

## TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

**Action code and partner country:** SOCIEUX 2022-03 BOTSWANA

**Action title:** *Comprehensive review of Botswana's Worker's Compensation framework, to develop a national framework reform proposal*

**Partner institution:** *Ministry of Employment, Labour Productivity and Skills Development*

**Activity number and title:** *Activity #3.1 – Co-develop a draft national framework reform proposal based on social insurance model / Part 1 on Governance, Institutions and Organisational Structure*

**Date of implementation of activity/ies:**

Preparation 8-27 August /Implementation onsite 28 August-10 September /Reports by 30 September

**Expert positions and responsibilities (by activity):**

Activity #3: Expert #1 (*principal*) – *Employment Accident Benefits; Legislation & Regulation making and development*

Activity #3: Expert #2 – *Occupational Safety and Health - Policy & Strategy making and development*

**Workload:**

Activity #3 - Expert #1: 22 days

Activity #3 - Expert #2: 20 days

**Call for experts' reference:** 22-03/BOT/3.1

Version - #: 1\_

Draft

Final

Date: May 12, 2022

SOCIEUX+ is implemented by

Partnership led by



Co-financed by the European Union

## **1 BACKGROUND INFORMATION**

### **1.1 Country overview**

Botswana is located at the center of Southern Africa, positioned between South Africa, Namibia, Zambia, and Zimbabwe. Significant mineral (diamond) wealth, good governance, prudent economic management and a relatively small population of slightly more than two million, have made it an upper middle-income country with a transformation agenda of becoming a high-income country by 2036.

Botswana's macroeconomic policy framework is anchored on prudent macroeconomic policies and good governance. Careful management of mineral resources and a track record of very strong policies and policy frameworks have allowed Botswana to enter the COVID-19 crisis with larger fiscal space than its peers. However, the economy's dependence on a single commodity, diamonds, makes it vulnerable to external shocks and pre-existing challenges associated with mineral-led growth.

Despite high levels of economic growth over the past two decades, poverty and inequality persist in Botswana and unemployment is high. The Government of Botswana (GoB) has developed and approved key strategic documents that articulate its long-term development objectives, including those in the social protection sector.

### **1.2 Sector situation**

The current compensation system is one of the first generation of schemes that consist of "workmen's compensation scheme" under which the compensation of a worker or his/her surviving family dependents is a legal liability placed upon the employer. Underpinning this approach is the principle that employers must provide their workers with a safe and healthy working environment, and that failure to do so, renders them liable for the consequence losses suffered by workers or their family members. Given that the financial burden of meeting this obligation rests solely on employers, the Worker's Compensation Act of 1998 requires the employer to take out private insurance.

Even though there are obligations that exists in law, the outcome of this system is still sub-optimal for various reasons. The function has experienced backlog of cases, some have been pending for more than 10 years, and employers delay reporting injuries or illnesses. The function handles cases that have been processed by non-occupational medically qualified doctors. This aspect has posed challenges for the function, especially with regard to the proper assessment of cases for either temporary or permanent disability adjudication.

There is persistent concern of lack of or inadequate provision of the relevant information regarding the exposure of workers to workplace factors that adversely impact on their health and safety. The function has challenges regarding cases that need further investigation to verify the factors that are attributed to the scientific occupational hygiene evaluations and analysis. Challenges have been faced with interaction and interface with the private insurance companies who contest the validity of claims from a perspective that is not based on scientifically valid OH&S practice nor occupational physician assessments.

In summary, challenges are noted as follows:

- a) The legislation significantly falls short of best practices and applicable international standards and protocols of social security benefits.
- b) The system relies "on antiquated forms of administration. Compliance is low, record keeping is poor, and delays in payments are frequent." Fultz and Pieris (1999).
- c) The Act excludes some workers such as the self-employed, temporary workers and informal sector; and there is limited coverage to predetermined list of diseases
- d) There is no linkage with OH&S Government Department(s) (prevention organs) and insurances, to promote OH&S interventions.
- e) Employer liability system with expectation of insurance to pay should there be incapacity or death. This has caused delays in compensation pay outs.
- f) It provides lump-sum benefits which are rapidly exhausted by workers, leaving them with no continuing social security benefits;

- g) The compensation system does not provide for the function of prevention and rehabilitation.
- h) The personnel that is providing the WC services does not have designation nomenclature and qualifications included in their job effectiveness description document.

