Terms of Reference – Software Developers to Support the Development of the National Justice Information System (NJIS)

Required experts:

One (1) Systems Analyst/ Team Leader
One (1) Lead Systems Developer
Four (4) Systems Developers

Purpose

The specialist contractor terms of reference (ToR) is a document that sets out the specialist contractor's contribution to the task. The template is designed to set out the aims of the task and what the contractor is responsible for in order to achieve those aims.

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Consultancy role title:

Location: Philippines

Apply by: 14 May 2024; 11:59 PM Manila time

1.   Background and context about the project

A. Overview of the British Council

We support peace and prosperity by building connections, understanding, and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education, and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers, and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence, and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

B. Background to the Programme

The Government of the Republic of the Philippines with the support of the European Union is implementing the Justice Sector Reform Programme: Governance in Justice II (GOJUST II). GOJUST II builds on and continues the work of the predecessor programme, GOJUST that was implemented from April 2016 to September 2020. GOJUST II is implemented in joint co-financing with the Spanish Agency for International Development Cooperation. The overall objective of GOJUST is *to contribute to inclusive and sustainable socio-economic development through improved access to justice for all in the Philippines. Specifically, it aims to develop more responsive and accountable justice services.* It includes two components focusing on justice and human rights, respectively. The programme is being implemented from December 2020 to June 2025.

GOJUST II seeks to achieve four major result areas, as follows:

Result 1   Justice sector coordination mechanisms are improved

Result 2   Strengthened institutional efficiency and effectiveness in the delivery of justice services

Result 3   Increased access to the justice system for vulnerable groups, including women

Result 4   Justice policy and practice is informed by evidence and responds to justice needs

Justice and Human Rights policies are at the heart of the Philippine Development Plan 2017-2022, which for the first time includes a dedicated chapter on justice, chapter 6, titled "Pursuing Swift and Fair Administration of Justice". The chapter enshrines the principle of coordination as a mechanism for bringing about long term and sustainable justice sector reform. The focus is on the enhancement of "civil, criminal, commercial and administrative justice" and the improvement of sector efficiency and accountability while also directing the Commission on Human Rights (CHR) to intensify its efforts to facilitate access to justice by improving, monitoring and evaluation, empowering the people living in poor and marginalised situations to seek response and remedies for injustice, improving legal protection, awareness and aid, enhancing civil society and parliamentary oversight, addressing human rights violations in the justice sector and, strengthening linkages between formal and informal justice providers.

The justice component will continue and expand some previous GOJUST activities such as improved coordination between and within the justice sector agencies and case management automation interventions to strengthen capacities to decongest overburdened courts, prosecution offices, and reducing pre-trial detention. GOJUST II will also focus on new result areas such as increased access to justice for vulnerable groups and evidence-based policy research and advocacy to inform policy making for improved justice outcomes.

The programme is managed by a Programme Steering Committee (PSC) headed by representatives of the Supreme Court, Department of the Interior and Local Government, and the Department of Justice. A Programme Director has also been appointed to be the main focal point and point of coordination for the smooth implementation of the programme.

In line with the Direct Management component of the Financing Agreement, a Pillar-Assessed Contribution Agreement (ACA/2020/ 418-821) for the provision of *Technical Assistance for the Justice Sector Reform Programme: Governance in Justice II (GOJUST II)* was awarded to the **British Council** on 7 December 2020 for a period of implementation of 54 months. The PACA contract requires the provision of a Technical Assistance Team consisting of four (4) key experts that will be responsible for the four (4) result areas (justice sector coordination, effective institutions of justice, access to justice by the disadvantaged groups, and evidence-based policy research). In addition, the contract also includes the provision of 3,200 working days of non-key experts that will support the work of the key experts in the delivery of results under the programme.

2. **About the role of the specialist contractors**

The criminal justice system can be viewed as a system of interlocking and interdependent parts, much like a pipeline, where system-wide improvements need to be done in order to increase efficiency. One has to view the system in a more comprehensive or holistic manner by strengthening all aspects of the system from crime prevention, response, investigation, and resolution, court processes, and sentence management, rehabilitation and re-integration.

Data-sharing requirements of the different agencies show the level of interdependence of justice agencies. For example, various court orders and issuances are sent to various criminal justice agencies like the police, the jail, and immigration officials. For example, at present the courts send Hold Departure Orders (HDO) to the Bureau of Immigration who in turn uses the HDO to monitor departing passengers. If the HDO is not sent real time, the time gap between the issuance of the HDO and the actual receipt of the immigration can take some time and a person subject of an HDO may be able to leave until the immigration officials actually receive the HDO. Furthermore, as a GOJUST mission report on the National Justice Information System noted, "another prime example of data sharing across Justice sector agencies is that of the Corrections Cluster agencies.

