

## CALL FOR APPLICATIONS – SEARCH FOR EXPERTS

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Publication Reference: [17-28/VIET/2.2/2](#)

**Action title :** Enlarging the scope of the social policy analysis conducted by the Institute of Labour Sciences and Social Affairs (ILSSA)

**Action code and partner country :** **SOCIEUX+ 2017-28 Vietnam**

**Partner Institution:** Institute of Labour Sciences and Social Affairs (ILSSA) of the Ministry of Labour, Invalids, and Social Affairs (MOLISA)

**Activity 2 –** Harmonization of critical staff at ILSSA

- Place of operation: Hanoi, Vietnam
- Implementation date: **June-July 2018**

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**Responsible Technical Expert:** Xavier COYER (Social Protection)

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**Application deadline : 15/06/2018**

Partnership led by:

## ABOUT SOCIEUX+

The European Union (EU) promotes and maintains dialogue on social protection and inclusive employment policies with an increasing number of partner countries. This effort has been confirmed in the European Commission (EC) Communication COM (2016) 740 final - "Proposal for a new European Consensus on Development Our World, our Dignity, our Future". A significant number of cooperation activities in different countries related to these fields are funded by geographic or thematic instruments. However, a gap had been observed in the EU cooperation with third countries with regard to providing support to short-term measures and peer-to-peer cooperation to promote the development of social protection.

SOCIEUX+ - EU Expert Facility on Employment, Labour and Social Protection – (hereafter: "the Facility" or "SOCIEUX+") is a technical assistance facility set-up and co-funded by the EU (through the EC's Directorate for Development and Cooperation - EuropeAid), France, Spain and Belgium and implemented by a partnership composed of four partners: Expertise France, leader of the implementation Partnership (hereafter: "the Partnership"), the Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP), Belgian International Cooperation on Social Protection (BELINCOSOC) and Belgium Technical Cooperation (BTC).

The general objective of the facility is to expand and improve access to better employment opportunities and inclusive social protection systems in partner countries.

The specific objective is to enhance the capacities of partner countries to better design, manage and monitor inclusive, effective, and sustainable employment strategies and social protection systems through peer-to-peer short-term technical assistance and knowledge development.

SOCIEUX+ supports the efforts of Partner Countries (PCs) of the EU in the reform, development and extension of their social protection systems and the strengthening of labour & employment policies. The Facility aims at enhancing the capacities of partner countries to better design, manage and monitor inclusive, effective, and sustainable employment strategies and social protection systems through peer-to-peer short-term technical assistance and knowledge development. SOCIEUX+:

- Recognises the impact of social protection and employment in reducing poverty and vulnerability;
- Supports the efforts of partner governments in promoting inclusive and sustainable social protection and employment systems;
- Complements the efforts made through other European Union initiatives.

SOCIEUX+ makes European expertise quickly available with minimal transaction costs for partner institutions. It draws on the expertise of public or mandated bodies, non-governmental organisations, and relevant civil-society organisations of EU Member States and international specialised organisations. It can also support South-South and triangular cooperation through the mobilisation of practitioners from partner countries. SOCIEUX+ is operational since September 2016.

The Facility is an expansion of SOCIEUX - Social Protection European Union Expertise in Development Cooperation -, which was established in 2013 and progressively incorporated.

## 1. ACTION DESCRIPTION

The Ministry of Labour, Invalids, and Social Affairs (MOLISA) is the main public institution in charge of designing, implementing and monitoring SP system. Among its tasks, MOLISA:

- provides guidelines and monitors the implementation of schemes of compulsory and voluntary social insurance and other types of social insurance as specified by laws;
- stipulates systems of information & reporting of social insurance,
- provides guidelines and monitors the implementation of legal regulations on poverty reduction and social assistance;
- organizes and directs the implementation of the National Target Program on poverty reduction, and other social assistance programs;
- provides guidelines to the system of centres of social assistance.

The ILSSA and specifically, the Department of Studies on Social Protection Policies (the requesting institution), is the leading research organisation affiliated to the MOLISA. It is responsible for conducting basic, strategic and applied researches in employment, vocational training, labour, social insurance, safety in the work place, national devotees, child care and protection, gender equity. ILSSA has also a direct mission in the policy making process: ILSSA advice is a formal step in the Ministry's regulatory process and ILSSA has been charged to follow-up the implementation of Resolution 15 and its implementation plan.

### 1.1 General Objective

To empower ILSSA to play a substantial role in shaping social protection policies and mechanisms in Vietnam.

### 1.2 Specific Objectives

To enlarge the scope of the analysis on social policies conducted by ILSSA.  
To enhance the policy analysis skills available at ILSSA.

