



- **Position:** Consultant to support the IIJ and national partners in designing the offline case-management system, conducting multi-stakeholder consultations, preparing the system architecture required for future digitalisation, and facilitating a validation exercise.
- **Reports To:** EU PRR Project Lead
- **Location:** Remote
- **Employment Type:** Consultancy

About the IIJ: The International Institute for Justice and the Rule of Law (IIJ) is an organisation located in Malta with a mission to deliver innovative and sustainable capacity-building through the implementation of counter-terrorism-related, rule of law-based good practices developed by the Global Counterterrorism Forum (GCTF) and other international and regional fora.

Since its inauguration in 2014, the IIJ has trained more than 10000 criminal justice practitioners through its interactive capacity-building workshops – in Malta and abroad – that enhance the competencies of judges, prosecutors, police, prison, and other criminal justice practitioners to address terrorism and related transnational criminal activities within a rule of law framework. The IIJ delivers capacity-building training tailored to the needs of the regions it serves, including East and West Africa; North Africa and the Middle East; Central and Southeast Asia. For more information on the IIJ, please visit the IIJ's website: www.theij.org

Job Overview:

Executive Summary

The joint project “Prosecution, Rehabilitation and Reintegration of Individuals Returning from Iraq and Northeast Syria to Central Asia” is implemented by the IIJ in consortium with its partners from the Global Counter-Terrorism Forum Inspired Institutions – GCERF and Hedayah. This multi-year project is implemented with the financial support of the European Commission Service for Foreign Policy Instruments (ref. NDICI THREAT 2025 / 482993), which seeks to strengthen Tajikistan and Uzbekistan national capacity to address the complex challenges of returnees in a holistic, human rights-based manner.

The International Institute for Justice and the Rule of Law (IIJ) is seeking the services of a consultant to support a phased approach proposal for a Human Rights-Based and Multi-Agency Case Management Framework for Returnees in Tajikistan, including the consolidation of its architecture, the offline testing and support to its further operationalisation and digitalisation.

This consultancy contributes to the development of a unified, standardized offline Case Management System (CMS), which will form the operational foundation for future digitalization. The main focus under this consultancy is not to build the digital technology, but to design the underpinning systems, workflows, tools, SOPs, and decision-making mechanisms that define how rehabilitation and reintegration cases are assessed, managed, referred, monitored, and closed.

The consultancy also includes a structured and sequenced multi-stakeholder consultation process to ensure the system is co-created and validated with the GPO



and all relevant state and non-state actors. Hence, the consultancy will entail engagement with national authorities and key stakeholders of Tajikistan, e.g. the General Prosecutor's Office (GPO), the Unified Information Centre (UIC), the Ministry of Justice, the Ministry of Foreign Affairs (MFA).

The Consultant will be responsible for guiding focused discussions, providing inputs to the IIJ for donor and project reporting, ensuring that the outcomes are actionable and aligned with the overall goals of the project.

Background of the consultancy

Since 2019, Central Asian countries have taken considerable steps in the repatriation of their nationals from conflict zones in Northeast Syria, including the Al-Hol and Roj camps. These efforts place the region as a global example for repatriation and reintegration and reflect the strong commitment to humanitarian principles, regional stability, and a shared understanding that punitive measures alone are not enough to prevent the rise and persistence of extremism and violent extremism.

Despite these efforts, the comprehensive reintegration of returnees poses a complex set of challenges that require coordinated and sustained local, national, and regional responses. Returnees often face a combination of legal, psychological, and social needs that cut across sectors and institutions and require whole-of-society approaches to address. The design and implementation of a comprehensive, rights-based approach to prosecution, rehabilitation, and reintegration (PRR) is therefore critical to ensuring long-term reintegration and preventing cycles of recidivism and social exclusion.

The joint project "Prosecution, Rehabilitation and Reintegration of Individuals Returning from Iraq and Northeast Syria to Central Asia" is implemented with the financial support of the European Union Service for Foreign Policy Instruments (ref. NDICI THREAT 2025 / 482993) by the three GCTF Inspired Institutions as implementing partners, as of 1st June 2025 and for a period of 3 years. The project, hereinafter "EU PRR project", seeks to strengthen national capacities of Tajikistan and Uzbekistan to address the complex challenges of returnees in a holistic, human rights-based manner.

Within the EU PRR project, the initiative adopts a holistic approach covering prosecution, rehabilitation, and reintegration (PRR) by combining the strengths of three consortium partners. In both countries, the implementing partners work closely with national authorities to bring complementary expertise in social, psychological support, technical support and strategic communications, focus on the criminal justice response and procedural aspects, ensuring a holistic and multi-disciplinary approach to returnee case management.

