



**Terms of Reference**  
**REPUBLIC OF CROATIA**  
**Ministry of Justice**

***JUSTICE FOR BUSINESS PROJECT***

**Consulting services –**  
**PROJECT MANAGER**

## **1. Background**

The World Bank has granted to the Republic of Croatia the funds for Justice for Business Project (Just-B), Loan HR-90570 that was ratified on May 18, 2020 by Croatian Parliament and published in Official Gazette No. 3/2020 on June 19, 2020.

In the context of the National Reform Programme (NRP) priorities, adopted within the framework of the European Semester, and the structural reform priorities of the Government of Croatia, the Justice for Business Project would support the improvement of justice services as well as the overall strengthening of the business environment. The Justice for Business project aims at improving the efficiency of the delivery of justice services to citizens and businesses, as well as reduce administrative burden to achieve a positive effect on the business environment in Croatia. The inter-ministerial coordination, which this project is supporting, is needed to complement policy efforts aiming at streamlining regulations and making justice services more business friendly, and to continue developing a citizen-centric justice sector. Therefore, the Ministry of Justice will work closely with the Ministry of Economy, Entrepreneurship and Crafts and the Ministry of Construction and Physical Planning in achieving results in the targeted areas. The Justice for Business project will consist of two project components, which will focus on reducing the administrative burden for businesses to interact with the government, and the improvement of justice services delivery.

The Ministry of Justice will especially focus on improvement of justice services as defined by the Disbursement Linked Indicators –related to implement newly launched START platform, improving efficiency of judicial proceedings, which includes automation and digitization of court processes. The project will entail implementation of activities under IPF part related to judicial infrastructure investments and planning.

The Justice for Business Project will be implemented by a Project Implementation Unit (PIU) within the Ministry of Justice. For the purpose, Ministry of Justice seeks the services of a Project Manager to perform the tasks and responsibilities related to general coordination of project support activities and monitoring of the PIU work.

## 2. Objectives of the assignment

The objectives of the assignment are as follows:

- a) manage PIU;
- b) support the MoJ project team in the preparation, coordination and execution of all activities envisaged under the Justice for Business Program;
- c) assist the MoJ project team in preparing all project documentation related to project management, including the Project Implementation Plan, **Project Operations Manual** and other project inputs and documentation; and
- d) ensures that all project objectives are realized.

## 3. Scope of services

Specific responsibilities will include, but not limited to:

- a) organization and management of the PIU;
- b) overall coordination of activities as well as communication between stakeholders;
- c) carrying out Project activities in accordance with the Croatian legislation and the World Bank procedures, and according to Project documents approved by the Bank;
- d) implementing Project activities according to Project documentation in the best way possible to accomplish maximum benefit and positive impact for the Project Beneficiaries and final beneficiaries and ultimately the Croatian economy and society;
- e) reporting towards J4B Project Steering Committee and the Bank, as well as to other stakeholders in line with documents relevant for Project execution;
- f) monitoring performance of each component;
- g) preparing annual work plan and the necessary progress reports as required for the project;
- h) controlling day-to-day work related to project implementation, procurement, disbursement, auditing, reporting monitoring and evaluation;
- i) building support and obtaining assistance from other stakeholders;
- j) coordinating activities within the project and with other relevant activities of the MoJ, MoEEC, MoCPP, and other relevant stakeholders;
- k) supporting any committees, working groups or similar bodies established for the preparation, implementation and/or supervision of the loan projects and/or specific activities;
- l) interacting with the WB team on the above issues on behalf of the J4B project management team as necessary;
- m) develop reporting M&E framework regarding every component of the JUST –B Project in accordance with established results framework of the Project;
- n) design templates for periodical progress reports on progress updates for all involved stakeholders;
- o) develop M&E protocols for data collection during the project life cycle;
- p) support the progress reporting for the JUST-B project by providing inputs and guidance to the other PIU staff;
- q) evaluate the process of realization of ex-ante and ex-post surveys and provide guidance on how to resolve identified issues;

- r) provide training and support to the PIU and staff on how to use reporting templates, compiling of data and information gathered in accordance to the adopted M&E reporting framework and guidelines;
- s) providing M&E related inputs to PIU team for development of Project progress reports to be shared with World Bank Task Team.

#### 4. Qualification Requirements

Potential candidate shall possess the following minimum qualifications, skills and experience:

- a) masters degree or equivalent in relevant field, such as public administration, law, economics, public policy;
- b) relevant experience and training in Investment Management and/or Project Management;
- c) minimum 8-12 years of general working experience;
- d) preferable with a minimum of 5 years of relevant experience with implementation of World Bank projects (including WB procurement) and/or other large internationally financed programs related to activities for improvement of business environment and justice sector development;
- e) experience and understanding of project management, financial management and analysis, business planning and project evaluation;
- f) understanding of World Bank procedures;
- g) excellent knowledge of spoken and written Croatian;
- h) excellent knowledge of spoken and written English; and
- i) excellent usage of PC (MS Office and Internet Software – must)

Preferable qualifications

- a) An advanced understanding of public policies would be considered as an asset;
- b) Facilitation skills in the field of M&E, Performance Management, Planning and Programming would be considered as an asset.

#### 5. Reporting Requirements

Project Manager will report to the Project Director.

S/he shall participate in preparation of periodic and unified PIU reports, as well as monthly reports. Monthly reports will include:

- **time sheets** - short description of work undertaken for each day of the reported period;
- **monthly report** - a brief summary of work undertaken in the reported period;
- **monthly work plan** - a brief summary of work that is planned for the next reported period;

The reports will be submitted in Croatian in two (2) copies to be approved by the Project Director.

- Monthly, Quarterly and Annual Project Progress Reports to the Client and World Bank
- Project monitoring and evaluation quarterly reports based on the key performance indicators;
- Monthly report on DLI indicators

The reports will be submitted in Croatian and in English in two (2) copies to be approved by the Project Director.

Two weeks before the scheduled close of the assignment, the Project Manager will prepare a Final Report, which summarizes the work of the Project Manager and sets out details of the future work schedules. The report will be prepared in English and Croatian in two (2) copies.

## **6. Duration and Location of the Assignment**

The Project Manager will be engaged for eight hours per day during the working week. The engagement is expected for 5 (five) years of the Project duration, in the time period **from September 1, 2020 until June 30, 2025** as a closing date of the Project. The maximum number of working days of the Consultant in the service provision period is **1215 working days**.

Working hours have to be strictly adhered to and it is expected that the Project Manager may have to work additional hours depending on the workload or the requests of the Project Director.

It is expected that Project Manager will be present in Zagreb, Croatia during the key stages of procurement process. The engagement of Project Manager will be determined by the actual project related needs, plans and current status of activities. The Project Manager will work under a time-based contract.

MoJ shall ensure to the Project Manager, at its premises, at Ulica grada Vukovara 49, Zagreb availability of necessary office space and office equipment, mailing services, telephone and Internet connection with a possibility of Project Manager working on a separate location and provide Project Manager, with all project related documents and information needed for her input for the relevant documents for the Justice for Business project.