

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2022-14 KAZAKHSTAN*

Action title: *Improving the system of monitoring and evaluation of social projects within the framework of grant funding for NGOs*

Partner institution: *Non-profit joint-stock company "Center for Support of Civil Initiatives"*

Activity number and title:

- A. 1:** Assessment of current M&E practices applied by the Center and development of operation guidelines for monitoring and evaluation of social NGO projects financed by the Center
- A. 2:** Training on application of new M&E procedures

Date of implementation of activities:

Activity 1: 24/10/22-25/12/2022 (on-site 14/11/-25/11/2022)

Activity 2: 09/01/2023 – 17/02/2023 (online)

Expert positions and responsibilities (by activity):

Expert 1: Social Services, 5.1.Monitoring & Evaluation(M&E), 8.Individuals' capacity building/training

Expert 2: Public-Private Partnerships, 5.1.Monitoring & Evaluation(M&E), 8.Individuals' capacity building/training

Workload:

Expert 1 (principal) : 33 days (22 days +11 days)

Expert 2 : 31 days (21 days +10 days)

Call for experts'reference: **22-14/KAZ/1-2**

Version - #: 2 ☒ Draft

☒ Final

Date: 20 September 2022

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Co-financed by the European Union

1 BACKGROUND INFORMATION

1.1 Country overview

Kazakhstan is a large transcontinental country located in Central Asia and partially in Eastern Europe. It has borders with Russia, China, Kyrgyzstan, Uzbekistan and Turkmenistan. It is a land-locked country with only access to the Caspian sea. The city of Nur-Sultan (formerly Astana) became the country's capital in 1997; Almaty, the previous capital, is still the country largest city. It is located in the south-east of Kazakhstan, on the border with Kyrgyzstan. The geographic position of the country allows it to be an important link between China and South Asia and Russia and Europe by road, rail and the Caspian sea.

Kazakhstan has the population of 19 million people, and very low density, with most people living along the northern and south-eastern borders of the country. GDP per capita in current USD was 9,106.4 in 2020 with positive economic growth in 2021 despite the pandemics.

Since independence in 1991, Kazakhstan has experienced remarkable economic performance. Rapid growth, fueled by structural reforms, abundant hydrocarbon resources, strong domestic demand, and foreign direct investment (FDI), has helped reduce poverty and transform the country into an upper-middle-income economy. Before the pandemics, according to national statistics, about 4,5% of population lived below poverty rate. However, about half of the country's population lives in rural and economically isolated areas with poor access to public services and vulnerability to poverty. HDI is 0,825 – above average - ranking 51st.

In 2019 a transition of power from Nursultan Nazarbayev, the first president of Kazakhstan, to Kassym-Jomart Tokayev took place and some political reforms were implemented. In early 2022 a series of massive protests and an attempted coup d'état were suppressed. Nazarbayev was removed as the chairman of the National Security Council, the last post he had held.

1.2 Sector situation

Currently in Kazakhstan civil society organizations provide complementary social services and support for people in difficult life situations to fill the gaps from general law social services provided by the state and to respond to local needs. These grassroots initiatives, if show good result, can also be multiplied in other regions or on the national level.

The state (central ministries), as well as local authorities, allocate yearly a certain budget to finance the projects NGOs by grant delivery. The Center for Support of Civil Initiatives in the operator of public (and some private) of such grants. The current legislation in the field of grant funding for NGOs in the Republic of Kazakhstan is limited to general concepts and approaches to monitoring grant projects, without providing for a procedure for evaluating the effectiveness of projects as the final cycle of project management. Therefore, at present, monitoring and evaluation of the implementation of projects is based and carried out within the framework of the internal regulatory documents of the Center. In order to ensure an effective mechanism for grant funding for NGOs in the Republic of Kazakhstan to involve them in solving acute social problems of society, including in the direction of social protection of the population, amendments and additions are being made to the relevant legislation regulating this activity. The expected changes in legislation involve the use of a systematic and unified approach to the preparation and delivery of grants, as well as the introduction of a mandatory evaluation procedure with a unified methodology and tools.

