of public administration processes in Bangladesh;</li><li>• Excellent written and oral communication skills;</li><li>• Previous experience working in development preferred;</li><li>• Previous experience preparing research and report writing is required;</li><li>• Prior experience with preparing and implementing trainings preferred;</li></ul>
Language	Working level English and Bangla

