



THE JUDICIAL OF ZANZIBAR

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES - FIRMS SELECTION

COUNTRY: THE UNITED REPUBLIC OF TANZANIA

NAME OF PROJECT: JUDICIAL MODERNIZATION PROJECT (Zi-JUMP).

Credit No.: 7547

ASSIGNMENT TITLE: CONSULTANCY SERVICES TO REVIEW, AMEND, AND RE-ENACT THE ZANZIBAR CIVIL PROCEDURE DECREE CAP 8.

Issue Date: 5th November, 2024

Reference No. TZ-JOZ-457972-CS-CQS

The Judiciary of Zanzibar has received financing from the World Bank toward the cost of the *Judicial Modernization Project (Zi-JUMP)* and intends to apply part of the proceeds for Consultancy Services.

The consulting services ("the Services") include to review, and amend the Civil Procedure Decree Cap 8 and its Rules and re-enact a user-friendly Civil Procedure Act and its Rules that reflect modern legal practices, promote access to justice, and enhance the efficiency of civil litigation in Zanzibar, implementation period is **24 weeks**, expected start month of assignment is **January 2024**.

The Judiciary of Zanzibar now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short-listing criteria are:

- a. Core Business of the firm and Eight (8) years in business.
- b. Relevant similar experience, which should specifically include the following;
 - i. Experience of at least one (1) similar assignment within the last three (3) years in cumulative years from (2021 to 2023)- *Information to be provided should include name of assignments, names and full contact addresses of the Clients, contract value (in equivalent US dollars) and period (dates) of execution of assignments.*
 - ii. Demonstration of experience of work in similar conditions.
- c. Technical and Managerial Capability of the firm [The Consultant must provide the structure of the organization, general qualifications and number of Key staffs. *(Do not provide CV of the Key staff. Key Experts will not be evaluated at the shortlisting stage)*].

The attention of interested Consultants is drawn to Section III, paragraph, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers "fifth edition September 2023 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. For firms participating in a JV, each member of the JV should independently meet the requirement of EoI criteria. For firms participating as association of lead and sub consultant, only the experience and qualification of lead firm will be assessed as per EoI criteria

A Consultant will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) set out in the *World Bank Procurement Regulations for IPF Borrowers Fifth Edition, dated September 2023*;

Further information and the detailed Terms of Reference (ToR) for the assignment can be obtained electronically at the following email addresses, from Mondays to Fridays, from 07:30 am to 03:30 pm East Africa time:

Website: www.judiciaryzanzibar.go.tz

Email: procurement@judiciaryzanzibar.go.tz

Expression of Interest; clearly marked **consultancy services to review, amend, and re-enact the Zanzibar civil procedure decree cap 8**, must be delivered in a written form to the address below (in hard and soft copy through flash disk) on or before **10:00 a.m.** Local Time, on **Wednesday, 20th November, 2024**. Bids will be publicly opened in the presence of the bidder's designated representatives and any who choose to attend at the address below at **10:30 am of Wednesday, 20th November, 2024. at Second Floor Room No. 208.**

FOR SUBMISSION:

Attn: Secretary of Tender Board

Judicial of Zanzibar

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THE REVOLUTIONARY GOVERNMENT OF ZANZIBAR
THE JUDICIARY OF ZANZIBAR



**TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO
REVIEW, AMEND, AND RE-ENACT THE ZANZIBAR CIVIL
PROCEDURE DECREE CAP 8.**

NOVEMBER, 2024

I. INTRODUCTION.

1. The Civil Procedure Decree CAP 8 (CPD/the Decree), serves as a fundamental legal framework governing civil litigations in Zanzibar. It outlines the procedures for the resolution of civil disputes, aiming to ensure fairness, efficiency, and accessibility in the judicial process. Over the years, the legal landscape has evolved significantly due to changes in societal needs, advancements in technology, and shifts in legal practices. Consequently, the existing Civil Procedure Decree is no longer adequately reflecting current realities, resulting in potential inefficiencies and barriers to justice. It is therefore essential to ensure that the Decree is up-to-date, efficient, and reflective of current legal standards and practices. Conscious of the same, the Judiciary of Zanzibar (JoZ) is embarking on a collaborative investment project called the [Zanzibar Judiciary Modernization Project \(Zi-JUMP\)](#), financed by the World Bank. Zi-JUMP aims to enhance the efficiency, transparency, and accessibility of the judiciary system through technological and procedural advancements.

