

## TERMS OF REFERENCE FOR EXPERTS

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**Action code and partner country:** SOCIEUX+ 2020-09 CAMBODIA

**Action title:** *Capacity building on social protection for persons with disabilities*

**Activity 2: Mapping and assessment of Disability-inclusive social protection policies**

**Partner institution:** *Ministry of Economy and Finance / General Secretariat of the National Social Protection Council, Social Assistance Department*

**Date of implementation of activity:**

**Date of activities:** *at distance, between December 1<sup>st</sup>, 2020, and January 30<sup>th</sup>, 2021*

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SOCIEUX+ is implemented by

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Partnership led by:

Co-financed by the European Union



## 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 Belgian Cooperation Agency (ENABEL).

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 BACKGROUND INFORMATION**

### **1.1 Country overview**

Cambodia's economy has witnessed a sustained expansion over the past two decades, with GDP per capita increasing two-folded between 2005 and 2013 and the country attaining the lower middle-income status as of 2015. Poverty continues to fall in Cambodia, albeit more slowly than in the past. In 2014, the poverty rate was 13.5% compared to 47.8% in 2007. Despite the Country has achieved the MDG of halving poverty in 2009 and improved infant and maternal health outcomes, and the decline in the Gini index between 2007 and 2012 witnesses a reduced inequality, around 4.5 million people remain near-poor, vulnerable to falling back into poverty when exposed to economic and other external shocks. The last general elections were held on July 29th, 2018. With the absence of a credible opposition, the election resulted in a widely expected victory for the ruling Cambodian People's Party, who won all 125 seats in the National Assembly. Various international governments, as well as the European Union, dismissed the election results, and threatened to impose sanctions on Hun Sen's government.

### **1.2 Sector situation**

In Cambodia there are many people of all ages and conditions with disabilities, living in every part of the country. Estimates of the prevalence of disability range from 1% to 4% (162.500 to 650.500 persons) of the total population of 16.25 million in 2018. Some have been disabled since they were born, and some were disabled due to circumstances such as road and land mine incidents, accidents, polio, stroke, and meningitis; and others are a result of the civil war and the Khmer Rouge regime that caused them permanent disability.

Most of them are from poor families and live in rural areas of the country where there are no accessible facilities to assist them. As a result, more often they go out to beg money from people to feed themselves and their families. Rehabilitation services are still limited in both the city and countryside; in addition, the financial means and the human resources to cope with the overwhelming needs of people with disabilities are still limited.

There are a few primary factors that really challenge persons with disabilities, including education, discrimination, employment, and, especially, accessibility. The limited capacity and resources of the general education system, especially in rural areas, has resulted in a majority of learners with disabilities being excluded from educational opportunities altogether. Furthermore, the employment rate of people with disabilities is very low. Even if the law states that all businesses and enterprises must hire one person with disability in every hundred employees they have, few employers obey the law. Also, discrimination and low educational skills are another reason why the employment rate is still on the ground floor. People with disabilities, if they are hired to work, are very lowly paid. Finally, the Cambodian physical environment contains so many obstacles for people with disabilities. Public streets and roadways have no accommodation for persons with disabilities so getting around is dangerous at best; in many cases impossible. Almost all public places and buildings do not have any access for persons with disabilities. Even educational institutions do not provide access or facilities for students with disabilities, so this likely discourages them from studying.

### **1.3 Role of partner institution in sector**

Mandate of the National Social Protection Council is to coordinate social protection programs and decide on the targeting, design and extension of coverage in various schemes. The General Secretariat for the National Social Protection Council (GS NSPC) is supporting the NSPC in developing comprehensive proposals on the various social protection programs. GS NSPC has been officially set up in 2018 and is fully operational since March 2019. NSPC has ten ministries and other relevant institutions as members and is chaired by the Minister of Economy and Finance. GS NSPC is hosted by the Ministry of Economy and Finance.

The National Social Protection Policy Framework (NSPPF) serves as the most relevant policy document for the development of social protection schemes in Cambodia. The document mentions (under "2.4.2.1 Social Welfare of Vulnerable People") persons with disabilities as one of the main challenges that social protection Cambodia shall address.

The Ministry of Social Affairs, Veterans and Youth Rehabilitation is responsible for people with disabilities. It currently has an allowance system in place covering a few districts in three provinces. The NSPPF intends to expand this to all provinces. In 2016, 11.600 people with disabilities have received an allowance.

The Health Equity Fund (HEF) as part of the H-EQUIP World Bank Trust Fund project covers health expense for poor households identified by IDPoor (IDPoor I, II and PostIDPoor). 40% of all people with disabilities are living in families identified by IDPoor. By HEF poor households with people with disabilities can receive health and rehabilitation services without co-payments. There is no provision for covering additional direct or opportunity costs for people with disabilities.

Other people with disabilities might be covered by NSSF (health, work injury, in future pension) once they belong to the coverage groups. It is unknown how many people with disabilities are not covered by NSSF as an own category of insured people.