The IIJ's work will focus specifically on the criminal justice and procedural aspects, collaborating closely with its implementing partners, who bring complementary expertise in social and psychological support, ensuring a holistic and multi-disciplinary approach to returnee case management.



The IIJ's contribution to the project focuses on strengthening the capacity of judicial and law enforcement actors to investigate, prosecute, and manage cases involving FTFs and their family members in line with international human rights standards.

Key Responsibilities:

Under the overall guidance of the IIJ Executive Secretary, the Consultant will work closely with the Project Lead and the Project Manager in charge of the implementation of EU PRR project.

The consultant will support the IIJ and national partners in designing the offline case-management system, conducting multi-stakeholder consultations, preparing the system architecture required for future digitalization, and facilitating a validation exercise.

The Consultant will entail the following responsibilities.

Technical preparation

1. Desk review of national R&R frameworks, SOPs, and workflows.
2. Map current institutional roles, responsibilities, and data flows across all actors.

Bilateral consultations with GPO/UIC

3. Lead structured consultations to understand case flow, assessment needs, and operational gaps.
4. Document GPO and UIC requirements for the offline CMS and future system architecture.

Multilateral consultations with other national stakeholders

5. In coordination with the GPO/UIC, conduct consultations with relevant ministries and national stakeholders involved in the PRR chain with the aims to map their respective roles and responsibilities, identify referral pathways and information flows for each of the key stakeholders, validate institutional needs and constraints.

Validation of findings

6. Validate workflows including decisions trees, tools, data structures, and referral pathways with all stakeholders.
7. Propose standardised processes and harmonised taxonomies to be used by all relevant stakeholders.
8. Design the complete offline CMS package, including SOPs, case file structure, referral pathways, case closure form, and roles & responsibilities matrix.



9. Develop and test a practical scenario exercise covering the full case lifecycle and use it during consultations to test operational logic and identify gaps.
10. Present proposed offline CMS and system architecture.

Support to further digitalisation

11. Support the development agency designated by the GPO/UIC to translate the needs of the offline case management system into a technical architecture note including:
 - User roles and permissions as assigned and agreed with the beneficiary country
 - Data structure and key fields
 - Workflow diagrams
 - Information flows
 - Security and governance
 - Functional requirements for developers
 - Recommendations for phased digitalization and AI enhancements

Coordination and reporting

12. Participate in regular check-in meetings with the IIJ and consortium partners.
13. Document meetings outcomes and key takeaways to relevant parties.
14. Submit regular consultation notes, drafts, and progress updates.

Deliverables and timeline

The consultant will be responsible and accountable for the following deliverables:

15. Inception report and workplan.
16. System mapping including the mapping of roles, workflow and data flow.
17. Consultations' reports.
18. Offline CMS package including SOP, case file, assessment tools.
19. Documented architecture including users' roles, workflows, data fields requirements.
20. Case journey exercise toolkit including scenario and facilitation guide.
21. Validation workshop materials.



22.Final CMS proposal and architecture note.

Consultancy period

The consultancy will start on 15 December 2025. Its intended completion date is by the end of July 2026.

Consultant criteria and qualifications

To successfully carry out the tasks and deliverables outlined above, the ideal consultant will need to demonstrate a comprehensive skill set and a broad range of competencies, including:

Requirements:

Proven understanding of prosecution, law enforcement and intelligence operations, and the challenges associated with national coordination and the broader CT/PRR context.

15. Demonstrated experience in developing and implementing technical assistance aimed at strengthening judicial institutions, sharpening judicial skills, and improving case management through technology.
16. Proficiency of both spoken and written English and legal terminologies is highly desirable.

How to Apply:

Please submit your comprehensive proposal by email to hr@theiij.org with the subject line: "EU PRR – Consultancy CMS". All proposal sections and any supporting documents and references should be submitted in English. In order to meet the IIJ's requirements, your proposal must include:

- Curriculum Vitae of the consultant demonstrating relevant expertise in CT, P/CVE, rehabilitation and reintegration, case management systems (offline or operational), digital forensics, systems design, SOP development, workflow mapping, multi-stakeholder consultations and government engagement.
- Brief description of the approach and methodology for how the consultancy service will be implemented.
- Financial quotation (in EUROS "EUR"): covering the services mentioned in section 3 herein and any other relevant costs and/or expenses, which will include but are not limited to: Taxes and charges.



Interested applicants meeting the qualifications are invited to submit a cover letter and resume to the IIJ Executive Secretariat at hr@theijj.org, clearly stating "" in the subject line.

Deadline:

The IIJ is an equal-opportunity employer and welcomes applicants of all backgrounds, regardless of race, origin, disability, gender, or any other protected status.