

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX+ 2020-28 RWANDA*

Action title: *Webinar on Labour Market Information Systems for the New Decade, September 29th, 2020*

Partner institution: *CESTRAR Rwanda Workers' Trade Union Confederation*

Activity number and title : *Activity 1 – Webinar on Labour Market Information Systems*

Date of implementation of activity/ies: *September 22, 2020 to September 30, 2020*

Expert positions and responsibilities (by activity):

Activity 1 : Expert 1 *Labour Market Information Systems*

Workload:

Activity 1 - Expert 1 : 7 days

Call for experts' reference: _____

Version - #: 1 ☒ Draft

☐ Final

Date: *September 10th, 2020*

SOCIEUX+ is implemented by

Partnership led by:

Co-financed by the European Union



1 BACKGROUND INFORMATION

1.1 Country overview

Participants who will attend the webinar are from six different countries Bangladesh, Cambodia, Kenya, Mozambique, Rwanda and Uganda.

1.2 Sector situation

Partner institutions of the six countries are facing major issues and challenges with respect to the implementation of efficient LMI systems:

- Data collection: the collection of Labour Market Information regarding goals and data collection methods needs to be thought-through. Who are the providers? Will the Public Employment Services participate directly in the collection of data? How will data collection be organized with the different stakeholders?
- Data analysis: after data has been collected, policy makers have to analyse it to make appropriate policies. This requires a clear view of targets and adapted methods.
- Data use: it is not enough to create policies; employees are needed for their implementation. How to design tools for advisers? How to train them?

This webinar is an opportunity for partner institutions to reinforce key global knowledge about LMIS by sharing experiences of more advanced PES, as well as to share experiences and good practices with other African countries and Bangladesh.

1.3 Role of partner institution in the sector

CESTRAR is the most influential National Centre in Rwanda with 16 affiliated Rwandan trade unions, with a progressive membership of more than 165,000 workers in different sectors. Historically CESTRAR is the oldest and most representative National Centre in Rwanda and was created in 1985 through the recognition of democracy and freedom of association in Rwanda. In 1992 CESTRAR acquired its legal existence but only two years later in a situation where workers had not yet learnt the value of free and independent trade unions, the 1994 Genocide of Tutsi highlighted the precarious state of trade unionism through the loss of numerous trade union leaders and supporters, the destruction and plunder of trade union properties.

By its own nature and constitution CESTRAR is an inclusive and non-political organization that only organizes members according to their professions and believes that they should be given the same rights and opportunities regardless of political affiliation, ethnicity, gender, age, disability, minority etc. therefore, in its trade union work and (project) activities, CESTRAR takes into account the differentiated circumstances of its membership (and potential members).

CESTRAR represents workers at all levels to protect and promote the socio-economic and well-being of workers in order to create social justice. It promotes workers' rights and defends the professional interests of workers as a part of a fight for good governance, democracy and the respect of the rights of individuals and in particular of workers.

The International Training Programme "Productive Employment and Decent Work for Sustainable Development" is a cooperation program funded by the Swedish International Development Cooperation Agency (ASDI) and carried out by Arbetsförmedlingen. The **programme is specially designed for persons qualified to participate in reform processes and holding a position in their home organisations with mandate to conduct a process of change**. Participants will take part of the latest development in the labour market area as the programme is based on two broad themes related to labour market policies, namely labour market information, forecasting and secondly the social dialogue. This interaction is necessary for an efficient and well-functioning labour market closely connected to the long-term perspective for the economic growth and the welfare in the country.

2 ACTION DESCRIPTION

2.1 Overall objective

The aim and overall objective of the International Training Programme is a long-term and sustainable contribution to a more inclusive and equal society by improving the function of the labour market

2.2 Specific objective (s) (purpose).

The participants to gain:

- increased knowledge in how analyses, projections and forecasting contribute to well-functioning labour market,
- increased knowledge of labour market management and tools
- increased knowledge on cross-cutting perspectives, including gender equality, anticorruption and environmental/climate issues,
- the ability to identify and analyse challenges and problems in the labour market sector in the home country and to suggest corrective measures,

2.3 Expected results

- Other LMI's experiences, including European experiences, are shared during the webinar ;
- An indepth understanding of the role of LMI in promoting social and economic development and to support policy policy areas,
- The experts are equipped to argue on the needs, the tools, and the methodology, as well as on the aims of the approach of LMI.

