The overall scope can be divided into three areas. The scope of an assignment will be pre-agreed and can include one or more of the areas listed:

Application Procedure
On the eRecruitment Candidate Profile page please attach a proposal (not the duties and responsibilities form) that includes the following information:

- A short cover letter.
- Qualifications
  - Highlights of previous business process mapping consultation/experience including public and private sector clients (maximum of one page).
  - A brief resume for each consultant, listing qualifications (including educational accomplishments and memberships to organizations).
- Client References
  - Consultants should include the name, address, telephone number, and email address of three to five clients, public as well as private sector, for which services similar to those described in this call have been performed.
- Fees for Services
  - Consultants should provide a typical daily consulting fee. Please note fees will be negotiated on an individual assignment basis taking into consideration the scope of the assignment and available funding.

Fully suitable candidates will be put on a reserve list (roster), from which the Court will draw for specific assignments related to process mapping needs.

All candidates will be informed of the results of their application at the end of the recruitment process.

Background
The International Criminal Court (ICC) is the first ever permanent, treaty based, criminal tribunal. It was established to promote the rule of law worldwide and to ensure that the gravest crimes of concern to the international community: genocide, war crimes and crimes against humanity, do not go unpunished. The Court is an international organization based in The Hague, The Netherlands, with a multicultural staff spanning the entire globe.

The Registry organ within the Court, headed by the Registrar, is responsible for the non-judicial aspects of the administration and servicing of the Court. Accordingly, the Registry is composed of three Divisions: 1) Division of Management Services 2) Division of Judicial Services and 3) Division of External Operations. Each Division is headed by a Director, and the three Directors support the Registrar through the Registry Management Team (RMT) in ensuring that the Registry fulfils its tasks effectively and efficiently.

During 2015-2016, the Registry underwent a significant reorganisation to rationalize its organization, limit the number of reporting lines to the Registrar, strengthen field offices and their coordination, etc., which constitutes a positive asset.

The Chief of Staff of the Registrar plays an active role in change management, ensuring that the change management process, with the input and direction from the Registrar and/or external consultants, is fully implemented, as well as ensuring action when there are any procedural hurdles.

Scope of Services
The objective of this call is to set up a roster of consultants to assist the Registry in undertaking end to end Business Process Mapping exercises as needed across varied functional areas. This will include understanding the as-is setup and the ways of working within the functional area under scope. Consultants are expected to support the design, planning and actual implementation of the end-to-end Business Process Map(s).

Duties and Responsibilities
The overall scope can be divided into three areas. The scope of an assignment will be pre-agreed and can include one or more of the areas listed:
• ANALYSIS OF EXISTING PROCESSES
  - Process flow: Existing process flow which includes workflow, approval flow, notification, acknowledgment for each Unit/Section/Division/Organ and inter-Organs with clear flow diagram;
  - Transition states: Transition states from one team to the next and related criteria for the transition including transition notification and acknowledgment procedures;
  - Feedback loops: Identify the feedback loops and related processes.

• DEVELOPMENT OF STREAMLINED PROCESSES
  - Development of recommendations for proposed streamlined [re-engineered] processes covering all areas and findings of the analysis of existing processes.

• READINESS FOR AUTOMATION
  - Prerequisite streamlining: Recommend the process or set of processes which are needed to be streamlined as prerequisite of successful automation;
  - Potential processes to be automated: Recommend a set of processes that can be the key candidates for automation

Expected Outputs:
• Action-plan: Provide detailed ‘action plan’ for the ’execution of business process mapping’ to be agreed to by the project stakeholder.
• Report framework: Provide detailed ‘reporting framework’ specifying expected report structure and contents.
• Draft report and presentation of initial findings: clearly mapping out the processes and blockages between the involved teams including a brief discussion of some emerging recommendations.
• Final report and presentation of findings: illustrating the business process map/s.

General Information
- The selected candidates will be subject to a Personnel Security Clearance (PSC) process in accordance with ICC policy. The PSC process will include but will not be limited to, verification of the information provided in the CV and a criminal record check. All candidates should be in a position to submit an electronic copy of their passport and all diplomas listed on their profile when requested;
- Applicants may check the status of vacancies on ICC E-Recruitment web-site;
- In accordance with the Rome Statute, the ICC aims to achieve fair representation of women and men for all positions;
- Applications from female candidates are particularly encouraged;