

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2020-35 MAURITIUS*

Action title: Elaboration of an Action Plan on Disability and setting up of a Monitoring and Evaluation Mechanism

Partner institution: Ministry of Social Integration, Social Security and National Solidarity

Activities number and title:

Activity 3 - Elaborating the part of the action plan focusing on actions related to the governance of the disability sector

Date of implementation of activities:

Activity 3: 10 – 21 January 2021

Expert positions and responsibilities (by activity):

Activity 3: Expert 1 (principal) – Rights of disabled people

Activity 3: Expert 2 – Disability benefits

Workload:

Activity 2 - Expert 1: 19 days

Activity 2 - Expert 2: 17 days

Call for experts' reference: **20-35/MUS/3**

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Final

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1 BACKGROUND INFORMATION

1.1 Country overview

Mauritius is a multiparty parliamentary democracy and an island state of about 1.3 million people. The country's economy has made great strides since independence in 1968 and is now classified as a high-income country.

The country's gross domestic product (GDP) in 2019 grew 3.6%, driven by construction and services sectors (banking, ICT) as well as a rebound in agriculture. Manufacturing growth remained on a sluggish trend and was negatively impacted by decelerating global demand during 2019. Based on its 2019 data, Mauritius was classified as a high-income country by the World Bank for the first time in July 2020.

The COVID-19 pandemic is severely affecting the country's economy through a standstill in tourist arrivals, and crumbling export demand in particular for its garment sector. The government put in place a support package to help the private sector cope with the shock, which mitigated the impact on employment, while in combination with declining revenue leading to a large deficit for the fiscal year 2019/20.

The human development index (HDI) of Mauritius, which is the index used by the United Nations to measure the progress of a country, was 0.804 points in 2019, leaving it in 66th place in the table of 189 countries published.

Mauritius faces the challenge of managing its transition to a knowledge-based economy, driven by innovation and productivity growth. This will require a concerted effort to remove bottlenecks to new sources of growth and private investment, such as a lack of connectivity, skills shortages, and misaligned incentives that will also be critical for its recovery from the COVID-19 induced recession.

While the trend may have recently been reversed, inequality has been on the rise for a number of years. Public transfers have contributed to mitigate the rise in total income inequality. While general unemployment was low pre-COVID-19 (6.9% in Q1 2020), women face a higher unemployment rate at 9.8%, and a much lower labour force participation rate.

1.2 Sector situation

The Ministry of Social Integration, Social Security and National Solidarity is the focal point for disability issues in the state of Mauritius. It provides a huge array of direct services to persons with disabilities and it is also responsible for the implementation of the UN convention on the rights of persons with disabilities (UNCRPD), which Mauritius signed in 2007 and ratified in 2010.

The first 10 year action plan for the disability sector was developed in 2007 and implemented successfully. Since then, a lot of progress has been noted in the promotion of the rights of persons with disabilities. A second action plan on disability 2016-2020 was prepared after consultation of all stakeholders and the main objective was to create an enabling environment for collaborative social initiatives to empower persons with disabilities and to initiate innovative social programmes and projects for them and to review the legal and regulatory framework of the disability sector. This second action plan was not implemented.

Any sector which aspires to remain vibrant and forward looking needs to have a strategic plan for the coming years, a road map for the future and a vision for inspiration. In this respect, the ministry is planning to develop a comprehensive action plan for the years 2021 to 2025. A new action plan will open new horizon for persons with disabilities to be an integral part of society and live meaningful and fulfilling lives

This action plan will reiterate the commitment of the ministry towards improving the lives of persons with disabilities in the Republic of Mauritius. It will outline how it will work with all stakeholders in making the vision of valuing People with disabilities a reality. More importantly, it has already set the scene for persons with disabilities to take a leading role in the sector as it is their lives, aspirations and future.

1.3 Role of partner institution in the sector

The objective of the Ministry of Social Integration, Social Security and National Solidarity is to support national development for an inclusive society. Its missions are to promote and enhance social protection and national solidarity, empower and protect persons with disabilities elderly

persons and local communities to enhance their quality of life and promote capacity building for NGOs.

The disability empowerment unit is responsible for the conceptualization and implementation of disability policies projects and programmes and facilitates the process of integration of persons with disabilities in the mainstream society. It also coordinates matters relating to the United Nations Convention on the Rights of Persons with Disabilities, which Mauritius has signed in 2007 and ratified in 2010. The unit also provides a series of direct services to persons with disabilities and to non-governmental institutions.

With a view to assisting persons with disabilities in their daily lives, the Ministry provides the basic invalidity pensions (BIP) to persons with disabilities satisfying the eligibility criteria. They also receive other types of social benefits provided by the ministry.