Currently, data sharing across the justice sector agencies is done manually. As noted in the GOJUST mission report referred to above,

> *Agencies send out and receive documents and records in hard-copy format. Agency staff still need to encode the data contained in the paper documents in the case management/information system. As such, agencies have to send out letters of requests to obtain data or documents usually shared. Moreover, requesting agencies have to follow up continually regarding their requests. Some even resort to physical visits to get the requested information. Ad-hoc data requests and manual transmission of data are common concerns*

across National Justice Information System (NJIS) agencies.

The use of information and communications technology (ICT) in the digitalisation of transactions and services is viewed as a key driver for the competitiveness of the government in providing better services. One of the main thrusts of the 2023 Philippine Development Plan (2023 PDP) is for the justice sector to "use digital technology and build a robust, efficient, and disaster-resilient ICT architecture for the justice sector."

One of the priority ICT programmes identified by the sub-chapter on Administration of Justice of the 2023 PDP is the National Justice Information System (NJIS). The NJIS is an Information and Communications Technology-based tool envisioned to facilitate the management and exchange of vital information across law enforcement and justice sector agencies in the discharge of their statutorily mandated public functions. The NJIS has been included in the 2011-2016, 2017-2022, and the current 2023-2028 PDP.

It is envisioned to be a seamless, knowledge-based and knowledge-driven interface and portal that will solve information gaps and address collaboration issues in the justice system. It is anchored on a secured platform that links justice sector agencies for a holistic approach to crime prevention and resolution. The implementing agencies of the NJIS include the following:

Law Enforcement Cluster

- National Prosecution Service (NPS)
- National Bureau of Investigation (NBI)
- Bureau of Immigration (BI)
- Philippine National Police (PNP)
- Philippine Drug Enforcement Agency (PDEA)
- Dangerous Drugs Board (DDB)

Corrections Cluster

- Bureau of Corrections (BuCor)
- Board of Pardons and Parole (BPP)
- Parole and Probation Administration (PPA)
- Bureau of Jail Management and Penology (BJMP)

The component of NJIS and related projects include the following:

- Prosecution Case Management System (PCMS) which is the case management system of the National Prosecution Service
- NJIS Middleware Exchange Platform is a software that will bridge the different case management systems in the corrections cluster and in the law enforcement cluster
- Philippine Crime Index (PCI) provides a comprehensive list of all criminal offenses and corresponding penalties, statutory definitions, and elements under the Revised Penal Code and special penal laws

This mission will support the Department of Justice in implementing the following NJIS Projects by providing additional software developers:

- NJIS Middleware Exchange Platform
- Interoperability layer of each of the NJIS implementing agencies
- Development of API of the Philippine Crime Index Research System (PCIRS) to accommodate public research and optimise performance on the system's current features

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2.1. Global Objective

To facilitate timely data exchange among criminal justice agencies through the digital and automated data sharing through the development and implementation of the NJIS. The objective of this mission contributes to Result Area 1 on justice sector coordination and Result Area 2 focusing on strengthening institutional efficiency and effectiveness in the delivery of justice services.

2.2. Specific Objectives

1. To support the development of the NJIS middleware exchange platform and to the inter-operability layer of the NJIS implementing agencies.
2. To facilitate data harmonisation, particularly in the nomenclature of criminal offenses through the development of Application Program Interface of the Philippine Crime Index Research System
3. To ensure whenever possible, gender disaggregation of data in existing databases in terms of sex, age, ethnicity, disability, among other categories to contribute to gender-responsive and inclusive data analysis.

2.3. Number of required experts and duration:

Number of Position/s	Designation	Type of Expertise	Duration (months)
1	Team Leader	Systems Analyst/ Team Leader	12 months
1	Team Member	Lead Systems Developer	12 months
4	Team Member	Systems Developer	12 months

● The team shall be composed of **six (6) staff complement including the team leader** with various skill sets and expertise as outlined in the table above throughout the engagement. Gender balance shall be considered in the recruitment.

