

## CALL FOR APPLICATIONS – SEARCH FOR EXPERTS

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Publication Reference: [18-30/TANZ/1/1](#)

**Action title :** Capacity Building of East and Central Africa Social Security Association (ECASSA) and its members

**Action code and partner country :** 2018-30 TANZANIA

**Partner Institution:** ECASSA

**Activity 1:** Training on “Human Resource Management for Non-Human Resource Managers”

- Place of operation: Arusha
- **Implementation date: February 4 to 8, 2019**

**Responsible Coordinator:** Gian Luca PORTACOLONE

**Responsible Technical Expert:** Xavier COYER

Publication date: 20.12.2018

**Application deadline : Until the position is filled**

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

While most of the countries of EAC share common demographic and economic characteristics, there are significant variations in the design and performance of their social security arrangements. Beside pensions for retired people and their dependants, other social benefits include insurance against disability, work injury, maternity, medical and unemployment

Established in 2007 in Kigali, Rwanda, ECASSA was tasked of facilitating co-operation among member organizations in the promotion and development of social security and related matters in the region. With its current membership of over 20 social security schemes and still growing, its specific objectives are outlined in its Constitution, as follows:

- providing a forum for dialogue among all social partners on matters of social security,
- conducting research and related studies in social security,
- promoting social security awareness through training in the region,
- fostering transparency, good governance and application of the best practices in the management and administration of social security amongst its members.

ECASSA's member organizations (pension funds, health insurance schemes, workers compensation funds as well as sectoral regulatory bodies) come from 8 African states (Tanzania, Kenya, Uganda, Rwanda, Burundi, South Sudan, Zambia, and Zimbabwe) plus Lebanon. The day-to-day running of ECASSA is done by the Secretariat currently based in Arusha, Tanzania. The ECASSA-ITI, also based in Arusha, aims to "embrace professionalism in management and development of social security programs through training, research and consultancy for optimum benefits to stakeholders".

In the framework of its 2018/2019 training plan, ECASSA-ITI (International Training Institute) designs and conducts trainings on selected social security issues for its member organizations. The present training module is entitled: "Occupational safety and social health insurance".

The Action mainly consists in direct support to ECASSA-ITI's training plan for 2018/19 through the mobilization of trainers during 4 sessions:

- "Human Resource Management for Non-Human Resource Manager" (4-8 February 2019, Arusha - Tanzania)
- "Market Penetration and Extension of coverage in Social Security Institutions" (18-24 March 2019, Bujumbura - Burundi)
- "Performance and Change Management" (22-26 April 2019, Nairobi - Kenya)
- "Investments in Social Security Funds" (6-10 May 2019, Livingstone - Zambia)

### 1.1 General Objective

To empower ECASSA to become a regional Center of excellence in knowledge sharing and dissemination.

### 1.2 Specific Objectives

ECASSA Training Center is able to deliver its mandate of capacity building of its members on relevant social protection issues.

### 1.3 Expected Results

R1. Based on the 2018/19 training programme, the ECASSA's Training Center delivers high level trainings.

R2. The participation of European experts nurture debate during the 2019 ECASSA's policy makers Conference.

## 2. EXPERT MISSION

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

*2 experts will be mobilized*

*Both experts will be expected to work 13 days*

### **Tasks**

#### General tasks

- Preliminary contacts with the Partner in view of the definition of the training's methodology and agenda, to be transmitted ahead of mission to the SOCIEUX+ team for approval;
- Taking part to the pre-departure briefing with SOCIEUX+ team (around 1 week before the mission);
- Timely submission to SOCIEUX+ of the Activity's final deliverables (10 working days after the mission);
- Review any relevant background documents provided by the SOCIEUX+ Team and/or the Partner.

#### Specific tasks

- Ahead of the mission, to get substantial knowledge of the ECASSA's regional context;
- To timely involve the Partner in the organisation of the training, including with regards to the material organization, which is of its responsibility;
- To contact the EU Delegation in the country of training and envisage a meeting (even remotely) for the presentation of the mission's outcomes;
- To channel to SOCIEUX+ Communication officer any material that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles).

### **Deliverables**

#### Intermediary deliverables (to be presented in the pre-departure briefing)

- *A methodological note*, including a risks analysis (max. 3 pages);
- *An agenda* of the training agreed with the Partner (meetings, persons involved).

#### Final deliverables:

- *D1: A compendium of training materials for the module on "Human Resource management for Non-Human Resource Managers"*. An evaluation fiche filled by participants, will also be included.
- *Expert mission report (ExMR)*, based on a SOCIEUX+ template

### 3. EXPERT PROFILE

**Expert n°1:** Trainer on Occupational safety and social health insurance

**Area of expertise:** HUMAN RESOURCES MANAGER

**Requirements (essential/required):**

- Education: university level (Masters or PhD relating to the subject are considered a plus)
- At least 15 years of professional experience in the management of human resources within public organizations;
- Relevant experience in managing and/or administering data and resources of social protection schemes, policies, programs.
- Relevant experience in contributing to policy formulation and reforms on social protection issues;
- Fluent in English, written and oral;
- Acute sense of diplomacy and institutional relations.

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

- Good communicator; a previous experience in animating information sessions/trainings
- Sensitiveness for capacity building and/or institutional development;
- A previous experience in delivering short-term technical assistance in international cooperation;
- A previous professional experience in EAC Region.

### 4. APPLICATION

#### Submission of applications

Interested experts submit their application on the website: <https://pmt.socieux.eu>.  
The application process is the following:

1. If not already created, experts create their own personal SOCIEUX+ account (by clicking on "create an account"). To have access to all SOCIEUX+ Call for Applications, experts are required to fill out at least the fields marked with an asterisk.
2. Once their account is created and approved by the SOCIEUX+ team, experts sign in their personal account, click on the "Call for Applications" tab, identify the **18-30/TANZ/1/1** position, and click on "Apply."

**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.