Request for Technical Cooperation

Request Form for Peer-to-Peer Technical Cooperation through structured actions with multiple activities (REF)

**Instructions to fill this form**

**IMPORTANT NOTICE:**

This form only applies to proposals for structured technical cooperation actions requiring multiple activities to deliver results.

SOCIEUX+ can also support single activities for the mobilisation of public and social partners’ expertise for contributions to one-time conferences, roundtables, workshops or awareness-raising meetings or activities. However, requests for one-time conferences, roundtables, workshops or awareness-raising meetings or activities should be submitted using the “Simplified Request for Technical Cooperation” form available on our website.

Please note that SOCIEUX+ does not provide financial or logistic support for events organised by third parties or partner institutions.

Please note that only one technical cooperation action per institution can be implemented at a time, i.e. simultaneously. A new request can be considered once all previous actions with the institution have successfully been closed. Thus, SOCIEUX+ will only approve a single request for implementation at a time. If more than one request is submitted, we will consult with your institution to prioritise or merge these requests in a single technical cooperation action. In all cases, an action cannot include more than four (4) short-term activities.

For more information on the support that SOCIEUX+ can provide to your institution, please refer to our Guide for Institutions & Social Partners in Partner Countries. All forms and guides are available at: <http://socieux.eu/partner-countries>

Interested institutions and social partners are encouraged to make direct contact with the SOCIEUX+ Team or the European Union Delegation in their country.

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

1. **Submission of requests**

Requests forms should be submitted directly by email at: requests@socieux.eu

Supporting institutions to the events may also submit requests on behalf of eligible partner institutions (see SOCIEUX+ Guide for Partner Institutions).

Requests forms should be submitted directly to SOCIEUX+ by email at: requests@socieux.eu. Upon reception of the request, SOCIEUX+ will contact the requesting institution to formulate the details of the support to be provided.

In case of doubts about the eligibility of your request or on the completion of this form, you can contact our team by email at: contact@socieux.eu

**

*We look forward to cooperating with your institution!*

# Requesting institution

## Contact details

Please provide the contact details of the person in the requesting institution that should serve as the main contact/focal point for the assessment of the request. Please also provide the contact details of the person at the institution that authorised the request. If the authorising person is also the contact person, please leave the corresponding column blank.

|  |  |  |
| --- | --- | --- |
|  | **Authorising person** | **Contact person (focal point)** |
| **Title (Mr, Ms)** |  |  |
| **First name** |  |  |
| **Family name** |  |  |
| **Name of institution** |  |  |
| **Department** |  |  |
| **Position/Job title** |  |  |
| **Office address (street/number/office number** |  |  |
| **City** |  |  |
| **Province/County** |  |  |
| **Country** |  |  |
| **Phone number** |  |  |
| **Email address** |  |  |

|  |  |
| --- | --- |
| **Signature of authorising person:** |  |
| **Date:** |  |

## Institutional mandate of requesting institution

Please briefly describe the mandate (mission, vision, legal status, etc.) of your institution and its role in your country’s political and institutional framework. - Please keep the word count **under** **300 words.**

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| […Text…] |

# Background

## 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 submitting your request. - Please keep the word count **under** **400 words.**

|  |
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| […Text…] |

## Challenges

Please describe 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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| […Text…] |

## International cooperation

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

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| […Text…] |

## Previous collaboration with SOCIEUX+

If your institution benefitted from previous technical cooperation actions with SOCIEUX+, please respond to the following questions. If your institution did not benefit from previous actions, please, you may state “non-applicable” in the text boxes and skip to section 2.5 - References.