2.4. Specific Duties:

Systems Analyst/ Team Leader

1. Conduct data/database inventory on NJIS implementing agencies (producers)
2. Conduct gathering of requirements on NJIS implementing agencies (consumers) and consolidation of common requirements among different agencies
3. Coordinate data mapping activities with NJIS implementing agency and Systems Developer
4. Design solutions on the respective interoperability layers and consumer applications to be coded/implemented by the systems developer
5. Consolidate the work of the team and lead the preparation of the reports and other relevant documentation

Lead Systems Developer

1. Supervise and lead the development of NJIS Middleware Exchange Platform
2. Supervise the development of interoperability layers of the NJIS implementing agencies
3. Development of API Management tool support/integration for the Middleware Exchange Platform
4. Enhancement of access control and security of the Middleware Exchange Platform
5. Perform Code review on the developments of interoperability layers assigned to other developers
6. Enhance the generic interoperability layer framework to support more features for future interoperability layer developments

Systems Developer

1. Development of Interoperability layers of each NJIS implementing agency
2. Enhancement of existing interoperability layers to fit the increasing requirements of consumers (i.e., Bureau of Corrections Interoperability Layer for Board of Pardons and Parole consumer application)
3. Development of consumer applications for NJIS implementing agency (consumer)

For guidance, the indicative activities for the assignment are the following:

Activity ID	Activity	Phase	Output	Remarks
A1	Gather facts and information	Data gathering	Business process information of the project	One (1) month after commencement
A2	Creation of Software Requirement Specifications (SRS)	Planning and System Analysis and Design	Software Requirements Specifications	Approved by DOJ Chief Information Technology Officer
A3	Formulation of Implementation Plan	Planning and System Analysis and Design	Implementation Plan	Approved by DOJ Chief Information Technology Officer The Implementation Plan must be completed 18 months from the commencement
A4	Development of Prototype	Design and development	Installation and configuration of the application system on DOJ test server	Based on the approved Implementation Plan

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Activity ID	Activity	Phase	Output	Remarks
A5	Presentation of the software for comments of the end-user	Design and development	Meetings on software users	
A6	Development of the final software for production	Design and development	Application System verified by End-users	
A7	System Walk-through based on approved SRS	System Testing and validation	Validated checklist based on SRS	
A8	User Acceptance Testing	System testing and validation	Validated checklist of application systems specifications	
A9	Installation and configuration of the application system on DOJ production server	Deployment	Installed Application systems at production server	
A10	End User Training	Training	Training	
A11	Administrators Training	Training	Training	
A12	Technical Training	Training	Training	
A13	Turnover of Implementation Plan, SRS, Source Code, Configuration Documents and other documents pertaining to the project	Turnover	Turnover meeting	

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Outcome and outputs

The **scope of work** of the consultants shall include the support for the following activities, among others:

- Kick-off meeting with the Technical Assistance Team (TAT) and with the Department of Justice
- Participate in a training on Gender Equity and Social Inclusion
- With supervision/instructions from the **Department of Justice – Chief Information Technology Officer**, the team shall develop the following:
  - NJIS Middleware Exchange Platform – This is the main project currently maintained by DOJ's Consultant. This is where all the interoperability layers will connect.
  - Interoperability layers of the NJIS implementing producer agencies, these are API applications that follows a generic Interoperability Framework developed by the department. Training and documentation will be provided.
  - Development of API of the Philippine Crime Index Research System (PCIRS) for public research and consumption.
- Presentation of the output and findings to the Technical Assistance Team (TAT) and to the relevant officials of the DOJ and the NJIS implementing agencies, including recommendations for further redevelopment of the different applications, including entry points for disaggregation of cases which could support gender-responsive and inclusive analysis.

The **output** of this engagement is the following:

a) The consultants shall submit an inception report to the Technical Assistance Team no later than two (2) weeks after the commencement of the agreement containing the following:

- over-all approach and methodology, including entry points for disaggregation of data and categorisation of cases

- detailed workplan for the delivery services

- workflow design that includes a process of quality assurance

b) Software Requirement Specifications (SRS) for the applications to be developed

c) Implementation Plan

d) Prototype of the applications

e) Training materials, training module, and training report

f) The team shall submit a monthly status report on the project's progress signed by the **Department of Justice – Chief Information Technology Officer** or representation on the following:

- project status report including percentage completion of the project

- project status report shall include information on the compliance with the quality assurance process indicated in the workplan

g) The team shall submit a Mission Report upon completion of the engagement, structured as follows:

- Executive summary

- Introduction and Background

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- Main findings related to the overall and specific objectives of this assignment
- Key Recommendations, including entry points for gender-related disaggregation of data
- Conclusion
- Relevant Annexes including the SRS, Implementation Plan, training modules, training materials, and training report
- All software codes, documentations, training modules, and related project artifacts shall also be included in the submission of the final mission report.

h) All documentation and source code pertaining to this project shall be endorsed to the **Department of Justice – Chief Information Technology Officer** after completion

All reports and correspondence must be in English.