II. STATEMENT OF THE PROBLEM.

2. The current Zanzibar Civil Procedure Decree Cap 8 is an old law enacted way back in 1917, almost 107 years. It is the longest, and most voluminous piece of legislation. It contains substantive legislation (the Decree) and subsidiary legislation (Orders). The Orders, according to section 109 of the Decree form part of the body of the Decree. The main legislation contains 132 sections that all together span over 51 pages. There are 52 Orders spanning over 187 pages. Some of the Orders are inordinately long which has affected efficiency in applying the same to meet the end of justice.¹.

¹ Order 24 has 95 rules some of which like rule 20 and 84 are again very long. Order 25 has 61 rules some of which are inordinately long.

3. The Interpretation section and references under the Decree have outdated terminologies. Precisely, the whole of the law contains references that are obsolete or inconsistent with the current position, structure, and practice² This has therefore led to procedural inefficiencies causing unnecessary delays, and confusion among legal practitioners, and hindering effective dispute resolution.³.
4. The absence of an Alternative Dispute Resolution (ADR) legal framework mechanism (Court Annexed ADR) in the Decree, has led to the non-availability of accessible and efficient alternatives to litigation such as Mediation, Arbitration, and Negotiation. This on the other hand has led parties not to have a choice but to undergo the traditional litigation which is expensive, complex, and time-consuming often resulting in prolonged disputes and significant legal fees. Establishing a clear legal framework for ADR within the Civil Procedure Decree is a strategic move to modernize the legal system, enhance access to justice, and promote effective and efficient dispute resolution mechanisms.
5. The absence of a legal framework in the CPD on the use of electronic processes in litigation has contributed to the slow Adaptation of Modern Legal Practices leading to the current Inefficiency, delays in case dispositions, and growing stock of backlogs. Providing a legal framework for the use of modern technologies such as electronic filing, online case management, and virtual hearings shall streamline court processes thus increasing efficiency.
6. The complexity of the Civil procedural framework poses significant challenges for litigants, particularly those who lack legal representation or are unfamiliar with the judicial process. The legal technicalities in it make its application very difficult, tiresome, costly, and ineffective. Currently, procedural technicalities are applied to deny justifiable claims or remedy, that is, many civil cases end up being decided on procedural technicalities and not on the merit of a case. The main reason for this eventuality is the lack of clear practice direction as to

² S.1(1), S.1(2), S.2, S.10.S.24, S.40, S.64, Order 5 R 24,

³ Section 58, 59,60,62 refers to procedures involving the then British courts and her Britannic Majesty, these sections do cause procedural confusion to the litigant as the Britanic legal system is no more in Zanzibar

which should prevail between substantive cases and procedure. The other reason is the presence of complex procedures in the Decree which needs to be simplified to enhance access to justice and ensure that the legal system operates efficiently and effectively.

7. Delays in civil litigation are an old vice inherent within the system itself. The litigants and their legal advisers seem to just take advantage of this inherent porous nature of civil litigation, this has affected court efficiency in the disposition of cases. The cause of the delay in some cases is from the Decree itself⁴
8. The Act contains ambiguous language or conflicting provisions that can result in differing interpretations by courts and practitioners, thus undermining the uniform application of the law example, Section 1(2) of the Decree provides that, the Decree applies to the High Court and subordinate courts other than District courts. The wording of the Section can be interpreted as the Decree is not applicable in the District Court while in the real situation, the same is applied.
9. Since its enactment as local legislation in 1917, the Zanzibar Civil Procedure Decree has been amended in 1945 and 1952 where minor amendments especially in the rules were made. Apart from such minor amendments and reorganization, the Decree remained almost the same edifice as constructed in 1917.
10. Therefore, given the above challenges, the need for a thorough review and potential re-enactment of the Civil Procedure Decree is evident. Thus, JoZ aims at engaging a Consultancy Firm (Hereinafter referred to as a Consultant) to undertake a systematic analysis of the existing Civil legal framework, engaging