### Follow-up measures and use of outputs

Please explain how your institution followed up and used the outputs and deliverables of the previous action(s). If your institution did not follow up or use the outputs, please explain why not. If your institution benefitted from more than one action, please answer the question for each action separately. - Please keep the word count **under** **250 words for each action.**

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| […Text…] |

### Outcomes of actions and follow-up measures

Please explain which changes/outcomes the activities of previous actions, their deliverables and your follow-up have made on your institution or in the sector. If you estimate that no changes resulted from the actions, please explain why this did not happen. If your institution benefitted from more than one action, please answer the question for each action separately. You may wish to refer to the specific objectives and expected results from the previous action(s). - Please keep the word count **under** **250 words for each action.**

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| […Text…] |

## 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. - When submitting your request by email, please attach a copy of the listed documents.

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| […Text…] |

# Proposed action

## Proposed title

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

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| […Text…] |

## Areas of cooperation

SOCIEUX+ reports on specific sub-areas of interventions related to social protection, labour and employment. The below, non-exhaustive list, is derived from the International Labour Organization (ILO) Taxonomy.

**Please indicate in Table 1: Area(s) of assistance of proposed action** at least one (1) and a maximum of three (3) areas that the proposed action is to cover.

## Purpose of the action

### General objective

Please **indicate which one** of the following general objectives the proposed action is to address.

|  |
| --- |
| [ ]  Institutional capacities of employment, labour and social protection institutions are strengthened and reinforced.[ ]  Access to employment and social protection is expanded to poor and vulnerable groups.[ ]  Awareness and knowledge of social protection and decent work are increased. |

### Specific objective(s)

Definition: Specific objectives are the medium-term effects expected on target groups or institutions benefiting from the proposed action. They are outcomes that directly contribute to achieving the general objective. - Please provide a maximum of 3 specific objectives for the proposed action, and keep the word count under **150 words in bullet points format.**

|  |
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| […Text…] |

### Expected results

Definition: Expected results are the immediate consequences of the activities of the proposed action. They are outputs that directly contribute to achieving specific objectives. - Please provide a maximum of 4 expected results for the proposed action, and keep the word count under **150 words in bullet points format.**

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| […Text…] |

### Deliverables

Please describe the concrete products/deliverables/contributions expected from the cooperation activities with mobilised experts to achieve the above-expected results. If you are unsure of the deliverables required to achieve your expected results, the SOCIEUX+ Team will collaborate with you in their definition. - Please keep the word count under **250 words in bullet points format.**

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| […Text…] |

## Type of interventions

SOCIEUX+ can only provide short-term peer-to-peer technical cooperation. We aim to complete the implementation of an action’s work plan in a period of a maximum of 12 months upon its approval. Workplans are flexible and may regularly be reviewed with partner institutions. However, they may not include more than four (4) activities or on-site missions of 15 working days*[[1]](#footnote-2)* each (excluding preparation and reporting).

Cooperation can be implemented through on-site missions of experts mobilised by SOCIEUX+ or remote cooperation, or a combination of both. The most appropriate type of activities and the methodology for these will be developed with the support of the SOCIEUX+ Team in consultation with your institution. However, to insure a common initial understanding, we ask you to identify the most appropriate type of activity.

**Please indicate in Table 2 the type of intervention that your organisation is proposing to achieve the results outlined in Section 3.3.3 above**. A non-exhaustive list of requirements for successfully implementing the activities is also provided.

Table 1: Area(s) of assistance of proposed action *(please* *select a maximum of 3 areas)*