### 1.3 Expected Results

Knowledge and skills with regards to the multidimensional approach to poverty analysis are built at ILSSA.

Critical human capacities at ILSSA are harmonized, based on job descriptions and quality requirements in the conduct of policy analysis.

## **2. EXPERT MISSION**

### **Number of mobilized experts and workload**

*2 experts will be mobilized*

*Each expert will be expected to work 18 days*

### **Tasks**

The Experts shall review the internal organization of ILSSA, assessing current skill level and needs relating to the structure of human resources and the organization of internal workflows in the area of policy analysis. They shall have access to internal documentation pertaining to HR organizations, including existing ToRs, CVs and evaluations of critical research staff. Experts shall tackle three complementary dimensions of HR development, namely: the staff's job descriptions; their interactions, in view of optimizing workflows; the quality assessment of the staff's performance. Experts shall encourage an active and constructive involvement of ILSSA's staff, including executives, and build the conditions for having their proposals on how to improve HR management, duly considered.

The minimum tasks expected from the experts shall include:

- Acknowledge the statutory documents of ILSSA and the outputs of previous support to ILSSA
- Prepare intermediate deliverables and get the Partner's and SOCIEUX's approval before the mission's start
- Facilitate the involvement of ILSSA's staff and executives in view of an actual review of HR-related strategies and documents
- Prepare the final deliverable and the mission's report

### **Deliverables**

Intermediary deliverables (to be transmitted to SOCIEUX+ FMT at least 5 working days ahead of the activity)

- A methodological note (max. 3 pages), detailing the working approach, tools and methods to employed, a risks analysis
- A detailed agenda (max. 2 pages), detailing the meetings and working sessions to be held, persons to meet

Final deliverables (to be transmitted to SOCIEUX+ FMT no later than 10 days after the activity's completion):

- A critical review of the current personnel structure, job descriptions, and workflows at ILSSA. The report will refer to the critical policy analysis positions within ILSSA and particularly focus on three aspects of HR management and development: harmonizing job descriptions, monitoring quality performance, and field-practice in analysing social trends. D2 shall not exceed 40 pages, excluding annexes, graphs and charts.
- Experts' mission report (ExMR): experts shall prepare an individual (for each expert) or a joint report following's the mission completion.

*NB: Expert 1 is responsible for the overall preparation and transmission of the activity's deliverables, in cooperation with the 2<sup>nd</sup> expert.*

### 3. EXPERT PROFILE

#### **Expert n°2:** Expert in Quality Assessment

##### **Requirements (essential/required):**

- University education in the area of educational sciences, social sciences, management
- At least 10 years of professional experience in executive positions in public and/or private entities
- Specific professional experience in assessing quality in processes and work
- Fluent English, written and oral;
- Outstanding diplomatic skills and institutional sensitiveness.

##### **Additional assets (advantageous in selection):**

- Previous professional experience in relation or within a research center
- Previous professional experience in delivering short-term technical assistance in an international cooperation framework
- Previous experience, or knowledge, of the South-East Asia region, particularly Vietnam

### 4. APPLICATION

#### 4.1 Document to submit

**Curriculum Vitae** in Europass format – available at:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

#### 4.2 Submission of applications

Interested experts may submit their application by email **only** to [experts@socieux.eu](mailto:experts@socieux.eu) with subject line/reference: **17-28/VIET/2.2/2**

SOCIEUX+ also encourages highly skilled public experts to register in SOCIEUX+ expert database/roster at: <https://pmt.socieux.eu>. Registered experts are only required to submit a simple *Expert Availability Declaration* (available on demand from [raphael.dony@expertisefrance.fr](mailto:raphael.dony@expertisefrance.fr)) when applying for collaboration opportunities. Registered experts may also be directly invited to submit their application for future activities corresponding to their profiles.

## **5. SELECTION PROCESS**

Public civil servants or employees (active or retired) and private individual experts are eligible and preferred for this position. Private consultants may also apply.

Incomplete applications will not be considered. Only short-listed applicants may be contacted. The selection process may include interviews by phone or other communication means.

Contracted public civil servants or employees (active or retired) are entitled to standard fixed allowances of 250 Euro per working day. Fees for private consultants will be negotiated based on the number of years of relevant expertise of the selected applicant.

## **6. DISCLAIMER**

The proposed activity and mission is subject to the final review and approval of SOCIEUX+ Quality Assurance Committee. A confirmation of dates of missions and contracting of experts may only be confirmed upon the formal approval.

Short-listed candidates will be contacted and may be required to provide contact of employer or proof of their ability to be directly contracted under their status as civil servant or public employee.