⁴a). *Presence of an open-ended opportunity to amend the pleadings. Order VI rule 17 provides “the court may, at any stage of the proceedings allow either party to alter or amend his pleading in such manner and on such terms as may be just...”*

b). *Section 90 of the CPD does not provide for time limit for the High Court to keep files when records of lower courts are called for review.*

c). *Provisions of Order XXIV and XXV relating to execution in the Decree is example of complex provision that causes delays*

stakeholders throughout the process to ensure that the revised Act is not only legally sound but also practical and accessible for all users. The goal is to produce a Civil Procedure Act that reflects modern legal practices, promotes access to justice, and enhances the efficiency of civil litigation in Zanzibar. This initiative could be an opportunity to not only amend the Decree to address the most pertinent and pressing issues but also to look for further areas which need radical changes in the future.

III. OBJECTIVE OF THE ASSIGNMENT

11. The main objective of the assignment is to review, and amend the Civil Procedure Decree Cap 8 and its Rules and re-enact a user-friendly Civil Procedure Act and its Rules that reflect modern legal practices, promote access to justice, and enhance the efficiency of civil litigation in Zanzibar. Other specific objectives of this assignment are:

- i. To identify areas for improvement, including outdated provisions, inconsistencies, and gaps in the current Decree and its Rules;
- ii. Benchmark the Decree against best practices and standards in comparable jurisdictions;
- iii. Incorporate legal framework for Court annexed Alternative Dispute Resolution Mechanism in the re-enacted Act and its Rules to provide for effective, efficient, and less adversarial options for dispute resolution;
- iv. Streamlining procedures to reduce delays in litigation, and ensure timely justice for all;
- v. To simplify the lengthy, complex, and technical procedures outlined in the Decree and its Rules to enhance access to justice and ensure that the Civil legal system operates efficiently and effectively;
- vi. Updating and clarifying existing Civil Procedure rules to eliminate ambiguities and reduce the potential for procedural disputes, making it easier for litigants and legal practitioners to navigate the system;

- vii. Adapting the legal framework to incorporate advancements in technology, such as electronic filing and virtual hearings, to enhance the efficiency of the judicial process;
- viii. Ensuring that the legal process is fair to all parties, by including provisions that protect the rights of defendants and plaintiffs alike other than technicalities; and
- ix. Incorporating small claims procedure in the re-enacted Civil Procedure Act.

IV. SCOPE OF WORK

The assignment is structured into 4-phase deliverables as described below and will be carried out by a consulting firm (hereafter: consultant).

12. Phase 1: Comprehensive Review

- Scope:

In the first phase, the consultant will undertake a thorough and systematic examination of the existing Civil Procedure Decree (CPD) and its Rules. This review is essential for identifying outdated provisions, ambiguities, and inconsistencies that currently impede the effective administration of justice. Given that the CPD has remained largely unchanged since its enactment in 1917, this phase seeks to assess its relevance in the contemporary legal landscape. The consultant will benchmark the CPD against best practices from comparable jurisdictions, allowing for a comprehensive understanding of modern legal standards. Furthermore, engaging with key stakeholders; including legal practitioners, the Judiciary, and legal aid providers will provide valuable insights into the practical challenges faced under the current framework. This collaborative approach will ensure that the review is informed by real-world experiences and needs.

- Tasks: This will include:

- i. Legal Analysis:

- Conduct a detailed analysis of the existing Decree and its Rules to Identify outdated provisions, inconsistencies, gaps, etc;
- ii. Benchmarking:
 - Research best practices and standards from comparable jurisdictions and document findings and recommendations for adaptation;
- iii. Stakeholder Consultations:
 - Conduct interviews and focus group discussions with identified key stakeholders not limited to the Judiciary, Zanzibar Law Society, Attorney General's office, and Legal Aid providers to collect input on challenges faced under the current Decree; and
- iv. Assessment of Alternative Dispute Resolution (ADR):
 - Review existing ADR mechanisms in Zanzibar and other jurisdictions and propose a suitable framework for court-annexed ADR.
- v. Assessment of the use of electronic processes:
 - Review existing electronic systems used in civil proceedings, including e-filing, virtual hearing, and case management tools in Zanzibar and comparable jurisdictions, and propose a legal framework on the same
- vi. Assessment of the current legal framework on Small claims procedure
 - Review the existing legal framework mechanism on small claim procedures, analyze comparative legal frameworks from other Jurisdictions with successful small claims systems, and propose a legal framework for small claims procedures.
 - Output: The following outputs are foreseen under Phase 1:
 - i. Legal Analysis Report: Identification of outdated, ambiguous, inconsistent provisions, gaps, etc. in the Decree and its Rules.
 - ii. Benchmarking Report: Comparative analysis of best practices and standards from similar jurisdictions.