|  |  |  |  |
| --- | --- | --- | --- |
| **A. Work**[ ]  Decent Work[ ]  Future of Work*Employment:* [ ]  Informal Employment [ ]  Youth Employment [ ]  Green Jobs [ ]  Employment Policy [ ]  Employment Services[ ]  Forced Labour[ ]  Labour Market[ ]  Labour Policy[ ]  Livelihoods/Income Generating Activities*Workers:* [ ]  Workers with Disabilities [ ]  Women workers**B. Working Conditions**[ ]  Conditions of Employment[ ]  Maternity Protection[ ]  Quality of Working Life[ ]  Work Environment[ ]  Work Organisation**C. Labour Relations**[ ]  Employers Organisations[ ]  Social Dialogue[ ]  Trade Unions | **D. Labour Law**[ ]  Labour Legislation[ ]  Labour Standards**E. Social Protection***Social Assistance:* [ ]  Employment Guarantee Schemes [ ]  Income Guarantee Schemes*Social Security:* [ ]  Disability Benefits [ ]  (Employment) Accident Benefits [ ]  Family Benefits (incl. child benefits/family grants/Cash Transfers) [ ]  Health Insurance [ ]  Maternity Benefits [ ]  Old Age Benefits [ ]  Pension Schemes [ ]  Social Security Financing [ ]  Social Security Legislation [ ]  Social Security Policy [ ]  Survivors Benefits [ ]  Unemployment Benefits*Social Services:* [ ]  Access to Health [ ]  Access to Education [ ]  Access to other Basic Social Services | **F. Access to Education and Training** *Training:* [ ]  Vocational Guidance [ ]  Vocational Training [ ]  Occupational Qualification[ ]  Lifelong Learning**G. Economic and Social Development**[ ]  Public-Private Partnerships**H. Economy**[ ]  Informal Economy**L. Human Rights**[ ]  Discrimination[ ]  Economic and Social Rights[ ]  Gender Equality[ ]  Rights of The Child[ ]  Rights of Disabled People**N. Government and Public Administration**[ ]  Labour Administration & Inspection[ ]  Social Security Administration & Inspection | **Q. Access to Health**[ ]  Disabilities (in health)[ ]  Health Policy[ ]  Medical Care[ ]  Occupational Safety and Health[ ]  Rehabilitation**S. Technology**[ ]  Information and Communication Technologies**T. Management**[ ]  Human Resources Management & Development**U. Statistics**[ ]  Labour Statistics[ ]  Social Security Statistics**V. Research**[ ]  Data Analysis[ ]  Data Collecting[ ]  Survey[ ]  Projections |

Table 2: Type(s) of activities for the proposed action *(please* *select a maximum of 4 types of activities)*

|  |  |  |
| --- | --- | --- |
| **Type of activity**  | **Methodology** | **Requirements** |
| [ ]  Expert advice, coaching and consulting on technical issues [ ]  Reviews of strategy, planning policy, regulation and planning documents Contributions or advice to the drafting of documentation related to:[ ]  strategy, [ ]  planning policy[ ]  regulation and legislation[ ]  planning [ ]  budgeting | * Analysis of documentation
* Email exchange and distance interviews
* Teleconferencing or on-site mission
* Formulation of recommendations (in written or verbal)
 | * Profile of experts
* Compilation of relevant of documentation
 |
| Contributions to events:[ ]  roundtable discussions[ ]  thematic workshops and seminars | * Preparation of agenda if necessary
* Preparation of support materials (thematic session notes)
* Participation through teleconference or on-site
 | * A draft concept note for the event
* Preliminary list of target groups and participants
* Local logistics
* Logistics for teleconferencing
* Follow-up on feedback questionnaires of participants
* Coordination of stakeholders
 |
| [ ]  Technical trainings [ ]  “Train-the-trainers” seminars | * Preparation of tools and training materials
* Delivery through webinars or on-site trainings
* Recording of trainings
* Coaching trainees by blogs, email and teleconferencing
* In exceptional cases only: Use of local facilitators for the facilitation of on-site trainings and compilation of feedback
 | *Same as above for contributions for the event, plus:** Training needs assessment
* Identification and supervision of local facilitators
* Assessment of deliverables and services of local facilitators
 |
| [ ]  Contributions to gaps and needs assessment for capacity building | * Preparation of assessment tools
* Accompanying assessments
* Analysis and compiling of results and formulation of recommendation
* Email exchange
* On-site or distance interviews
* In exceptional cases only: Use of local facilitators for collection of data, organisation of local consultation and compilation of feedback
 | *Same as above for trainings, plus:** Draft terms of reference
* Definition of deliverables
 |
| In exceptional cases only: ☐ Study-visits | * Direct contribution to the action’s work plan (neither first nor last activity)
* Single country/institution visit
* Maximum of 6 delegation members
* Finalisation of learning objectives
* Identification of host institution
* Development of visit schedule
* Support of travel costs only
 | * Draft concept note with learning objectives
* Preliminary list of potential host institutions
* Leading person in delegation
* Preliminary list of delegation members
* Preliminary list of target groups and participants
* Reporting
 |