## **2 ACTION DESCRIPTION**

### **2.1 Overall objective**

To increase GS NSPC staff's and relevant stakeholders' knowledge about social protection for people with disabilities

### **2.2 Specific objective (s) (purpose)**

SO1. To increase GS NSPC staff's and relevant stakeholders' understanding about social protection for people with disabilities as they are conceived and implemented in different countries

SO2. GS NSPC staff and relevant stakeholders are in capacity to draft a comprehensive national social protection scheme for people with disabilities

### **2.3 Expected results**

Policy options for establishing a social protection scheme for people with disabilities are outlined by the GS NSCP's staff with the participation of relevant stakeholders

### **2.4 Final deliverables**

D1. A compendium of policies and measures (assessment, benefits, health, education, vocational training and employment promotion, etc.) in the area of social protection of people with disabilities.

D2. Mapping of the current services and programs dedicated to people with disabilities, provided by different national and international stakeholders in Cambodia.

D3. A brief assessment of the extent of social protection coverage of people with disabilities in Cambodia, and eventual gaps in terms of targeting, adequacy, assessment and identification, enrolment.

D4. The main components of a biannual Action Plan for social protection of people with disabilities for the GS NSPC Social Assistance Department.

## **3 IMPLEMENTATION METHODOLOGY**

### **3.1 Summary**

The technical assistance provided by SOCIEUX+ through mobilized EU public experts shall unfold in three stages. The first activity will allow to present international and EU best practices and cases

with regards to social protection coverage of people with disabilities. Concrete examples shall be showcased to staff belonging to MEF – GS NSPC and other relevant stakeholders identified by the Partner. The second activity will gather a number of relevant stakeholders dealing with social protection of people with disabilities, with the objective of outlining a mapping of the existing policies, measures, initiatives, both from national institutions, and development partners. The mapping will not only list the existing items in this regard, but will also provide a critical assessment of them, in view of identifying possible coverage gaps or inconsistencies. Finally, experts will work beside the Social Assistance Department of GS NSPC in order to develop the main components of a biannual Action Plan on people with disabilities. In providing peer-to-peer assistance, experts shall particularly refer to issues related to targeting, assessment, and enrolment of people with disabilities in social protection frameworks, as well as to adequacy of benefits and measures.

With regards to this second activity, the peer-to-peer cooperation between European experts and their counterparts at the NSPC will take place remotely, as the current global health emergency due to the continuation of the COVID-19 infection, and the related ongoing restrictions to international travel, do not allow an on-site mission of the experts in conditions of safety and certainty.

## 4 DESCRIPTION OF ACTIVITIES

### Activity 1: Setting the ground on disability policies

#### 4.1 Tasks

Minimum tasks expected from the experts shall include:

- Ahead of the (distant) mission, to get substantial knowledge of the local context; review any relevant background documents provided by the SOCIEUX+ Team and/or the Partner.
- Preliminary contacts with the Partner in view of the preparation of the mission's methodology and agenda, to be transmitted ahead of mission to the SOCIEUX+ team for approval;
- Taking part to the preparatory briefing with SOCIEUX+ team;
- During the activity, to conduct the planned remote consultations with the Partner's executives and staffs, as well as any other external actor that can support the positive deployment of the mission, including the EU Delegation in the country;
- To present the outcomes of the peer-to-peer exchange to the partner in order to discuss and take into account comments on the contents of the deliverables before their finalization;
- Timely submission to SOCIEUX+ of the final deliverables (10 working days after the end of the period devoted to the remote cooperation), and availability to go through an eventual round of comments and adjustments in interaction with SOCIEUX+ and the Partner;
- 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).
- To employ the different templates and evaluation forms provided by the SOCIEUX+ Team.

#### 4.2 Deliverables

Intermediary deliverables (to be transmitted to SOCIEUX+ FMT at least three 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 ten days after the activity's completion):

- Action Report (AcR). To be filled according to template.
- Final deliverable D2 (annex 1 to Action Report). Mapping of the current services and programs dedicated to people with disabilities, provided by different national and international stakeholders in Cambodia

- Final deliverable D3 (annex 2 to Action Report). A brief assessment of the extent of social protection coverage of people with disabilities in Cambodia, and eventual gaps in terms of targeting, adequacy, assessment and identification, enrolment.
- Experts' Mission Report (ExMR) and Experts Evaluation Survey. To be filled according to templates.

*NB: The Principal Expert is responsible for the overall preparation and transmission of the activity's deliverable, in cooperation with rest of the expert team.*

## 5 EXPERTISE PROFILE

### ***Principal expert (Expert 1):***

#### **Area of expertise: Disability-inclusive social protection**

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

- Education: university level (Masters or PhD relating to the subject are considered a plus)
- At least 15 years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society;
- Relevant experience in designing, managing and/or evaluating Disability-inclusive social protection policies;
- Significant experience and proved capacities in individual and organizational capacity building of public administrations;
- Fluent in English, written and oral;
- Acute sense of diplomacy and institutional relations.