1.3 Role of partner institution in the sector

Non-profit joint-stock company "Center for Support of Civil Initiatives" under the Ministry of information and society development of Kazakhstan is the national operator for grant funding delivery, monitoring and evaluation for non-governmental organisations in Kazakhstan.

Since 2016 Center has been operating all public fundings (from national, regional, and municipal level; and sometimes private funding) allocated for the support of NGO on project basis, from definition of the topic and of the terms of references, to publication of call, selection, funding and assessment (routine and final) of projects realised. Projects usually last one year, and the average support per NGO is 65K€. Center also gives necessary methodological support and counselling to

civil society organisations. In 2021, the Center delivered more than 3 million euros of grants to support 53 projects, with 3 million of final (individual) beneficiaries throughout Kazakhstan.

The thematic scope of the projects is quite large but has strong connection to the priorities of Kazakhstan social development. They aim to respond to local needs not yet covered by regular social protection state programmes. Final beneficiaries of projects include various categories of young people, including the employment and inclusion of NEETs, families in precarious life situations or raising children with disabilities, children without parental care, elderly, supporting victims of domestic violence, etc.

2 ACTION DESCRIPTION

2.1 Overall objective

Access to employment and social protection is expanded to poor and vulnerable groups

2.2 Specific objective (s) (purpose)

S. 1: To contribute to improved M&E assessment of NGO projects related to social protection and funded by the Center

2.3 Expected results

R. 1: The Center's existing procedures for M&E of funded NGO projects related to social protection are updated and improved

R. 2: The competence of the Center's staff in applying updated and improved M&E procedures are increased

2.4 Final deliverables

D. 1: Assessment report on current M&E procedures

D. 2: Operational guidelines for monitoring and evaluation of projects in social sphere financed by the Center and implemented by NGOs in Kazakhstan

D. 3: Training materials

3 METHODOLOGY

3.1 General methodology (of the action)

The action focuses on supporting the Partner institution in improving existing monitoring and evaluation procedures applied by the Center in assessment of projects in the area of social protection implemented by NGOs with financial support from the Center. Within the action, the actual procedures of monitoring and evaluation will be assessed, including how they are applied to particular projects. Then a set of guidelines will be developed jointly by experts and representatives of the Center. Finally, a training will be delivered to the staff of the Center in order to make sure that they can apply new guidelines in their work.

The action includes two activities, on-site evaluation and co-development of respective guidelines, and an e-learning on new monitoring and evaluation procedures. It is foreseen that the same team of experts will be mobilized for both activities.

The technical assistance methodology will be detailed by the mobilized experts. Notwithstanding this experts' responsibility, the overall methodology shall be centred on the international standards and EU best practice in the field of monitoring and evaluation of projects financed by public grants. The experts shall take into account the work that has been done so far by the Partner institution and follow the peer-to-peer approach in their work with the Partner institution.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- A. 1: Assessment of current M&E practices applied by the Center and development of operation guidelines for monitoring and evaluation of social NGO projects financed by the Center
- A. 2: Training on application of new M&E procedures

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

- Activities 1 and 2.

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

4.1 Tasks

The action includes two activities.

Activity 1

During the activity 1 the experts will review the existing procedures of monitoring and evaluation of projects. This will include the analysis of the documented rules of M&E, tools and methods of monitoring, indicators setting, templates of reporting documents, etc. The experts may also assess the practical implementation of these procedures and the capacity of Center's staff to perform it. This may also include participation and observation of m&e activities, meetings with NGOs and beneficiaries, and other stakeholders, analysis of the consequences of m&e activities for realization of projects and future application from the same organisations.

Basing on the results of this analysis, the experts, together with the representatives of the Center (m&e team and management) will elaborate operational guidelines to be applied on all stages of m&e. These guidelines shall take into account EU good practices and international standards.