- iii. Stakeholder Consultation Summary report: Inputs and Compiled feedback from interviews and discussions with stakeholders.
 - iv. ADR legal Framework Proposal: Draft legal framework for court-annexed ADR mechanisms.
 - v. Legal framework proposal for Electronic processes
 - vi. Legal framework Proposal for Small claims procedure
- Input timeline: 7 weeks

13. Phase 2: Drafting Amendment Proposal

- Scope:

Following the comprehensive review, the second phase will focus on drafting specific amendments to the Decree and its Rules. This phase is critical for translating the insights and recommendations from Phase 1 into actionable legal provisions. The consultant will aim to create a user-friendly Civil Procedure Act (the Act) that reflects modern legal practices while promoting access to justice.

Again, the Consultant will simplify complex, technical, and lengthy procedures that can deter litigants, particularly those without legal representation. The consultant will also explore the integration of technological advancements, such as electronic filing and virtual hearings, which are essential for streamlining court processes and reducing delays. By addressing these areas, the amendments will not only enhance the efficiency of the judicial system but also ensure that the legal framework is adaptable to future changes.

- Tasks: This will include:
 - i. Draft Proposed Amendments:
 - Develop a draft amendment proposal of the revised Civil Procedure Act and its rules to ensure clarity and accessibility in legal language;

- ii. Incorporation of Technology:
 - Propose legal frameworks for electronic filing, online case management, and virtual hearings.
 - Ensure compliance with data protection and privacy laws;
 - iii. Simplification of Procedures:
 - Identify lengthy, complex, and technical procedures for simplification; and
 - iv. Consultation on Draft:
 - Share the draft with stakeholders for feedback.
 - Organize workshops to discuss proposed changes.
- Output: The following outputs are foreseen under Phase 2:
 - i. Draft amendment proposal of the Civil Procedure Act and Rules.
 - ii. Technology Integration Proposal: Legal framework for electronic filing, online case management, and virtual hearings.
 - iii. Procedure Simplification Proposal: Document outlining simplified procedures and guidelines.
 - iv. Draft Consultation Report: Summary of feedback received on the draft and proposed changes.
- Input timeline: 7 weeks

14. Phase 3: Finalization and Submission

- Scope:

This phase focuses on the finalization of the amended Civil Procedure Act and Rules and its preparation for submission to the relevant authorities for the Re-enactment process. The consultant will consolidate all findings, revisions, and stakeholder feedback into a cohesive proposal for the re-enactment of the Civil Procedure Act and its Rules. This phase is crucial for ensuring that the final document not only addresses the identified issues but also aligns with modern legal practices and addresses the identified gaps and inefficiencies in the current Decree.

The consultant will prepare a comprehensive report that outlines the rationale for the proposed changes, the anticipated impact on civil litigation, and strategies for implementation. This report will serve as a key advocacy tool, guiding discussions with policymakers and stakeholders to facilitate the adoption of the new Act.

In addition, an advocacy strategy will be developed to promote awareness and understanding of the changes among legal practitioners and the public, ensuring a smooth transition to the new legal framework.

- Tasks: This will include:
 - i. Incorporate Feedback:
 - Revise the draft amendment proposal of the Civil Procedure Act and its Rules based on stakeholder consultations and feedback to ensure all relevant concerns and suggestions are addressed;
 - ii. Legal Review:
 - Conduct a thorough legal review of the revised draft amendment proposal of the Civil Procedure Act and its Rules to ensure compliance with constitutional and international standards;
 - iii. Preparation of Final amendment proposal of the Civil Procedure Act and its Rules:
 - From the draft amendment proposal, the consultant will prepare the final amendment proposal of the Civil Procedure Act and its Rules.
 - Prepare explanatory notes and implementation guidelines; and
 - iv. Legislative Process:
 - Assist in the legislative process for re-enactment.
 - Prepare advocacy materials for presentation to lawmakers.
 - Output: The following outputs are foreseen under Phase 3:
- i. Final revised amendment proposal of Civil Procedure Act and its Rules:
Completed text incorporating all feedback and legal reviews.