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

Botswana Worker's Compensation (WC) responsibilities falls only under the Ministry of Employment, Labour Productivity and Skills Development (MELSD). MELSD has the mandate of facilitating employment, workplace health and safety, promote productivity and work ethics, labour administration and industry focused skills development.

The function of WC has been placed at the Department of Occupational Health and Safety (DOHS), which is one of the department under MELSD. The department functions include Worker's Compensation, Work Environment Design, Occupational Health Services, and Factory Inspection Services. The department's government rationalized portfolio of responsibilities includes regulation and provision of various services encompassing: development and monitoring implementation of National OH&S policy; development and review of national OH&S legislation; Inspection, compliance monitoring, and enforcement of Factories Act and Worker's Compensation Act; administration and processing of worker's compensation benefits; public education and awareness OH&S and Worker's compensation.

The mandate of the DOHS is derived from the following Acts of Botswana Parliament:

- a) Factories Act: To make provision for the regulation of the conditions of employment in factories and other places as regards the safety, health and welfare of persons employed therein and for the safety and inspection of certain plant and machinery and for purposes incidental to or connected with matters aforesaid.
- b) Worker's Compensation Act: To provide for the compensation of workers for injuries suffered or occupational diseases contracted in the course of their employment or for death resulting from such injuries or diseases and matters incidental and connected to the foregoing.

The activities to enforce this Act are performed at two different government levels which are at the Worker's Compensation Commissioner's Office (which is at DOHS Headquarters) and Department of Labour and Social Security Regional/District offices.

The services under WC include:

- Registration of workers compensation claims
- Assessment/investigations of Compensation Claim
- Determination of Workers' Compensation
- Determination of dependents and allocation of compensation
- Medical Board Resolutions
- Enforcement and Litigation
- Appeals and dispute resolutions

There is also the Medical Board with the primary function of determining medical disputes on the degrees of incapacity and such other medical questions arising in relation to any claim for compensation.

The WC does not manage any funds for worker's compensation from a statutory establishment. This is a departure from the popular preferred norm where Worker's compensation units are state enterprises that require employers to make contributions based on the risk profile of the categorized sectors of the economic activities.

## **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)

S1: To update the existing national legislation and regulatory framework on workers' compensation

## 2.3 Expected results

R1: The current national legislation and regulatory framework on workers' compensation is assessed against existing best practice and international standards

R2: Guidance and recommendations are provided for updating the current national legislation and regulatory framework, based on feasibility, technical capacity and sustainability.

## 2.4 Final deliverables

D1: Assessment of the current workers' compensation framework in Botswana to examine whether the existing national legal framework requires updating, highlighting the advantages/disadvantages, benefits to government, employees, employers and sustainability of the current system structures, compared to recommended international standards based on social insurance.

D2: A technical report and the PPT presentations of EU case studies on existing models of worker's compensation frameworks, discussing suitable options applying to the national context.

**D3.1: Draft text of a national framework reform proposal based on the social insurance model, including the strategic steps to be undertaken by the Ministry / Part 1 on Governance, Institutions and Organisational Structure**

D3.2: Draft text of a national framework reform proposal based on the social insurance model, including the strategic steps to be undertaken by the Ministry / Part 2 on Operations, including Strategic, Management and Implementation tools

# 3 METHODOLOGY

## 3.1 General methodology (of the action)

This action focuses on assessing the extent in which the current Botswana regulatory framework on workers' compensation responds to the existing challenges (result 1), and in exploring the relevance and feasibility to replace the current national system based on employer liability provisions with a system based on social insurance (result 2).

Botswana is interested in exploring whether and how it would be feasible to replace employer liability provisions with a system of workers' compensation based on social insurance, which in effect extends the no-fault principle to share the costs of employment injury across society; a public administration of workers' compensation that has shown to provide a strong economic benefit to employer, due to lower administrative cost of a single public agency. The expectation is that establishment of the compensation fund should improve claims turnaround time and non-compliant employers. Consequently, there is a need for a single institution that has overall responsibility for prevention, compensation, and rehabilitation (that include return to work services).

At the end of the Action:

- the review of current legislation will have set the scene on the needs for updating and the direction towards a social insurance framework (activity 1);
- examples of legislative elements from countries with different legal traditions, drawn from EU and non-EU legislation and critical discussion on their transferability will have enriched

- and broadened the partner' perspective, and can be taken as inspirational models for the drafting of the country's legislation (activity 2);
- the joint elaboration of a draft text regulatory framework proposal will have contributed to concretely update the existing policy and strategy on workers' compensation, which will need to be then further upheld and finalised by the MELSD (sub-activities 3.1 and 3.2).