Guidelines may include but will be not limited to:

- procedures and tools for continuous monitoring,
- links between monitoring results and implementation of a project,
- methodological recommendations on elaborations of indicators in relation to project, verification sources, collection and assessment of data,
- issues to be evaluated and the link between evaluation results and possibility of further funding,
- proposal of templates for progress and final reporting, etc.

These guidelines should be feasible from the point of view of the resources available in Center, as well as mean a reasonable workload for NGOs concerned.

The team of experts will develop peer-to-peer methodology. The principal expert will lead the mission on site. He/she will be responsible for the production of the final deliverables of the activity. He/she will also be responsible for the preparation, coordination, implementation and reporting and/or coordination of the overall activity. A focal point from Center will be appointed to closely work with the experts during the activity. The activity is planned on-site in Nur-Sultan.

Tasks expected for the Activity 1:

- 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.
- Take part to the pre-mission briefing with SOCIEUX+ team (around 1 week before the start of the mission);
- Conduct preliminary contacts with the Partner in view of the preparation of the mission's methodology and agenda, to be transmitted ahead of the mission to the SOCIEUX+ team for approval;
- During the mission, to conduct consultations with the Partner's executives and staffs, as well as any other external actor that can support the positive deployment of the mission.
- To make themselves available for a meeting with the EU Delegation office in Nur-Sultan;
- 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 finalization;
- At the end of the mission, timely submit to SOCIEUX+ the final deliverables (10 working days after the mission), and be available 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.

Activity 2:

The second activity (e-learning on SOCIEUX+ platform) comes to complete the previous work with a capacity building activity in order to ensure that m&e specialists working in the Center can efficiently apply new guidelines. The same team of experts that developed the guidelines (act 1) will give a short Moodle training for a selected group of participants from the PI. Representatives of other stakeholders (funds providers, NGO beneficiaries etc.) may also benefit from this training in order to better understand new procedures.

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

In the preparation phase, Experts together with Center will develop the learning sub-objectives and define the specific target audience. They will narrow and clarify the level of knowledge of the target audience of the training in collaboration with the Partner institution. It is recommended that a pre-assessment of the skills, knowledge and learning needs of the audience is made through structured interviews of key individuals at the partner institution or surveying of selected members of the audience.

A methodological note template will be provided by SOCIEUX+ during the preparation phase. Experts will choose the pedagogic content and activities format to make appropriate use of interactive tools such as videos, podcasts, message boards and surveys. For online trainings the majority of the activities are to be asynchronous.

Experts will define learning sub-objectives, develop engaging and diverse activities and upload content of supporting materials, such as presentation and reference reading, on the SOCIEUX+ e-learning platform. Experts will set up means for the verification of learning progress (e.g. intermediate/final assessment). An assessment of skills and knowledge is required at the start of the training. A final assessment is expected in all cases.

Center will work together with experts in supporting the preparation and implementation of the activity. Center shall provide one or more resource person(s) to support experts in the material and technical organisation of the trainings. The organisation of the logistics necessary for the activity is of the responsibility of the Center.

During the remote implementation phase, Experts will conduct the trainings as per the methodology and agenda outlined in the methodological note approved by SOCIEUX+. The Partner

Institution will have the responsibility to invite participants and ensure their attendance on the e-learning platform.

At the end of the trainings, upon assessment, an attendance certificate may be awarded to participants. Certification of participation will only be provided for trainings whereby final-scored assessments of and feedbacks by participants have been collected, via SOCIEUX+ e-learning platform.

The main tasks for the Activity 2 include:

Preparation:

- Get substantial knowledge of the local context; review relevant background documents provided by SOCIEUX+ and the Partner Institution.
- Develop learning sub-objectives and specific target audience with the Partner institution, and co-develop the mission's methodology and agenda, to be validated by SOCIEUX+.
- Participate to the SOCIEUX+'s tour on the e-learning platform; The SOCIEUX+ Team will organise a Zoom call with the mobilised expert(s) to briefly go over the platform, explain the main utilities and address all questions that may arise. This normally takes up to 30 minutes.
- Prepare training and the assessment materials using SOCIEUX+ templates when available.
- Upload and set up the synchronous and asynchronous sessions on the e-learning platform.
- Take part to a pre-training briefing with SOCIEUX+ Team (around 1 week before the mission).
- Before the start of the course, run a test of the platform with participants.

