Simplified Request for Remote Technical Cooperation on COVID-19

Request Form for Peer-to-Peer Technical Cooperation on COVID-19-related issues to social protection, labour and employment

**Instructions to fill this form**

**IMPORTANT NOTICE:**

This form only applies to the mobilisation of expertise to respond to COVID-19 pandemic issues related to social protection, labour and employment. Eligible support is limited to single activities implemented through distance such as coaching, expert advice and document review. A list of types of activities supported by SOCIEUX+ is provided in the form. The list is not comprehensive. Interested institutions and social partners are encouraged to take direct contact with the SOCIEUX+ Team or the European Union Delegation in their country to assess the eligibility of their potential request.

Activities supported by SOCIEUX+ in the framework of the COVID-19 response of the European Union (EU) Development International Cooperation are limited in time and volume of work. 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.

Activities supported by SOCIEUX+ base a peer-to-peer approach for the delivery of results. This implies a necessary engagement and ownership of activities by partner/requesting institutions.

For a structured technical cooperation with multiple activities with SOCIEUX+, please refer to our Guide for Institutions and Social Partners in Partner Countries and submit a standard Request for Technical Assistance available at: <http://socieux.eu/partner-countries>

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.

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 text and may be deleted in the final version.

Indicative maximum lengths of textboxes are provided. When submitting your request via email you may attach any documentation that you consider relevant or/and important for the assessment of your request.

1. **Submission of requests**

Requests forms should be submitted directly to SOCIEUX+ at requests@socieux.eu. It is also recommended that requests are submitted in parallel to the [EU Delegation in your country](https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo_en), which can will be consulted in the eligibility and relevance verification of the request. Upon reception of the request, the SOCIEUX+ Team will contact the requesting institution to formulate the details of the support to be provided.

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

*We look forward to cooperating with your institution!*

# Requesting institution

## Contact details

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

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

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

## Institutional mandate

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

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# Proposed action

## Proposed title

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

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## Areas of assistance

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 the proposed action at least one (1) and a maximum of three (3) areas that the proposed action is to cover.

## *Linkage with national COVID response*

SOCIEUX+ support in the framework of the COVID-19 pandemic crisis requires to align with national policies and measures taken by central and local governments, and social partners to address the crisis. The SOCIEUX+ Team also requires an approval of the European Commission to initiate a new action.

Please indicate very briefly the linkage between the proposed action and the national, local or your organisation’s response to the crisis.

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| **Response type**  | **Linkage**   |
| [ ]  Anticipation and prevention of pandemics |  |
| [ ]  Early detection of cases and new threats |  |
| [ ]  Containment of cases |  |
| [ ]  Control of spreading |  |
| [ ]  Mitigation of impact |  |
| [ ]  Other |  |

## Purpose of the action

### Expected results

Please keep the word count under **150 words and use bullet points.**

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### Deliverables

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

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

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

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### Type of intervention

SOCIEUX+ can only provide short-term peer-to-peer technical assistance. It is also only possible for us to mobilise expertise for remote cooperation due to the current constraints associated with the COVID-19 pandemic crisis. For these reasons, we can only support limited types of activities.

Please indicate in Table 2 the type of activity that your organisation is proposing to achieve the results outlined above. The table also includes the maximum working days per type of activity. A non-exhaustive list of requirements for the successful implementation of the activities is also provided.

# Required Expertise

## Experts profile

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

Please detail, as much 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 the SOCIEUX+ Team in consultation with the requesting institution.

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## Potential collaborative institutions

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

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

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| --- | --- | --- | --- |
| **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 Organization**C. Labour Relations**[ ]  Employers Organizations[ ]  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 distance/remote activities for the proposed action *(please* *select a maximum of 1 type of activity)*

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| --- | --- | --- | --- |
| **Type of activity**  | **Approach/Methodology** | **Requirements for partner institutions or/and EU delegations** | **Maximum working days [[1]](#footnote-2)** |
| [ ]  Expert advice, coaching and consulting on technical issues [ ]  Reviews of strategy, planning policy, regulation and planning documents Contributions to drafting of documentation related to:[ ]  strategy, [ ]  planning policy[ ]  regulation[ ]  planning [ ]  budgeting | * Analysis of documentation
* Email exchange and distance interviews
* Teleconferencing
* Formulation of recommendations (in written or verbal)
 | * Profile of experts
* Compilation of relevant of documentation
 | 15 |
| Contributions to events:[ ]  roundtable discussions[ ]  thematic workshops and seminars | * Preparation of agenda if necessary
* Preparation of support materials (thematic session notes)
* Participation through teleconference
 | * A draft concept note for event
* List of target groups and participants
* Local logistics
* Logistics for teleconferencing
* Follow-up on feedback questionnaires of participants
* Coordination of stakeholders
 | 10 |
| [ ]  Technical trainings [ ]  “Train-the-trainers” seminars | * Preparation of tools and training materials
* Delivery through webinars
* Recording of trainings
* Coaching of 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 event, plus:** Training needs assessment
* Identification and supervision of local facilitators
* Assessment of deliverables and services of local facilitators
 | 20 |
| [ ] ￼ Contributions to gaps and needs assessment for capacity building | * Preparation of assessment tools
* Accompanying of assessments
* Analysis and compiling of results and formulation of recommendation
* Email exchange and distance interviews
* In exceptional cases only: Use of local facilitators for collection of data, organisation of local consultation and compilation of feedbacks
 | *Same as above for trainings, plus:** Draft terms of reference
* Definition of deliverables
 | 15 |

# 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 contact details of the person that should serve as contact point for the assessment or the request.

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

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

## Supporting role

Please describe briefly:

* How the supporting institution supported the submission of this request.
* The role that the supporting institution shall have in the proposed activity.
* How the proposed action will be complementary to ongoing support.

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

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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 Social Protection, Labour and Employment 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.

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<http://goo.gl/qSByFu>

1. Number of supported days per expert mobilised including preparation, distance work, reporting, backstopping and coaching. *Please note that SOCIEUX+ mobilises a maximum of two experts per activity. These experts are in principle from different EU Member States.* [↑](#footnote-ref-2)