- ii. Final Civil Procedure Act and its Rules to be Re-enacted.
- iii. A comprehensive report outlining the rationale for the proposed changes, the anticipated impact on civil litigation, and strategies for implementation.
- iv. Explanatory notes and implementation plan.
- v. Legislative Advocacy Materials: PowerPoint Presentations and documents prepared for discussions with lawmakers.
- Input timeline: 8 weeks

15. Phase 4: Training and Capacity Building

- Scope:

Phase 4 focuses on the essential task of training users on the newly amended Civil Procedure Act and its Rules. This phase is critical for ensuring that all stakeholders, including legal practitioners, judiciary staff, and relevant government officials, are well-equipped to implement and navigate the new legal framework effectively. Training not only enhances understanding of the amended provisions but also fosters confidence in applying the updated procedures in practice. This phase shall be implemented after the Re-enactment of the Civil Procedure Act and its Rules by the House of Representatives (Lawmakers).
- Tasks:
 - i. Develop a training program:
 - Outlining objectives, content, methodologies, and timelines. This program will include modules on key areas of the amended Act, such as Procedures for civil litigation, Alternative Dispute Resolution mechanisms, Electronic filing, modern legal practices, and Simplified procedures for small claims;
 - ii. Develop Training Materials:
 - Create comprehensive training manuals, presentations, and guides that outline the key changes in the new Civil Procedure Act and its Rules;

- iii. Conduct Workshop:
 - Organize workshops for legal practitioners, judicial staff, and other stakeholders to discuss the amendments and their implications;
- iv. Webinars and Online Training:
 - Set up webinars to reach a wider audience, making training accessible for those unable to attend in-person sessions;
- v. Create FAQs and Resources:
 - Develop a list of frequently asked questions and other resources to help users understand the new provisions;
- vi. Evaluation and Feedback Mechanism:
 - Implement a feedback mechanism to evaluate the effectiveness of the training sessions.
 - Collect participant feedback to identify areas for improvement and adjust future training initiatives accordingly;
- vi. Collaboration with Legal Experts:
 - Partner with legal experts to ensure that training is accurate and comprehensive;
- vii. Assessment and Evaluation:
 - Create evaluation tools to assess participants' understanding of the amendments and their ability to apply them;
- viii. Follow-Up Sessions:
 - Schedule follow-up training sessions to address any ongoing questions or challenges related to the implementation of the amendments; and
- ix. Resource Distribution:
 - Ensure that all relevant stakeholders have access to updated legal resources and tools that reflect the changes in the law.
- Output: The following outputs are foreseen under Phase 4:
 - i. Training Program on key areas.

- ii. Training Materials: Including manuals, guides, and reference documents, to support participants during and after the training sessions.
 - iii. Training sessions.
 - iv. Monitoring and Evaluation Framework: Structured framework for assessing the implementation effectiveness.
 - v. Feedback Mechanism Report: Established channels and processes for ongoing feedback on the new system.
- Input timeline: 2 weeks

V. METHODOLOGIES

16. The methodology will include but not be limited to:

i. Document Review and Analysis:

Conduct a comprehensive review of the existing Civil Procedure Decree, relevant legal frameworks, and comparative legislation from other jurisdictions. Analyze scholarly articles, reports, and studies related to civil procedure, ADR, and the impact of technology on legal processes;

ii. Stakeholder Consultation:

Organize focus group discussions and interviews with key stakeholders, including legal professionals, court officials, ADR practitioners, and representatives from civil society. Further, conduct surveys to gather quantitative and qualitative data on perceptions, experiences, and suggestions regarding current civil procedures and ADR mechanisms; Stakeholders to be consulted will be agreed on with the JoZ

iii. Workshops and Seminars:

Conduct workshops with legal practitioners and ADR experts to brainstorm and discuss potential reforms and technological integrations. Host seminars to present preliminary findings and gather feedback from a broader audience;

iv. Case Studies:

Examine successful implementations of ADR and technology in civil procedures from other jurisdictions. Analyze lessons learned and best practices that can be adapted to the local context; and

v. Drafting and Iterative Review:

Develop draft proposals for amendments to the Civil Procedure Act and incorporate feedback from consultations and workshops. Conduct iterative reviews with stakeholders to refine the proposed changes and ensure alignment with best practices and stakeholder needs. Develop the Final Civil Procedure Act and its rule for Re-enactment and conduct iterative reviews with stakeholders to refine the proposed changes and ensure alignment with best practices and stakeholder needs.