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

- A previous experience in delivering short-term technical assistance in international cooperation;
- A previous professional experience in Cambodia or in the South-East Asia.

### ***Expert 2:***

#### **Area of expertise: Legislative frameworks of Disability-inclusive social protection**

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

- Education: university level (Masters or PhD relating to the subject are considered a plus)
- At least 10 years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society;
- Relevant experience in contributing to drafting legislative frameworks for Disability-inclusive social protection policies;
- Significant experience and proved capacities in individual and organizational capacity building of public administrations;
- Fluent in English, written and oral;
- Acute sense of diplomacy and institutional relations.

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

- A previous experience in delivering short-term technical assistance in international cooperation;
- A previous professional experience in Cambodia or in the South-East Asia.

### ***Provisional work load:***

- 3 days for the preparation;
- 12 days of remote cooperation;
- 5 days reporting and finalisation of deliverables.

## 6 REPORTING

**Intermediate deliverables** (Methodological Note, Agenda) are to be transmitted to SOCIEUX+ FACILITY MANAGEMENT TEAM at least three working days ahead of the activity, in A4 editable

format, font size 12, single line spaced; the Methodological Note shall not exceed 3 pages, the Agenda 2 pages.

**Final deliverables** are to be transmitted to SOCIEUX+ Facility Management Team no later than days working days after the Activity's completion; They shall be presented in A4 editable format, font size 12, single line spaced. D1 shall not exceed 30. pages, excluding annexes charts and tables.

A joint **Experts Mission Report (ExMR)** shall be prepared by the experts after the assignment, under the coordination and overall responsibility of the Team Leader. The ExMR is based on a specific SOCIEUX+ format and should serve to inform on the (i) the objectives of the activity, (ii) the approach and methodology applied, (iii) the main tasks performed and results achieved. Furthermore, it shall contain (iv) an assessment of involvement of Partner institutions/participants and expected impact as well as give (v) some recommendations. The reporting language is English.

#### **Submission procedure of final Deliverables and ExMR:**

- **Step 1:** The Deliverables and the Expert Mission Report shall be submitted in an editable electronic format (MS Word) to the SOCIEUX+ Facility Management Team by Email (contact@socieux.eu) within two weeks (10 working days) of the conclusion of the Activity/Action for comments and review.
- **Step 2:** SOCIEUX+ Facility Management Team will have 5 working days to submit comments, revisions and requests of amendments to the Deliverables and ExMR to the attention of the experts.
- **Step 3:** The Expert(s) will then have 5 working days to amend the Deliverables and ExMR and send it back to the SOCIEUX+ team for final approval.

*ExMR are internal documents solely intended for SOCIEUX+ Facility Management Team. There are not intended or are to be shared with any other stakeholders, in draft or final form.*

- **Step 4:** Once the documents have been approved by the SOCIEUX+ Facility Management Team, the Deliverables will be shared with the beneficiary institution, EuropeAid and all other relevant stakeholders.

#### **Submission by email, letter or fax**

The documents shall be sent by e-mail to: [contact@socieux.eu](mailto:contact@socieux.eu).

## **7 CODE OF CONDUCT**

The experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity to post-delivery follow-up. The SOCIEUX+ Facility Management Team will assist experts to fulfil their assignments by supporting and advising on the preparation of background materials prior to meetings. The SOCIEUX+ team will collect feedback from partner countries and ensure that mission reports and recommendations are delivered to national authorities, the EU Delegations in the partner countries and EuropeAid.

The experts mobilised are not representing SOCIEUX+ or the EU. Technical opinions and recommendations expressed are their own. They shall not express negative opinions on the implementation or actions supported by SOCIEUX+ to third-parties. Nevertheless, they shall be aware of SOCIEUX's objectives and functioning, and promote the facility at the best of their knowledge, whenever possible and feasible.

Finally, the experts shall perform their duties in the Partner Country in a way that is fully compliant with and respectful of the local institutions, policies and cultural behaviours; they shall particularly adopt an institutionally-sensitive behaviour in their way to deal with the local counterparts.

## **8 APPLICATION**

### **8.1 Documentation**

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

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

## 8.2 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 **2020-09/KHM/2** position, and click on "Apply."

If more information is needed, please contact SOCIEUX+ team by email to [experts@socieux.eu](mailto:experts@socieux.eu) with the application reference.

## 9 SELECTION PROCESS

If you do not receive a response within 30 days of the application deadline, please consider that your application has not been shortlisted.

Only short-listed applicants may be contacted. The selection process may include interviews by phone or other communication means.

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

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.

Interested candidates may download the **Guide for Experts with detailed information on contracting with SOCIEUX+** at [www.socieux.eu](http://www.socieux.eu)

## 10 DISCLAIMER

The proposed activity and mission are 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 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.

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