Request for Technical Assistance

Action Request Form

**Instructions**

1. **Submission of requests**

Requests for technical assistance to SOCIEUX+ can either be submitted:

* Directly by email or post to SOCIEUX+ using this form; or,
* Online at www…..*(not yet available)*
1. ***Submission by email and letter*** Complete requests may be submitted directly to SOCIEUX+ at:

**SOCIEUX+**

c/o Service Public Fédéral (SPF) Sécurité Sociale

Direction Générale Soutien et coordination politiques (DG BESOC)

Boîte 135

Boulevard du Jardin Botanique 50

1000 Bruxelles

Belgique

Email : requests@socieux.eu

[www.socieux.eu](http://www.socieux.eu)

1. ***Submission online***

A simplified form may also be downloaded and submitted through our online web-based Project Management Tool (PMT) at www. …. *(not yet available).*Please note, that the online form is only available in English but you may complete the requested information in French, Spanish or Portuguese.

1. **Filling out this form**

This request form can be filled out either in English, French, Spanish or Portuguese. Step by step instructions are provided in italic blue and may be deleted in your final version.

Indicative length/size of text are provided in the individual boxes to fill. When submitting your request via email you may attach any relevant documentation that you consider important for the assessment of your request.

You may also refer to the ***Guide for Partner Countries of SOCIEUX+*** For additional information our technical assistance facility and the kind of support that we provide.

In case of doubts you contact our team by email at: contact@socieux.eu

*We look forward to cooperate with you and your institution!*


## 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 Protectionis 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, 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.

# Contact details

## Contact person

Please provide contact details of the person in the requesting institution that should serve as main contact/focal point for the assessment or the request.

|  |  |
| --- | --- |
| **Title (Mr, Ms)** |  |
| **First name** |  |
| **Family name** |  |
| **Name of institution** |  |
| **Department** |  |
| **Position/Job title** |  |
| **Office address (street/number/office number** |  |
| **Post/Zip Code** |  |
| **City** |  |
| **Province/County** |  |
| **Country** |  |
| **Phone number** |  |
| **Fax number** |  |
| **Email address** |  |
| **Skype ID** |  |

## Authorising person

Please provide contact details of the person at the beneficiary institution that authorised the request. If the contact details of the authorising person are the same as for the contact person, please skip this section. In all cases, please obtain the signature of the authorising person (see below).

|  |  |
| --- | --- |
| **Title (Mr, Ms)** |  |
| **First name** |  |
| **Family name** |  |
| **Name of institution** |  |
| **Department** |  |
| **Position/Job title** |  |
| **Office address (street/number/office number** |  |
| **Post/Zip Code** |  |
| **City** |  |
| **Province/County** |  |
| **Country** |  |
| **Phone number** |  |
| **Fax number** |  |
| **Email address** |  |
| **Skype ID** |  |

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| **Signature:** |  |
| **Date:** |  |

## Supporting institutions contact person

If the request is submitted through and with the support of an (international specialised) organisation/institution, please provide contact details of the person that should serve as contact point for the assessment or the request.

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| **Title (Mr, Ms)** |  |
| **First name** |  |
| **Family name** |  |
| **Name of institution** |  |
| **Department** |  |
| **Position/Job title** |  |
| **Office address (street/number/office number** |  |
| **Post/Zip Code** |  |
| **City** |  |
| **Province/County** |  |
| **Country** |  |
| **Phone number** |  |
| **Fax number** |  |
| **Email address** |  |
| **Skype ID** |  |

# General information

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| **Proposed action name** |  |
| **Country** |  |
| **Beneficiary/Partner Institution** |  |

**Areas of assistance**

See Table 1: Area(s) of assistance of the proposed action

Indicate in this table the area(s) of social protection, labour or employment do you need assistance? You may tick a single or multiple areas if applicable.

# Background

## Institutional mandate

Please describe the mandate (mission, vision, legal status, etc.) of your institution and its role the political and institutional framework of your country.

Please also outline the structure of your organisation and if applicable the specific role of the department or office submitting this request. - Please keep the word count **under** **300 words.**

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## Sector situation

Please describe the context of the sector of the area of assistance that you wish to address. In particular, which are the main policies [and/or programmes] relevant to understand the reasons for the submission of your request. - Please keep the word count **under** **500 words.**

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## Cooperation

If applicable, please describe the main cooperation initiatives and/or programmes addressing the challenges (needs and gaps) that you identified above. If there are none, you may state “non-applicable”. - Please keep the word count **under** **250 words.**

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## Challenges

Please describe briefly the challenges that your institution is facing in the sector and national context. - Please keep the word count **under** **400 words.**

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## References

Please list, if any, the main reference documents to understand the sector situation and role of your institution. Please include a very brief description of the document.

If specific assessment and diagnosis studies have been conducted, please list them also.