# Required expertise

## Expertise profile

SOCIEUX+ mainly mobilises experts from public or mandated agencies of the EU. This ensures that the technical assistance provided is based on peer-to-peer exchanges and is 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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| […Text…] |

## Potential collaborative institutions

Are you interested in cooperating with a specific institution in an EU Member State or from your region to implement the proposed action? If yes, please provide us with the name and/or country of that institution and, if possible, of your contact person. Please also very briefly provide your rationale for this cooperation.

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| […Text…] |

# Supporting institution (if applicable)

## Contact details

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

Please be aware that SOCIEUX+ support cannot replace or duplicate the support from any third party to a partner institution. The support of SOCIEUX+ is 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.

|  |  |
| --- | --- |
| **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** |  |

## Supporting role

Please describe briefly:

* How the supporting institution supported the submission of this request; and
* The role that the supporting institution shall have in the proposed activity.

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

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.

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| […Text…] |

# General considerations

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

## Consistency with national policies and strategies

Is the proposed action aligned with national policies and strategies? If yes, please briefly explain how these align and relate. - Please keep the word count under **200 words.**

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| […Text…] |

## Complementarity with European international cooperation

Are EU-financed (European Union instruments or bilateral EU Member States) programmes or international partners currently supporting, or planning to support, your institution in the proposed areas of cooperation that you identified in Table 1? If yes, please state how this will be complemented by the proposed action. - Please keep the word count under **350 words.**

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| […Text…] |

## Sustainability of results

Are the expected results of the proposed action relevant to 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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| […Text…] |

## Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance of cross-cutting issues in social protection, labour and employment policies and systems.

Please indicate how relevant the following cross-cutting issues were considered in the submitted requests:

| **Cross-cutting issues** | **Highly relevant** | **Partially relevant** | **Partially irrelevant** | **Completely irrelevant** | **Comments** (optional) |
| --- | --- | --- | --- | --- | --- |
| Gender |[ ] [ ] [ ] [ ]   |
| Good governance  |[ ] [ ] [ ] [ ]   |
| Environmental sustainability  |[ ] [ ] [ ] [ ]   |
| Human rights  |[ ] [ ] [ ] [ ]   |
| [Social and economic] inclusion of vulnerable groups  |[ ] [ ] [ ] [ ]   |

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# About SOCIEUX+

The SOCIEUX+ Facility was established and funded by the EU through the European Commission’s Directorate-General for International Partnerships (DG INTPA) and Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR). The Facility is co-funded by France, Spain, and Belgium. It is implemented by a partnership composed of Expertise France (the partnership lead), Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) from Spain, Belgian International Cooperation on Social Protection(BELINCOSOC), and the Belgian Development Agency (Enabel).

The Facility’s general objective is to expand and improve access to better employment opportunities and inclusive Social Protection systems in Partner Countries. Its specific objective is to enhance Partner Countries’ capacity to design, manage, and monitor inclusive, effective, and sustainable employment strategies and Social Protection systems through short-term, peer-to-peer technical assistance and knowledge development.

SOCIEUX+ recognises the impact of Social Protection and employment in reducing poverty and vulnerability. It supports the efforts of partner governments in promoting inclusive and sustainable Social Protection and employment systems. SOCIEUX+ also complements the efforts made through other EU initiatives.

The Facility is an expansion of SOCIEUX Social Protection EU Expertise in Development Cooperation, established in 2013.



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<http://goo.gl/qSByFu>

1. In principle, up to two experts from EU public administration, institutions or mandated bodies can be mobilised to support an activity. SOCIEUX+ can also mobilise experts working with social partners in EU Member States. [↑](#footnote-ref-2)