

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

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|--------------------------------|---|
| Assignment name | Development the online interactive course on EU Law Advanced for judges and prosecutors |
| Beneficiary | National School of Judges Training Center of Prosecutors |
| Country | Ukraine |
| Total estimated number of days | 3 months after the submission of the final version of materials |

II. Context and justification of the need

The Project continuously provides support to its beneficiaries in the context of EU integration, sped up with the Intergovernmental Conference that took place in June 2024 in Luxembourg and officially kicked off negotiations on Ukraine's accession to the European Union. In this regard, the Project supports the capacity building of justice sector stakeholders, training on the EU law, integration process, preparation to the bilateral screening meetings, drafting of the Rule of Law Roadmap and other activities.

Given a proactive role of judiciary and prosecutorial bodies in the negotiations process, the profound knowledge of EU law and procedures is of a significant importance both in the context of ongoing processes and further implementation of the EU law and cooperation with EU institutions and bodies. National School of Judges (NSJ) and the Training Center of Prosecutors (TCP) are responsible for preparation, training and qualification maintenance of the judges in prosecutors in Ukraine. Both institutions have necessary capacities, appropriate platforms and functional ability to foster the training on the EU law. The Project has therefore partnered with the two institutions to prepare the online interactive course on EU law basics.

This online course aims to address the knowledge gap by equipping judges and prosecutors with a foundational understanding of EU law, its principles, institutions, and the application of EU law in national contexts.

III. Objectives and desired results

1) General objective

The objective of the assignment is to enhance the capacity of judges and prosecutors in understanding and applying EU law.

2) Specific objectives

1. Develop the interactive course that should consist of video and textual content, contain interactive elements and tasks, incorporating the following topics:
 - 1) EU law in the field of criminal justice: concepts, objectives and principles.
 - 2) Institutional dimension of EU law in the field of criminal justice.
 - 3) Approximation of Member States' legislation with the EU acquis in the field of criminal justice.
 - 4) Rights and guarantees in the field of criminal justice under the EU Charter.
 - 5) Minimum standards for the rights of suspects and accused persons in EU law.
 - 6) Rights of victims of crime in EU law.
 - 7) Judicial cooperation in criminal matters.
 - 8) The European arrest warrant as a flagship instrument of judicial cooperation.
 - 9) Cooperation between law enforcement authorities of EU Member States.
 - 10) Digitalisation in the field of criminal justice. Collection of evidence.
2. Ensure the integration of the interactive course into the educational platforms of NSJ and TCP.

3) Anticipated results

1. Judges and prosecutors obtained comprehensive knowledge and profound understanding of EU law advanced.
2. Judges and prosecutors undergone the training on EU law advanced and increased their capacity.

IV. Description of the assignment

1) Planned activities

The service provider must support the development, delivery and integration to the education platforms of the NSJ and TCP of the online interactive course on EU Law Advanced for judges and prosecutors in order to perform the following activities:

Assignment preparation

- Review relevant documentation, including previous materials developed by the Project and beneficiaries (Annex 1).
- Collaborate with the Working group (WG) which includes the representatives of the Project, National School of Judges and the Training Center of Prosecutors to finalize the course format, take part in the WG meetings, provide suggestions as to the format of the content, interactive elements and possible functions.

Phase I: Course Development

- Finalize format of the online interactive course according to the Annex 1.

Phase II: Recording and Technical Development

The service provider is responsible for the recording, production, and integration of video materials for the online course. Detailed requirements are:

- The recording can take place at the Project office or at the office of the Training Center of Prosecutors.
- The service provider must ensure proper setup of lighting, sound, and recording equipment to deliver high-quality videos.
- Record 45 videos lectures for all 10 topics, with an estimated duration of 5–10 minutes per video. The exact number of videos may vary by ± 7 items.
- Each video should follow a consistent format, as in Annex 1
- Use professional-grade cameras and microphones to ensure clear visuals and audio 1080, 4k.
- Implement proper lighting to eliminate shadows and create a professional appearance.
- Provide soundproofing or noise cancellation to maintain audio quality.
- Edit videos to ensure smooth transitions and eliminate any errors or unnecessary pauses.
- Balance audio levels and enhance clarity.
- Add interactive graphics to illustrate key points and enhance engagement.
- Include course branding elements, such as the logos, disclaimers and color scheme, in the introduction and closing frames.
- Recording should commence within 15 business days after content approval.
- Each video should be provided to the members of WG within 15 business days after recording, feedback should be incorporated into each video within 5 business days.
- Edit and finalized videos with interactive graphics and text overlays.
- Provide videos in high-definition (1080 HD) format.
- The entire video production course process must be completed within 50 working days.
- Integrate videos and materials into the e-learning platforms of the National School of Judges, website: <https://nsj.gov.ua/ua/about/> and the Training Center of Prosecutors, website: <https://el.gp.gov.ua/moodle/>

Phase III: Course Delivery

- Deliver final videos in formats compatible with e-learning platforms
- Ensure compatibility with the platforms used by the National School of Judges and the Training Center of Prosecutors.
- Deliver all videos with metadata, such as topic titles and descriptions, for integration into the platforms.

Post-assignment follow-up:

- Provide troubleshooting support for any technical issues encountered during video upload or playback on the designated platforms within the 3 months after the integration of the course into the both platforms.

2) Anticipated deliverables

| Deliverables | End date |
|---|---------------|
| 1. Recorded video lectures | T0 + 6 weeks |
| 2. Incorporate video and text into one page | T0 + 7 weeks |
| 3. Integrate the course into the platforms of NSJ and TSP | T0 + 8 weeks |
| 4. Final assessment reports | T0 + 10 weeks |

3) Coordination

The service provider shall designate a single contact person for project implementation purposes. Oksana Tsymbriwska the Team Leader will be the service provider's sole contact person for Expertise France. E-mail: oksana.tsymbriwska@pravojustice.eu

A launch meeting shall be held 5 days after the contract award has been notified.

Close collaboration must take place with personnel from assignment preparation right up to completion. Furthermore, regular exchanges must take place with Anna Stakhanova at anna.stakhanova@pravojustice.eu and Anastasiia Kuzub at anastasiia.kuzub@pravojustice.eu on assignment progress and any difficulties that may be encountered.

V. Place, duration and terms of performance**1) Implementation period: 3 months****2) Start date: October 2025****3) End date: January 2026****4) Schedule/programme:**

The provisional programme for assignment implementation is as follows:

| Activity | Place |
|--|------------------------------|
| Recorded video lectures | Maidan Nezalezhnosti 2, Kyiv |
| Incorporate video and text into one page | online |
| Integrate the course into the platforms of NSJ and TSP | online |
| Final Assessment reports | online |
| Total | |

VI. Required expertise and profile

1) Profile of the designated expert(s) responsible for contract execution

A. Qualifications and skills:

- Holder of a postgraduate university degree in administration, organisational optimisation, management or equivalent experience.
- Excellent qualities/capacities in:
 - Communication
 - Teamwork and interpersonal skills
 - Knowledge transfer
 - Analysis and reporting
 - Problem identification and resolution
 - Decision-making and taking initiatives
- High proficiency in written and spoken English.

B. General professional experience

- Be a legal person registered in Ukraine;
- Proven professional experience of at least 5 years in the field of online interactive courses development. At least 3 examples of previous projects are to be added to the application;
- Previous experience of work with international projects and/or public institutions is considered to be an asset.

VII. Assignment reports

A report following the model provided must be forwarded by e-mail on conclusion of the assignment: anastasiia.kuzub@pravojustice.eu it must correspond with the deliverable summary analytical report listed in Technical requirements.