2.4 Final deliverables

- A filmed presentation of appr. 45 minutes on the report *2020 Labour Market Vision: Labour Market Information Systems for the New Decade*
- PPT's on the subject and the report in whole that can be distributed to the participants after the webinar.
- A video brief for communication purpose.

The idea is that the filmed presentation, PPT's and report can be used for the upcoming programme cycles (in 2020, 2021 and 2022).

3 METHODOLOGY

3.1 General methodology (of the action)

The LIM European expert will work in close collaboration with the ASDI project manager, Mr Norman and his project coordinator Ms Nihal Hariri who are in charge of the planning and implementation of the programme in general and the webinar in particular.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – Webinar on LMI issues and realization of a video brief on LMI strategies and issues.

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

- Activity 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:

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

4 ACTIVITIES DESCRIPTION

4.1 Tasks

The principal expert will lead the on-site 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+.

The main tasks of the mission team are:

- Task 1 – Establish preliminary contacts with the Partner in order to define the methodology and the agenda of the technical assistance and organize an initial remote briefing with the IP;
- Task 2 – Participate to the elaboration of scenario and the story-board of the video brief and webinar session.
- Task 1 –Record the webinar session and video brief;
- Task 1 – Get feedback from all webinar participants through Participants' Assessment Form (PAF);
- Drafting of reports and response to the online questionnaire (ExF);

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 story board of the video about LMIS, that has to be shared and under validation of SOCIEUX+ Team.

4.2.2 Final deliverables

- D1: An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- D2: An 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: A filmed presentation of appr. 45 minutes on the report *2020 Labour Market Vision: Labour Market Information Systems for the New Decade*

D4 : PPT's on the subject used during the webinar

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: Survey, data collecting and data analysis

Specific skill(s) of expertise: 5.2.Information management systems

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 an EU public administration, the academia, international organization, social partners;
- Perfect knowledge of EU Employment policy measures;
- Relevant experience within an EU public entity relating to LMI.
- Methods and tools for policy makers, as well as to support employment services and mandated bodies in Open information – data collection - data analysis – data use
- Experience in participation to social dialogue and social partners involvement on the labour market
- Experience in the implementation of cooperations between different institutions to set-up a LMI network.
- Experience on indicators to assess employment and labour policies impacts;
- A previous experience in animating information sessions/trainings on LMI
- Fluent in English, written and oral;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Previous experiences in delivering short-term technical assistance in international cooperation in the region;
- Specific knowledge of the labour markets and institutions role in different countries (Rwanda, Uganda, Mozambique, Kenya, Bangladesh, Cambodia would be a great asset)

Supportive institution:

Area of expertise:

Arbetsförmedlingen – the Swedish Public Employment Service (ASDI)– is a government agency working on behalf of the Swedish government. Our main mission is to provide employment services to jobseekers and employers, prioritising long-term unemployed and those most vulnerable on the labour market, and to contribute to a stable long-term increase of employment and high economic growth. Since the 1980s, Arbetsförmedlingen also participates in developing the labour market in other parts of the world, in line with

Sweden's policy for global development, the membership in the European Union and the Sustainable Development Goals. Projects involve cooperating with governments and labour market authorities in countries that need to improve the functioning of their labour market, strengthening the role of their public employment service, developing active labour market policy measures and improving opportunities for disadvantaged groups.

Arbetsförmedlingen is leading the component of the International Training Programme "Productive Employment and Decent Work for Sustainable Development".

6.2 Estimated workload

To adjust as necessary

| | Preparation | On-site work | Travel | Reporting & deliverables | Total Working days |
|-----------------------|-------------|--------------|----------|--------------------------|--------------------|
| Principal expert (#1) | 3 | 3 | / | 1 | 7 |
| Total | 3 | 3 | / | 1 | 7 |

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 the 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

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>

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

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

N.A

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



www.twitter.com/socieuxplus



www.linkedin.com/in/socieux-plus



www.flickr.com/people/socieux



<http://goo.gl/qSByFu>