VI. IMPLEMENTATION SCHEDULE AND DELIVERABLES

17. The assignment under this consultancy shall be implemented in Five Phases as outlined above. The tentative schedule in weeks is as described in the table below:

| S/ N | PHASE | DELIVERABLES/OUTPUT | TIMELINE (IN WEEKS) | PAYMENT 100% |
|---------|------------------|---|---------------------------|--|
| 1. | Initial research | <ul style="list-style-type: none"> Inception Report, a detailed report outlining the methodology, work plan, and timeline for the assignment, including an overview of stakeholder | 1 weeks | 20% (upon submission and approval of inception report) |

| | | | | |
|----|-----------------------------|---|---------|--|
| | | engagement strategies and data sources | | |
| 2. | Comprehensive review | <ul style="list-style-type: none"> • Legal Analysis report • Bench Mark report | 4 weeks | 20% (upon submission and approval of deliverables) |
| | | <ul style="list-style-type: none"> • Stakeholder's consultation summary report • ADR legal Framework Proposal • Legal framework proposal for Electronic processes • Legal framework Proposal for Small claims procedure | 2 weeks | |
| 3 | Drafting Amendment Proposal | <ul style="list-style-type: none"> • Draft amendment proposal of Civil Procedure Act and its Rules | 4 weeks | 20% (Upon submission and approval of deliverables) |
| | | <ul style="list-style-type: none"> • Technology integration proposal | 1 week | |
| | | <ul style="list-style-type: none"> • Procedural Simplification proposal | 1 week | |
| | | <ul style="list-style-type: none"> • Draft consultation report | 1 week | |
| 4 | Finalization and Submission | <ul style="list-style-type: none"> • Final Revised Amendment Proposal of Civil Procedure Act and its Rules | 3 weeks | 20% (upon submission and approval of deliverables) |

| | | | | |
|--|--------------------------------|--|---------------------|---|
| | | <ul style="list-style-type: none"> • Final Civil Procedure Act & its Rules to be Re-enacted | 2 weeks | approval of deliverables) |
| | | <ul style="list-style-type: none"> • A comprehensive Report outlining the rationale for the proposed changes, the anticipated impact, and strategies. • Explanatory notes and implementation guidelines • Legislative advocacy material- PowerPoint presentations and documents | 3 weeks | |
| 5 | Training and Capacity Building | <ul style="list-style-type: none"> • Training program on key areas and Training Materials | 1 weeks | 20% (upon submission and approval of the final set of recommendations and action plans) |
| | | <ul style="list-style-type: none"> • Monitoring and evaluation implementation framework | 1 weeks | |
| | | <ul style="list-style-type: none"> • Feedback Mechanism report | | |
| Total estimated timeline by deliverables | | | 24 Weeks (6 Months) | |

VIII. PROPOSED EXPERTISE AND TEAM COMPOSITION

18. The Consulting Firm should be registered in the business related to the assignment (Law firm, research firm, or equivalent) with at least eight years (8) of experience and successfully performed at least one similar assignment within the last 3 years. Names and contact details of clients' past engagements (references) who can provide feedback should also be provided in the Expression of Interest. Experience working with governmental or judicial bodies in Zanzibar or similar jurisdictions is of preference. The firm shall briefly comprise at least the following key personnel with the specialization and experience indicated below:

i. Team Leader

- Degree in project management, law, public administration, or a related field;
- Minimum of 8 years of experience in managing complex projects, particularly in legal or governmental sectors;
- Membership in relevant professional bodies, such as bar associations or legal societies;
- Experience in drafting legal documents, including statutes, regulations, and procedural rules;
- Proven track record in legal consultancy, particularly in projects involving legal reforms or procedural amendments;
- Experience working with judicial bodies or legislative committees on legal reforms can be highly beneficial;
- Deep understanding of civil procedure laws and their practical application;
- Familiarity with both domestic and international civil procedure standards and best practices;
- Expertise in legal drafting, with the ability to produce clear, precise, and enforceable legal texts;
- Strong analytical skills to assess existing laws and identify areas for improvement;