Implementation:

- Deliver the training sessions and the pre- and/or post-training assessments, according to planned thematical focus, modalities, teaching, evaluation method and audience.
- Provide feedback to participants on assessments and key messages to take home.
- Conduct a short session to direct participants towards the feedback online questionnaire (Participants Feedback Form - [PAF form](#)) (link/activity on the e-learning platform provided).
- Participate in an on-line briefing and debriefing with the EUD in Nur-Sultan.

Reporting:

- Submit to SOCIEUX+ all the final deliverables (10 working days after the activity). An additional round of adjustments may be conducted in interaction with SOCIEUX+ and the Partner.
- Convey visibility and knowledge development materials to SOCIEUX+ as appropriate. Any materials must be taken/used with the consent of participants.
- Participate in a debriefing with SOCIEUX+ team.

4.2 Deliverables

4.2.1 Pre-mission deliverables (to be transmitted to SOCIEUX+ FMT at least three working days ahead of the activity), separate for each of the activity (act. 1 and act.2):

- 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: An 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):

For each of the two activities:

- **ExMR:** An individual Expert Mission Report 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 completed online (see instructions and link on the ExMR template).
- **AcR:** A collective Activity Report 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.

For Activity 1:

- **D1:** Assessment report on current monitoring and evaluation procedures employed by Center.
- **D2:** Operational guidelines for monitoring and evaluation of projects in social sphere financed by the Center and implemented by NGOs in Kazakhstan.

For Activity 2:

- **D3:** Training sessions and materials

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 3 working days before the start of activity.
- 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: Social Services; Management

Specific skill(s) of expertise:

5.1.Monitoring & Evaluation(M&E); 8.Individuals' capacity building/training

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, academia;
- Relevant experience in the area of social projects and grant funding, including monitoring and evaluation of projects and project management;
- Particular knowledge of monitoring and evaluation mechanisms based on international standards (including the ones from UNDP/OECD/USAID etc.)
- Experience in conducting training sessions (including remote/e-learning) on monitoring and evaluation and/or project management;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Fluency in English, written and oral; working level of Russian language would be appreciated.
- Computer fluency (Zoom, PowerPoint, Moodle etc.) and good presentation skills.

Expert 2:**Area(s) of expertise:**

Public-Private Partnerships

Specific skill(s) of expertise: 5.1.Monitoring & Evaluation(M&E); 8.Individuals' capacity building/training**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, academia;
- Relevant experience in project management and/or monitoring and evaluation of projects in social protection area;
- Particular knowledge of monitoring and evaluation mechanisms based on international standards (including the ones from UNDP/OECD/USAID etc.)
- Experience in conducting training sessions on monitoring and evaluation and/or project management;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Fluency in English, written and oral; working level of Russian language would be appreciated.
- Computer fluency (Zoom, Moodle, PowerPoint etc.) and good presentation skills.

6.2 Estimated workload

Activity 1

| | Preparation | On-site work | Travel | Backstopping | Reporting & deliverables | Total |
|-----------------------|-------------|--------------|----------|--------------|--------------------------|-----------|
| Principal expert (#1) | 4 | 10 | 2 | 2 | 4 | 22 |
| Expert (#2) | 4 | 10 | 2 | 2 | 3 | 21 |
| Total | 8 | 20 | 4 | 4 | 7 | 43 |

Activity 2

| | Preparation | Online mission | Reporting & deliverables | Total |
|-----------------------|-------------|----------------|--------------------------|-----------|
| Principal expert (#1) | 4 | 5 | 2 | 11 |
| Expert (#2) | 4 | 5 | 1 | 10 |
| Total | 8 | 10 | 3 | 21 |

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

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

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

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

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

11 ANNEXES

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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 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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