All reports must be submitted by the experts electronically in the format provided at the start of the mission. Comments by the Technical Assistance Team and key stakeholders on the various reports, will be provided to the experts as soon as possible. Draft final reports must be submitted before the debriefing by the experts to the Technical Assistance Team.

3. Timeline

Activity	Date / time
Terms of Reference reposted	26 April 2024
Deadline for submission of Expression of Interest	14 May 2024; 11:59 PM Manila time
Final Decision	14 June 2024
Contract start date	26 June 2024 (maximum of 12 months)

4. Fee & expenses

Please submit a Pricing Approach using the template in Annex 1.

5. Reporting and communication

The team of non-key experts deployed shall report directly to the Department of Justice – Chief Information Technology Officer (DOJ-CITO). They will supplement the DOJ technical staff to develop various components of the NJIS. The DOJ CITO shall have complete control and supervision of the work of the software development personnel assigned to the project.

The consultants involved in the project shall sign a confidentiality and non-disclosure agreement with the DOJ.

The consultants will be required to provide the Services in **the Philippines** and such other locations as may be agreed between the parties in writing from time to time.

All working days for preparatory work, comprehensive desk review, and report writing are foreseen to be performed by the expert from his/her home base, i.e., at his/her usual place of residence, both at the initial stages of the mission and later on during the whole assignment.

6. Qualifications and experience required

7.1 Skills and Competencies

The experts should have the following **skills and competencies**:

- Fluent in spoken and written English
- Excellent analytical competence, technical skills, and detail oriented
- Excellent interpersonal skills
- Active listening skills and strong writing skills
- Ability to coordinate and communicate with key stakeholders

7.2 Senior Systems Analyst/Team Leader

Qualifications and skills

- A college graduate with a degree in Computer Science, Computer Engineering or any related course
- Proven ability to assess business needs and translate them into relevant solutions
- Ability to prioritise critical tasks and work well in an output-driven environment
- The ability lead a diverse team
- Accuracy and good attention to detail
- Strong computer, hardware, software, analytical, and problem-solving skills.

General Professional Experience

- At least three (3) years' experience as a systems analyst.

Specific Professional Experience

- Working knowledge and experience in Python and JavaScript platform development
- Experience in implementing Software Development Life Cycle and best practices in software development
- Experience in Git workflow is an advantage

7.3 Lead Systems Developer

Qualifications and skills

- A college graduate with a degree in Computer Science, Computer Engineering or any related course
- Fluent in English and Filipino.
- Ability to prioritise critical tasks and work well in an output-driven environment
- Coaching and mentoring skills
- Organisational abilities

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- Administrative skills
- Good communication skills, both written and verbal
- The ability to work independently and as a part of a team
- Accuracy and good attention to detail
- The ability to work under pressure and tight deadlines
- A positive approach in a busy working environment
- A good understanding of data confidentiality

General Professional Experience
- At least five (5) years of relevant work experience as a Lead Systems Developer which includes experience in:
  - Ensuring that codes meet the technical specifications and are delivered on time
  - Directing other Systems developers in the design, development, testing, and debugging
  - Designing, building, and configuring applications to meet business process and application requirements
  - Writing testable, scalable, and efficient code and leading code reviews

Specific Professional Experience
- At least five (5) years of experience in web development preferably with experience in Python: Flask framework
- Knowledgeable with front-end Javascript libraries/frameworks such as ReactJS
- Familiarity with Linux operating systems and experience in developing on the Linux platform
- Strong knowledge in database technologies, SQL and ORM
- Experience in Git workflow is an advantage

7.4 Systems Developer

Qualifications and skills
- A college graduate with a degree in Computer Science, Computer Engineering or any related course
- Knowledge of the Software development life-cycle

General Professional Experience
- At least one (1) year of relevant work experience in Software Development that includes writing, modifying, and testing codes and scripts to allow computer software and applications to function properly
- Experience working on a variety of software development projects.

Specific Professional Experience
- Highly proficient in Python and JavaScript language programming
- At least one (1) years of experience working in Python and JavaScript Coding Environments

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7. How to apply

Send your cover letter, CV, Pricing Approach to Lalaine.Alfaro@britishcouncil.org by 14 May 2024; 11:59 PM Manila time.

8. Criteria for evaluation

Criteria	Weighting
Qualifications and skills	25%
General professional experience	25%
Specific professional experience	30%
Pricing Approach	20%