- Ability to engage with various stakeholders, including government officials, legal professionals, and the public, to gather input and build consensus;
- Skills in planning, executing, and overseeing projects to ensure timely and successful completion; and
- Excellent reporting, communication, and writing skills in English. Swahili knowledge will be an added advantage.

ii. Legal Experts in Civil Procedure

- Advanced law degree (LL.M. or equivalent);
- Specialization in civil law, litigation, or legal reform;
- Membership in relevant professional legal associations or bar associations;
- Minimum 5 years of experience in civil litigations;
- Experience in legal drafting and legislative processes;
- Previous consultancy work or involvement in legal reform projects;
- Familiarity with the legislative process and legal drafting techniques;
- Ability to analyze and interpret complex legal texts and propose practical amendments;
- Certifications in legal drafting, legislative processes, or related areas is an added advantage;
- Strong analytical and critical thinking skills;
- Excellent written and verbal communication skills in English. Swahili knowledge will be an added advantage;
- Ability to work collaboratively with stakeholders and other legal professionals; and
- Familiarity with the Zanzibar legal system and comparative law practices.

iii. Drafter

- A Bachelor's degree in Law, Public Administration, Political Science, or a related field. Certifications in Legal Drafting or Legislative Drafting from recognized institutions added advantage;
- Minimum of 7 years of experience in legal drafting, preferably in a government or legislative setting;
- Experience in reviewing and amending legal documents and proposals;
- Proven track record of working on similar projects, such as drafting or amending laws, regulations, or legal frameworks;
- Familiarity with local and international legal standards and best practices;
- Strong analytical and research skills to ensure accuracy and compliance with legal standards;
- Ability to communicate effectively with stakeholders, including government officials, legal professionals, and the public;
- Strong writing and editing skills to produce clear, concise, and legally sound documents; and
- Ability to identify and address legal issues and provide practical solutions.

iv. Alternative Dispute Resolution (ADR) Expert

- Certification in mediation, arbitration, or conflict resolution from a recognized institution;
- Advanced degree in law or dispute resolution studies;
- Minimum of 5 years of practical experience in ADR practices;
- Experience in the development and implementation of ADR frameworks in judicial systems; and
- Experience in training legal practitioners in ADR techniques.

v. Legal Researcher/Analyst

- Law degree (LLB) with a strong research methodology background;
- A Master's degree in Law (LLM) or a related field is an added advantage, especially if it includes coursework in civil procedure, legislative drafting, or legal research;
- Proficiency in legal databases and research tools;

- Minimum of 5 years of experience in legal research, particularly in legislative analysis;
- Familiarity with best practices in civil procedure from various jurisdictions;
- Ability to synthesize complex legal information into clear reports;
- Experience in drafting, reviewing, and amending legal documents and legislation is crucial. This includes familiarity with the legislative process and the ability to interpret and apply legal principles;
- Strong analytical and problem-solving skills to interpret complex legal issues and provide clear, concise recommendations;
- Proficiency in using legal research databases such as LexisNexis, Westlaw, and other online legal research tools;
- Excellent written and verbal communication skills in Swahili and English to effectively convey legal concepts and findings; and
- Ability to manage multiple tasks and deadlines efficiently.

vi. Communication and Public Relations Expert

- Degree in communications, public relations, or journalism;
- Strong writing and presentation skills;
- Minimum of 3 years of experience in communication strategies for legal or public sector projects;
- Experience in public outreach and media relations, particularly within legal contexts; and
- Ability to develop and disseminate informational materials for various stakeholders.

IX. COORDINATION AND REPORTING

19. The work will be overseen by the Judiciary Reform Delivery Unit (JRDU) and the Case Management Unit of JoZ. Regular progress reports will be submitted to the Case Management Unit and key decisions will be made in consultation

with JRDU. During routine work, the Case Management personnel at the JoZ will work hand in hand with the consultant.