2 ACTION DESCRIPTION

2.1 Overall objective

Institutional capacities of employment, labour and social protection institutions are strengthened and reinforced.

2.2 Specific objective (s) (purpose)

- SO1: To innovate services and processes for attaining the strategic vision of a disability-inclusive society
- SO2: To create an enabling environment for collaborative social initiatives to empower persons with disabilities

2.3 Expected results

- R1: The 2021-25 action plan for the disability sector is drafted, including the identification of appropriate objectives, strategies and policies
- R2: A general framework for monitoring and evaluation is annexed to the action plan

2.4 Final deliverables

- D1: An analytical note identifying the objectives and targets of the 2021-2020 action plan based on an analysis of previous action plans and current needs of the disability sector
- D2: The part of the action plan focusing on actions related to the services provided to persons with disabilities
- D3: The part of the action plan focusing on actions related to the governance of the disability sector and administration of relevant schemes
- D4: The 2021-25 final action plan for the disability sector and a general framework for monitoring and evaluation (as an annex to the action plan)

3 METHODOLOGY

3.1 General methodology (of the action)

This action will be developed through four activities.

The first activity is intended to build the strategic framework and operational approach for the action plan on disability 2021-2025. Experts and the Partner shall identify the overall strategic objectives and the specific, operational targets of the 2021-2025 action plan. The action plan is a multidisciplinary, holistic framework for ensuring the protection and promotion of the social, economic and individual rights of persons with disabilities. To this purpose, the experts' approach shall include a review of the previous plans in order to ensure some continuity and to allow for the

full attainment of past objectives and targets. The new action plan shall of course also take into account the current sector situation and the newly emerging needs of persons with disabilities in the Country, as well as the role of their representative organizations. In those purposes, experts shall be in a position to interact with decision-makers of the Ministry of Social Integration, Social Security and National Solidarity, and of various other relevant stakeholders, including the representative organizations of persons with disabilities.

The second and the third activities are dedicated to feed the specific sections of the action plan, such as the service provision, and the governance and administration of the sector and related public policies and schemes. Other areas of concern may be also addressed, based in particular on the outcomes of the first activity. *(NB: to be further developed following the conclusion of activity 1)*

During the fourth activity, experts will draft the final 2021-2025 action plan by consolidating the parts developed in activities 1, 2 and 3, and ensuring coherence to the overall plan. Experts will also develop a general framework to set-up a monitoring and evaluation function for the action plan. It shall be in the form of a "logical framework" with indicators and sources of verification.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 - Identifying the objectives and targets of the 2021-2025 disability action plan (at distance)
- Activity 2 - Elaborating the part of the action plan focusing on actions related to the services provided to persons with disabilities (on site)
- Activity 3 - Elaborating the part of the action plan focusing on actions related to the governance of the disability sector (on site)
- Activity 4 - Elaborating the final 2021-2025 action plan and a general framework for monitoring and evaluation of the action plan (at distance)

The present terms of reference cover the services expected for activities of the above work plan:

- Activity 3.

3.3 Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance to include cross-cutting issues in social protection, labour and employment policies and systems. The following cross-cutting issues are duly taken into account:

- Gender equality;
- Good governance;
- Human rights (including rights of children, people living with disabilities, vulnerable groups and minorities); and,
- Social and economic inclusion of vulnerable groups.

4 ACTIVITIES DESCRIPTION

Activity 3 - Elaborating the part of the action plan focusing on actions related to the governance of the disability sector

4.1 Tasks

Minimum tasks expected from the experts shall include:

- Ahead of the 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

Pre-mission deliverables (to be transmitted to SOCIEUX+ team at least three working days ahead of the activity)

- P1: A methodological note, detailing the working approach, tools and methods to employ, a risks analysis, etc. The Methodological Note shall not exceed 3 pages (excluding cover page and annexes).
- P2: A activity/mission agenda, detailing the meetings and working sessions to be held, persons to meet, etc. The Activity/mission Agenda shall not exceed 2 pages.

Final deliverables (to be transmitted to SOCIEUX+ team no later than ten days after the activity’s completion):

- An individual Expert Mission Report (ExMR) in SOCIEUX+ format (template provided). This report is a confidential product intended solely for and use by SOCIEUX+. The expert team may also submit a single-joint ExMR report if they prefer to do so (see instructions on the template).
- An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- A collective Activity Report (AcR) in SOCIEUX+ format (template provided). This AcR is to be produced jointly by the mission team. It is intended for the Partner Institution, and will be shared, most probably, with key stakeholders of the action. The report will reflect the tasks conducted in during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.
- D3: the sections/chapters of the action plan focusing on actions related to the governance of the disability sector and the administration of relevant schemes, programs, and benefits. (NB: to be further developed following the conclusion of activity 1)

NB: The principal expert will lead the mission. He/she will be responsible for the delivery of all deliverables of the activity. He/she will be responsible for the preparation, coordination, implementation and reporting of the overall activity towards SOCIEUX+.