### 3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – To conduct a comprehensive overall assessment of the existing worker's compensation framework compared to recommended international standards based on social insurance.
- Activity 2 – Present a set of EU case studies of existing models of worker's compensation frameworks and discuss suitable options applying to the Botswana context.
- **Activity 3.1** – Co-develop a draft national framework reform proposal based on social insurance model / Part 1 on Governance, Institutions and Organisational Structure
- **Activity 3.2** - Co-develop a draft national framework reform proposal based on social insurance model / Part 2 on Operations, including Strategic, Management and Implementation tools

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

- **Activity #3.1.**

### 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:

*Remove if necessary, issues identified as non-relevant in WP.*

- Gender equality;
- Good governance;
- Social and economic inclusion of vulnerable groups.

## 4 ACTIVITIES DESCRIPTION

### 4.1 Tasks

*This onsite activity is divided into two sub-activities, each aiming to outline and draft strategic part of a national framework reform proposal based on the social insurance model. Experts and partners shall co-developed a general framework text drawing from the state of the art, instructions received from the Ministry, international labour standards, guidelines and cutting-edge transferable national laws as discussed in previous activities.*

*The first sub-activity n. 3.1 shall focus on drafting a framework proposal covering strategic areas focusing on the aspects of Governance, Institutions & Organizational Structure. This first part may also include topics such: key underlying principles of the new workers' compensation system; mission, vision, and goals; M&E structure.*

*Given the short-term nature of the mission, the experts and partners will agree during the preparation on a shared methodology, focusing on the outline and scope of the final deliverable and the modalities for co-drafting the text.*

A series of on-site workshops shall be organised to enable the co-drafting process together with the resource persons from the partner institution. The workshops will be dedicated to the material drafting of the legislation proposal, which will be further refined by the experts in the reporting phase up to the desired stage as agreed.

All along the process, the team of experts shall provide critical recommendations regarding key outcomes and timely action for the Partner institution in terms of leadership, strategic planning and institutional configuration.

#### The Experts' team:

The principal expert will lead the mission on site. He/she is responsible for the production of all deliverables of the activity (see section 4.2). He/she will also be responsible for the preparation, coordination, implementation and reporting and/or coordination of the overall activity.

The experts shall conduct the activity by means of organising a series of workshops with the Partner Institution and relevant stakeholders, including tripartite constituents, based on the co-developed methodology and agenda.

#### The Partner Institution:

The partner institution shall work in collaboration with experts supporting the preparation and implementation of the activity. The partner institution shall facilitate the organisation of the activity with regards to the following aspects:

- providing or more resource-persons to support the experts in the material and technical organisation
- contributing to the technical organisation and implementation of the activity, including sharing relevant information, contacts and technical inputs with the experts
- convening participants to the meetings and ensuring their participation, including external stakeholders as relevant
- the material organisation on site (including covering the costs of premises and logistics).

#### **Tasks:**

Minimum tasks expected from the experts shall include:

##### Preparation:

1. Get substantial knowledge of the local context; review relevant policy and institutional framework documents.
2. Co-develop the mission's methodology and agenda (intermediate deliverables), in collaboration with the Partner Institution.
3. Agree with the Partner on logistical arrangements for the implementation of on-site activities.
4. Transmit the intermediate deliverables to the SOCIEUX+ team for approval.
5. Take part to the pre-mission briefing with SOCIEUX+ team (around 1 week before the start of the action).
6. Contact the EU Delegation to Botswana and SADC to organise a briefing and/or debriefing upon arrival (SOCIEUX+ will introduce the experts to the focal point within the EU Delegation).

##### Implementation:

7. During the mission, conduct consultations with the Partner's key staff and other stakeholders deemed necessary to meet for the purpose of this activity as per methodology and agenda. The partner institution shall facilitate and arrange the meetings.
8. To present the outcomes of the mission to the partner in order to discuss and take into account comments on the contents of the deliverables before their finalisation.
9. Participate in the briefing/debriefing with the Delegation of the European Union in the country.
10. At the end of the exchanges, ask the workshop participants to complete a short feedback questionnaire (link provided by SOCIEUX+).

11. Channel to SOCIEUX+ Communication officer any materials that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles), in respect of SOCIEUX+ visibility policy

Reporting:

12. At the end of the mission, timely submit to SOCIEUX+ the final deliverables (10 working days after the mission). Use the templates and evaluation forms provided by SOCIEUX+.
13. Go through a round of comments and adjustments in interaction with SOCIEUX+ and the Partner.