**If submitting your request by email, please attach copy of the listed documents.**

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Table 1: Area(s) of assistance of proposed action

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| **A Work**[ ]  Labour Economics[ ]  Bonded Labour[ ]  Child Labour[ ]  Decent Work[ ]  Future of Work[ ]  Employment[ ]  Employment Policy[ ]  Employment Security[ ]  Employment Services[ ]  Forced Labour[ ]  Labour Market[ ]  Labour Policy[ ]  Livelihoods[ ]  Occupational Classification[ ]  Trafficking in Persons[ ]  Unemployment[ ]  Workers | **C Labour Relations**[ ]  Collective Bargaining[ ]  Employers Organizations[ ]  Labour Disputes[ ]  Labour Movements[ ]  Social Dialogue[ ]  Trade Unions[ ]  Workers Participation[ ]  Workers Representation | **L Human Rights**[ ]  Discrimination[ ]  Economic and Social Rights[ ]  Gender Equality[ ]  Rights of The Child[ ]  Rights of Disabled People[ ]  Trade Union Rights[ ]  Workers Rights[ ]  Social Justice | **S Technology**[ ]  Information and Communication Technologies[ ]  Intermediate Technology[ ]  Technological Change[ ]  Technology Transfer |
| **T Management**[ ]  Human Resources Management |
| **U Statistics**[ ]  Labour Statistics[ ]  Social Security Statistics |
| **D Labour Law**[ ]  ILO Codes of Practice[ ]  ILO Standards[ ]  International Labour Standards[ ]  Labour Legislation[ ]  Labour Standards | **N Government and Public Administration**[ ]  Governance[ ]  Labour Administration[ ]  Social Security Administration |
| **V Research**[ ]  Data Analysis[ ]  Data Collecting[ ]  Survey[ ]  Projections |
| **Q Health (Access to services)**[ ]  Disabilities[ ]  Health Policy[ ]  HIV/AIDS[ ]  Medical Care[ ]  Occupational Safety and Health[ ]  Rehabilitation[ ]  Smoking[ ]  Substance Abuse |
| **E Social Protection**[ ]  Social Assistance[ ]  Social Security[ ]  Social Services |
| **B Working Conditions**[ ] Arrangement of Working Time[ ]  Conditions of Employment[ ]  Leave of Absence[ ]  Maternity Protection[ ]  Quality of Working Life[ ]  Remuneration[ ]  Welfare Facilities[ ]  Work Environment[ ]  Work Life Balance[ ]  Work Organization |
| **F Education and Training (Access to services)**[ ]  Education [ ]  Human Resources Development[ ]  Training[ ]  Lifelong Learning |
| **K Trade**[ ]  Economic Integration |

# Proposed action

## Purpose

Please describe how the proposed action will address the challenges that you identified in 3.4.

Please keep the word count under **300 words.**

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## Objectives and expected results

Please describe how the proposed action will address the challenges that you identified in 3.4.

### General objective

Please keep the word count under **50 words.**

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### Specific objective(s)

Please keep the word count under **200 words.**

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### Expected results

Please keep the word count under **200 words.**

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### Deliverables

Please describe the products/deliverables that you expect mobilised experts to deliver to you at the end of the proposed action.

If you are unsure of the deliverables required to achieve your expected results, our SOCIEUX+ Technical Experts will collaborate with you in their definition.

Please keep the word count under **250 words.**

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### Cooperation

**Only for requests submitted through or with the support of a third-party organisation such as a United Nations specialised organisation or an international partner organisation.**

Please describe how the proposed action will be complementary to your support to the requesting institution. Also describe the collaboration that you envisage with the mobilised experts by SOCIEUX+

Please be aware that SOCIEUX+ support may in no cases replace or duplicate the support from any third-party to a partner institution. The support of SOCIEUX+ is in nature short-term and technical but should be framed in the long-term development of social protection, labour & employment that may be supported by other partners.

Please keep the word count under **450 words.**

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## Required technical assistance

### Type of interventions

SOCIEUX+ only can only provide **short-term peer-to-peer technical assistance**. For these reasons, we can only support limited types of activities. The most appropriate type of activities and the methodology for these will be developed with the support of SOCIEUX+ Technical Experts in consultation with you.

However, to insure a common initial understanding, we ask you to identify the type of activities that you think the most appropriate for achieving the expected results and produce the deliverables that you specified above.

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| [ ]  “Train-the-trainers” seminars[ ]  Technical trainings[ ]  Roundtable discussions[ ]  Thematic workshops | [ ]  Expert advice and consulting on specific technical issues[ ]  Screening and reviews of documents/programmes[ ]  Expert support in drafting legislation/strategies[ ]  Study-visits |
| [ ]  Other, please specify: |  |

### Expertise profile

SOCIEUX+ mainly mobilises for its actions experts from public or mandated agencies of the EU. This to ensure that the technical assistance provided is based on peer-to-peer exchanges and appropriate for your institution.

Please outline as much in detail as possible the profile of the experts/expertise that you think necessary to achieve the expected results of the proposed action. In all cases, the most appropriate profile for these will be developed with the support of SOCIEUX+ Technical Experts in consultation with you.

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### Collaborative institutions

Are there institutions that you know from the EU or from your region from which you are particularly interested of benefiting from their expertise for the implementation of the proposed action? If yes, please provide us the name and/or country of that institution.

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# Checklist

This section is intended at providing you the opportunity to review the relevance of the proposed action. It will also help to determine if SOCIEUX+ is the most appropriate instrument to respond to your needs. Please respond briefly to the guiding questions.

## Consistency

Is your Request in line with national policies and strategies? If yes, please briefly explain how do these relate with the objectives your Request. - Please keep the word count under **200 words.**

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## Complementarity

Are EU financed (EuropeAid or bilateral EU Member States) programmes or agencies, or international partners currently supporting, or planning to support, your institution in the proposed areas of technical assistance? If yes, please state the supporting interventions, leading stakeholders and international partners. - Please keep the word count under **200 words.**

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How can SOCIEUX+’s technical assistance complement the above support? - Please keep the word count under **200 words.**

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## Sustainability

Are the expected results of the proposed action relevant for the development and/or sustainability of social protection systems, employment & labour policies in your country? If yes, briefly explain how. - Please keep the word count under **200 words.**

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## Capacity-building

Is the requested technical assistance relevant for the capacity development of your institution? If yes, briefly explain how. - Please keep the word count under **200 words.**

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