5 REPORTING AND SUBMISSION OF DELIVERABLES

5.1 Formats

All deliverables and products of the activity (notes, reports, presentations, etc) shall comply with the formats and templates provided by the SOCIEUX+ Team.

All deliverables are to be submitted in electronic in electronic editable versions [Microsoft Word 97-2003 [doc], PowerPoint 97-2003 [ppt] and Excel 97-2003 [xls]; or in equivalent OpenDocument format). Non-editable electronic document such as in Portable Document Format (PDF) shall not be accepted.

Templates for electronic presentations during the activity/mission are provided by the SOCIEUX+ Team. These templates are in Microsoft PowerPoint format and comply with the SOCIEUX+ Corporate Image standards. These templates are to be used as a sole format by all members of the expert mission team. They are to be used for all presentations by the experts during and for the activity/mission. The use by the experts of their own, or their organisation(s), templates or

formats are not allowed unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

All versions of deliverables or other products used or produced during activity/mission by the experts shall include the following disclaimer:

"Disclaimer:

The responsibility of this publication sole lies with its authors. The European Union, the European Commission, the implementation partners of SOCIEUX+ and the SOCIEUX+ Staff are not responsible for any use that may be made of the information contained therein."

Please refer to the expert information package for further guidance on communication and templates.

All deliverables are to be provided in English.

5.2 Submission and approval

All deliverables versions (drafts, final or other) shall be submitted directly and only to SOCIEUX+ Team, unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

5.2.1 Pre-mission deliverables

- Pre-mission deliverables shall be submitted no later than 5 working days before the start of activity or departure of the mission of the experts, whichever is the earliest.
- Pre-mission deliverables will be shared and reviewed by the SOCIEUX+ and the Partner Institution. Feedback on the deliverables should be provided to the Principal Expert at latest 2 days before the start of activity or departure of the mission of the experts, whichever is the earliest. Comments and recommendation of this feedback shall be taken into account for the implementation of the activity/mission by the experts. Only the mission agenda shall be resubmitted with revision if requested by the SOCIEUX+ Team.

5.2.2 Final deliverables

- The first draft versions of the final deliverables are to be submitted no later than 10 working days upon completion of the activity or return of the experts.
- Feedback to the first draft version of the report should be provided 10 working days after its submission.
- Inclusion of the feedback on drafts versions is expected 5 working days upon reception of the comments by the principal expert. (In general, no more than one round of feedback and revision is required, unless the quality of the deliverables is considered unsatisfactory by the SOCIEUX+ Team or/and the Partner Institution.)
- Final versions of the deliverables should be approved or rejected no later than 10 working days upon their submission to the SOCIEUX+ Team.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by SOCIEUX+.

6 REQUIRED EXPERTISE

6.1 Expertise profile

Principal expert (Expert 1):

Area(s) of expertise: Rights of disabled people

Specific skill(s) of expertise: 1.2.Policy & Strategy making and development

Requirements (essential/required):

- Education: university level (Masters or PhD relating to the subject are considered a plus);
- At least 15 years of relevant professional experience within EU public administrations;

- Relevant experience in designing normative frameworks for protecting and promoting the rights of persons with disabilities;
- Relevant experience in the administration of disability-related social protection policies and schemes;
- 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 Mauritius.

Expert 2:

Area(s) of expertise: Disability benefits

Specific skill(s) of expertise: 1.1. Governance, transparency & accountability

Requirements (essential/required):

- Education: university level (Masters or PhD relating to the subject are considered a plus);
- At least 10 years of relevant professional experience within EU public administrations;
- Relevant experience in drafting actions plans or strategies aimed to deploy disability-inclusive social protection policies;
- A sound understanding and familiarity with the management of disability benefits and disability-related social protection schemes;
- 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 Mauritius.

6.2 Estimated workload

Activity 2 - Estimated workload					
	Preparation	Elaboration of part 1 of the 2021-2025 action plan	Travel	Reporting & deliverables	Total
Principal expert (#1)	4	10	2	3	19
Expert (#2)	3	10	2	2	17
Total	7	20	4	5	38

7 APPLICATIONS

7.1 Call for experts

All calls for experts for SOCIEUX+ activities are published online on the SOCIEUX+ website. Interested experts should submit their application on the SOCIEUX+ on-line expert database: <https://pmt.socieux.eu> (currently only available in English). The application process is:

1. If they have not already, experts create their SOCIEUX+ account by clicking on "Create an account" using an email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by¹:
 - a. Providing contact details
 - b. Providing information on the competences, skills and working history of the expert. Experts are required to provide only limited information through fields marked with an asterisk. However, *experts are encouraged to complete in most detail de sections on skills and competences as the SOCIEUX+ Team also regularly reviews profiles in the roster to identify and contact potential experts for future missions.*
 - c. Uploading of a curriculum vitae, preferably in Europass format².
3. Once their profile is approved by the SOCIEUX+ Team, they can apply to any available calls for experts accessible under the tab "Call for experts" and click on "Apply."

