**Terms of Reference and Scope of Services**

##### REPUBLIC OF CROATIA

#### **Ministry of Justice**

##### JUSTICE SECTOR SUPPORT PROJECT (JSSP)

**IBRD Loan No. 78880-HR**

#### **Consulting services**

for

**Preparing the Design Documentation and Technical Specifications**

**for the Supply and Installation of Security Equipment**

**in Selected Justice System Facilities**

**Background**

1. The Republic of Croatia has received a Loan from the International Bank for Reconstruction and Development (IBRD) towards the Justice Sector Support Project (JSSP). The JSSP is intended to be a key vehicle for a multi-year program to modernize the judiciary and prosecutors’ offices in the Republic of Croatia. The over-arching goal of the JSSP is to strengthen the efficiency of the justice sector. The JSSP will be implemented by the Ministry of Justice (MOJ) of the Republic of Croatia.

**Current Status**

1. The issue of security within the justice system is primarily within the competences of the Department of Security Services for Justice Bodies, as an organizational unit within the Directorate for Organization of Justice, Ministry of Justice. The Law on Courts and State Attorneys' Act regulate its competences in providing services relating to security of persons in bodies of the justice system, as well as their infrastructure and assets. Basic security measures implemented by the Service in its operation are the following: providing security for persons in justice bodies, monitoring of movement within the facilities (entrance/exit), prevention of unauthorized stay in judicial bodies, prevention of unauthorized carrying of arms, weapons, explosives and other hazardous items, search of persons and objects, maintaining order, and implementing applicable measures against the transgressors.

Within the territory of the Republic of Croatia there are 208 bodies of the justice system, located in 235 objects, with some 20.000 parties visiting them on a daily basis.

Pursuant to the Law on Seats and Jurisdiction of Courts the territory of Croatia is divided into 15 judicial areas through establishment of 15 County Courts. Therefore the priority in designing the security systems, and thus in increasing the security standards, should be given to the most important justice centres in Croatia (county and municipal courts, county and municipal state attorney's offices and USKOK) where proceedings are conducted against complex criminal offences and cases involving organized crime and corruption.

**Objective of the Assignment**

1. The objective of this activity is to assist the Ministry of Justice in improving the security of citizens, officials and employees of the justice system by preparing the necessary design documentation for the (technical) security systems at the selected locations/facilities. The assignment shall focus, but not be limited to, the following:

* risk assessment for the selected facilities;
* designing the security system for each of the selected facilities, corresponding to the identified risks, consisting of the following sub-systems:
  + video surveillance system;
  + silent alarm system;
  + anti-burglary alarm system; and/or
  + metal-detector doors;
  + a possibility for centralized monitoring should be envisaged for video surveillance systems and anti-burglary alarm systems.
* technical specifications of the required system elements, installation plans/drawings and Bills of Quantities for technical components and installation services.

The facilities that are the subject of this assignment are the following (with indicative security systems/sub-systems needed):



To achieve this goal the Consultant should visit and inspect the selected locations, analyze the risks, analyze the existing security systems and measures in place, discuss the needs with the users and representatives of the Department for Security Services and study applicable legislation in place.

Consultant is welcome to offer comments and recommendations in regards to other aspects of security in selected facilities (such as fire protection, and similar), however that is not a direct requirement for this assignment.

**Scope of Services**

1. The Consultant will provide the following services aimed at assisting the Ministry of Justice in developing the systems of technical security and protection of the selected facilities, as well as in procurement and installation of the designed systems.

Specific responsibilities include, but are not limited to those listed below:

* 1. Conduct an on-site inspection of the selected facilities;
  2. Conduct consultations with all relevant stakeholders in regards to their positions/expectations of the future security systems. These groups should include, among others: Directorate for Security Services of the Ministry of Justice, Investment Department of the Ministry of Justice, head of judicial body(ies) operating in the selected facilities, persons in charge of the security at particular location/facility, and other users (as necessary),
  3. Consult all applicable legislation and regulation in place including, but not limited to, the Law on Private Protection (Narodne Novine No. 68/03 and 31/2010), and Regulation on Requirements and Manners for Implementation of Technical Protection (Narodne Novine No. 198/03), as well as applicable standards and best practices. The Consultant shall especially observe all applicable legislation and regulation governing confidentiality and secrecy of this category of assignments,
  4. Prepare the risk assessment study for each of the locations/facilities,
  5. Draft a concept design of the technical security system for each of the selected locations, with a possibility of centralized monitoring of video-surveilance systems and anti-burglary systems from one location – the Directorate for Security of the Ministry of Justice in Zagreb,

**Activities under 4.d. and 4.e., above, should be completed within 30 days from the commencement of the assignment and be submitted to the MoJ for review and acceptance.**

* 1. Prepare a detailed design (*Izvedbeni projekt)* of the system and all appropriate sub-systems for each of the selected locations, based on the accepted/agreed concept designs including, but not limited to, technical drawings, installation plans, and similar (see 4.e., above).
  2. Prepare Technical Requirements, Technical Specifications and Bill of Quantities for the designed security systems for each of the facilities. These should be drafted in accordance with the World Bank Guidelines on Procurement of Goods, Works and Non-Consulting Services so that they can be used as part of bidding documentation for possible subsequent procurement of the designed systems.
  3. Submit the final report on services performed.

**Consultant’s Qualifications**

5. The Consultant shall possess the following minimum qualifications:

a. At least 5 (five) years traceable experience in the following areas:

* design and implementation of systems of technical security in facilities with public access, especially in public services;

b. The Consultant shall possess valid approval/licence for performing works/services in the area of security and protection, pursuant to the Law on Private Security/Protection;

c. The Consultant shall confirm the availability of sufficient number of (minimum 2) key experts with particular education, experience and knowledge in areas listed in items 4.a. through 4.g. (above) and with valid specific approvals/licences (as applicable) to be engaged on this assignment, with indication of their specific roles and responsibilities;

d. Knowledge of applicable legal and regulative framework in place;

e. Possession of ISO 27001 certificate by the Consultant is not mandatory, but shall be considered as advantage;

**Contract Arrangements**

6. The Consultant will work under a lump sum contract.

The assignment shall commence on the day of contract signature and shall continue until the finalization of activities and submission of outputs and reports as defined above.

Activities under Items 4.a. through 4.e. above shall be finalized within 1 month following signature of the contract.

Activity under Items 4.f. through 4.h. shall be finalized within 1,5 months following the acceptance of the deliverable under 4.e by the MoJ.

Estimated total duration is 3 months.

**Please Note: Pursuant to applicable regulation governing official secret and confidential documents, interested Consultants shall be provided with more data on the selected facilities and required systems after signing the Confidentiality Statement. The statement shall be provided only to Consultants who submit their Expression of Interest.**

**Services and Facilities to be Provided by the Client:**

7. The Client shall:

* + 1. Issue all such instructions and/or guidelines as may be necessary or appropriate for the prompt and effective implementation of the Services;
    2. Provide the Consultant(s) with all relevant documentation available.

**Annex 1**

**Consultant’s Reporting Obligations**

Detailed suggested timeline for the delivery of outputs is presented in table below:

|  |  |  |
| --- | --- | --- |
| **Description of the output** | **Duration of the activity** | **Indicative completion date** |
| **Draft concept design of the technical security system for each of the selected locations delivered to the MoJ for review** | 1. days | 31.10.2015. |
| **Detailed design with Tech. Requirements, Tech. Specifications, Drawings and B/Gs for each of the facilities** | 75 days | 15.12.2015. |
| **Final Report** | 75 days | 15.12.2015. |

Outputs as defined above will be submitted to the Client in Croatian language.