## 4.2 Deliverables

### 4.2.1 Pre-mission deliverables

- 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.

### 4.2.2 Final deliverables (to be transmitted to SOCIEUX+ FMT no later than ten days after the activity's completion):

- **ExMR:** 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).
- **ExF:** An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- **AcR:** 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: Technical deliverable (Annex to AcR):**

Draft text of a national framework reform proposal based on the social insurance model, including the strategic steps to be undertaken by the Ministry / Part 1 on Governance, Institutions and Organisational Structure

*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 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:** Employment Accident Benefits

**Specific skill(s) of expertise:** Legislation & Regulation 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 professional experience on social insurance, employment injury and compensation schemes within an EU public administration;*
- *Relevant experience in contributing to policy formulation and legislation reforms of social insurance, employment injury and compensation-related issues, focusing on governance aspects;*
- *Relevant experience in strategic planning, including providing guidance on change of workers' compensation systems;*
- *Substantial knowledge and a previous experience in drafting legislative reform proposal on workers' compensation systems;*
- *Acute sense of diplomacy and institutional relations.*

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

- *Fluent in English, written and oral;*

**Expert 2:**

**Area(s) of expertise:** Occupational Safety and Health

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

**Requirements (essential/required):**

- *Education: university level (Masters or PhD relating to the subject are considered a plus);*
- *At least 10 years of professional experience on social insurance, employment injury and compensation schemes within an EU public administration;*
- *Relevant experience in managing, accompanying, advising decision-makers on change and policy reforms in the public sector (particularly on workers' compensations issues);Acute sense of diplomacy and institutional relations.*

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

- *Fluent in English, written and oral*

## 6.2 Estimated workload

	<b>Preparation</b>	<b>On-site work</b>	<b>Travel</b>	<b>Reporting &amp; deliverables</b>	<b>Total Working days</b>
Principal expert (#1)	5	10	2	5	22
Expert (#2)	4	10	2	4	20
<b>Total</b>	<b>9</b>	<b>20</b>	<b>4</b>	<b>9</b>	<b>42</b>

## 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 by<sup>1</sup>:
  - 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 format<sup>2</sup>.
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](mailto: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](mailto: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](http://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

---

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

<sup>2</sup> 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 mobilised 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.

## 10 OTHER CONSIDERATIONS

*If applicable*

...Text...

## 11 ANNEXES

## TABLE OF CONTENTS

1	Background information .....	1
1.1	Country overview .....	1
1.2	Sector situation .....	1
1.3	Role of partner institution in the sector.....	2
2	Action description .....	2
2.1	Overall objective .....	2
2.2	Specific objective (s) (purpose) .....	3
2.3	Expected results .....	3
2.4	Final deliverables .....	3
3	Methodology .....	3
3.1	General methodology (of the action) .....	3
3.2	Planned activities (work plan of the action) .....	4
3.3	Inclusion of cross-cutting issues .....	4
4	Activities description .....	4
4.1	Tasks .....	4
4.2	Deliverables .....	6
4.2.1	Pre-mission deliverables.....	6
4.2.2	Final deliverables .....	6
5	Reporting and submission of deliverables.....	6
5.1	Formats.....	6
5.2	Submission and approval.....	7
5.2.1	Pre-mission deliverables.....	7
5.2.2	Final deliverables .....	7
6	Required expertise.....	7
6.1	Expertise profile .....	7
6.2	Estimated workload .....	8
7	Applications .....	8
7.1	Call for experts.....	8
7.2	Selection of experts .....	9
7.3	Contracting of public experts.....	9
7.4	Financial compensations .....	9
7.5	Travel costs .....	10
8	Communication & Visibility.....	10
9	Code of conduct .....	10
10	Other considerations .....	10
11	Annexes .....	10
	About SOCIEUX+ .....	1

## 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 and Cooperation (EuropeAid). 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.

### **Follow us at:**

- [www.socieux.eu](http://www.socieux.eu)
-  [www.twitter.com/socieuxplus](https://www.twitter.com/socieuxplus)
-  [www.linkedin.com/in/socieux-plus](https://www.linkedin.com/in/socieux-plus)
-  [www.flickr.com/people/socieux](https://www.flickr.com/people/socieux)
-  <http://goo.gl/qSByFu>