If more information is needed, please contact SOCIEUX+ by email at experts@socieux.eu with the reference number of the application.

Collaborative or interested institutions wishing to make expertise available for a specific call for application may directly contact the team of SOCIEUX+ at experts@socieux.eu.

7.2 Selection of experts

In principle, SOCIEUX+ mobilises experts from the public administrations and mandated bodies of EU member states, and practitioners working for social partners, including:

- Practitioners, civil servants and employees from publicly mandated bodies;
- Collaborators and employees of social partner institutions, such as trade unions and employer associations; and,
- Academic and research institutions.

Active public experts from collaborative institutions are given priority in the selection. Private consultants may also apply. Their application will be considered in case an appropriate public expert cannot be identified.

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

Interested candidates may download the **Guide for Experts and Collaborative Institutions** with detailed information on contracting with SOCIEUX+ at www.socieux.eu

7.3 Contracting of public experts

Public experts can be in active duty or retired. Retired employees from international specialised agencies or cooperation agencies can also be mobilised, without regard to their former employer's collaborating with SOCIEUX+ on a specific action. Retired experts are considered as public experts for all purposes, benefits, and financial compensation provided by SOCIEUX+.

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

7.4 Financial compensations

¹ SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

² Europass templates for CVs are available here: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Contract officials or active-duty or retired employees are entitled to standard fixed allowances of 350 euros per working day worked. The fees of private consultants are negotiated according to their number of years of relevant expertise and the standard scale of SOCIEUX+.

Retired experts are assimilated to public employees for all intents and purposes, benefits and financial compensation provided by SOCIEUX+.

National regulations on remuneration and compensation of public employees and civil servants applies, and may limit the payment of allowances by SOCIEUX+. The responsibility for compliance and verification lies with individual experts and their institutions of origin. The payment of income or other taxes is the sole responsibility of the mobilised experts and/or their organisations.

7.5 Travel costs

All travel expenses for the mobilized experts (public, private or international institutions) are covered by SOCIEUX in accordance with the **Guide for Experts and Collaborative institutions** with detailed information on contracting with SOCIEUX+ (version as on date of signature of the contract).

8 COMMUNICATION & VISIBILITY

SOCIEUX + can use its communication channels, such as the web, newsletter and other media, to share information about the implementation and results of the activities. For this, contributions of the experts mobilised are expected. The experts may be requested to provide such contributions in the field of communication as photographs, provide short texts, and interviews.

Short briefings, before and after the mission, with the Communication Officer of SOCIEUX+. This briefings will provide the opportunity to identify communication opportunities and strategies.

For specific activities, visibility products, such as brochures, USB sticks, notebooks and pens, can be made available to experts for on-site distribution.

9 CODE OF CONDUCT

The experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity to the delivery of products. The SOCIEUX+ Team will assist experts to fulfil their assignments by supporting and advising on the preparation of background materials before meetings. The SOCIEUX+ team will collect feedback from partner institutions and relevant stakeholders to 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 of actions supported by SOCIEUX+ to third-parties. Nevertheless, they shall be aware of SOCIEUX+'s objectives and functioning, and promote its services at the best of their knowledge, whenever possible and feasible.

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 a culturally-sensitive behaviour in their way to deal with the local counterparts.

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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 by the European Commission (EC) Communication COM (2016) 740 final - "Proposal for a new European Consensus on Development, entitled *Our world, our dignity, our future*. A significant number of cooperation initiatives in these fields are funded by geographic or thematic instruments of the EU in different countries. Those initiatives are highly structured and address the medium- to long-term needs of partner countries. However, short-term measures and peer-to-peer cooperation to promote the development of social protection systems are needed to complement the EU's cooperation with third countries. SOCIEUX+ - EU Expert Facility on Employment, Labour and Social Protection responds to this need.

The SOCIEUX+ facility was setup by the EU through co-funding from France, Spain and Belgium and the resources managed by the European Commission's Directorate for Development Cooperation (DG DEVCO, now DG INTPA). The facility is implemented by a partnership composed of development cooperation agencies from Member States: 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 general objective of the Facility is to expand and improve access to better employment opportunities and inclusive social protection systems in partner countries. Its 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 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 European Union initiatives.

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

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