



TERMS OF REFERENCE (TORS)

“Development of Training evaluation data base”

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1. Introduction:

The Khyber Pakhtunkhwa Judicial Academy (Academy) was established through KP Judicial Academy Act, 2012. It is a specialized institute mandated with the task to impart training to judicial officers, court personnel and all other departments, organizations, bodies and institutions, which are directly or indirectly connected with the system of administration of justice. These departments includes Police, Prosecution, Government Pleaders, Probation Officers, Medico Legal Experts and others. The purpose of the training activities is to enhance their capacity, and would ultimately result in establishing the rule of law.

The Academy has a research wing. It has conducted studies on matters of public importance in justice sector. Towards the strengthening of the administration of justice in the province, the Academy is also collaborating with various UN agencies, such as, the UNDP, UNODC and the World Bank and other nonprofit organizations.

2. Objectives/Purpose:

The Academy is functional since last 03 years. Numerous trainings have been rolled out. Similarly, quite a number of seminars, workshops and focus group discussions have also been conducted. In the thematic area of substantive & procedural law and case & court management a considerable number of judicial officers have been trained. The staff of KP District Judiciary were also trained in office and court management. The Academy had an overall focus on the justice sector and those allied to it, thus specialized trainings for personals of FATA directorate & Prosecution Department were also held. Besides these training programs, seminars and workshops were also convened. The most recent is the one on Anti Terrorism laws. It was attended by District Police, Counter terrorism department, Judges of the Anti terrorism court and prosecutors of AT courts.

This resume of the training and other related activities of the Academy, would amply shows that considerable bulk of data on evaluation of these activities have been accumulated. This data is increasing as the Academy is fully functional and actively engaged in the process of



training. It is thus required that this growing data base may be automated, so that its review and analysis can be achieved with considerable ease and accuracy.

3. Beneficiaries of the Activity:

The principal beneficiary of the proposed activity is the Academy. By devising a viable tool to interpret, analyze and process that training evaluation data, the Academy would be equipped with a reliable tool to gauge its strength & weakness, be able to identify opportunity and guard against threat (SWOT).

4. Scope of Work:

To devise a smart activity management system. It shall cover all matters stretching from maintaining a training profile of participants & recourse persons. Thus, it would lead to an objective mechanism of evaluation of course(s), participants and resource persons, This smart program would act as a tool for the decision makers and would be a helping hand in strategic planning.

The Activity management system (AMS) shall comprise of the following modules: -

- a. **Participants profile:** AMS shall keep record of the bio data of participants, keep track of the special interests of the participants, their publications (if any), his/her academic & professional distinctions and awards etc.
- b. **Participants training profile:** The module shall keep track of the training activities of individual participant. The duration of training imparted and the gap between two or more training activities. It shall also record the score and grading (evaluation) of the participants in each course. It shall also propose future training course(s) for individual participant based upon his evaluations.
- c. **Resource Person Profile:** This module will record bio data of resource person which will be used by the course generation module along with training material. The form will also be available online to be filled by potential resource persons.
- d. **Smart course generation:** The curriculum of training courses shall be housed in this module. Similarly, the details of presentations, lectures etc shall be maintained there.



The system shall facilitate the Academic wing while devising future training programs. It shall also serve as the main data base of KPJA and could be accessible on internet through the KPJA official website. Thus, it would serve as a hub of resources remotely accessible to the District Judiciary, Bar and other stake holders of the justice sector besides for academic research.

- e. **Evaluation:** It has been persistently observed that the in vogue pre and post evaluations of courses are not realistic. Frequently, stereotype replies are made, which indeed does not serve the very purpose of objectively evaluating the courses/ resource persons/ participants. In order to arrest this perfunctory mode of evaluation, a systems needs to be devised. Its essence shall be objectivity. It is proposed that at the end of each lecture/presentation/study circle etc in a prescribed time frame, the participants shall make evaluation of the preceding activity by replying to a set of multiple choice questions. The web based application would be accessible on LAN through Desktop, and Mobile devices. A supporting mobile app will also be required. The system would in real time make evaluation and determine the grading of the activity, participants and the resource person. This objectively accessed performance shall be made the foundation for the selection of the resource person etc. It shall also determine our success or failure of the activity besides that of the participants.

The Firm will be required to perform the following tasks:

The IT Wing of the Academy has come up with a prototype of AMS. This software depicts the elementary level of the proposed structure, The task is to turn this prototype into a fully functional software meant for evaluation related activities. For the software development we need to engage national or international software firms of adequate experience and repute.

- The firm/individual must have proven record of similar applications developed especially for education institutions.
- The firm/individual having team of qualified experts and team members to meet deadlines for timely completions of the project.
- The firm shall submit all required legal documents along with proposal such as Registration Certificates, NTN, Company Profile etc.
- All proposed team members should have):



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- Strong technical skills of analysis and excellent written and oral communication and report writing skills in English.
- Proven experience, supported by at least one similar reference project.