

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2022-19 KENYA*

Action title: *Establishment of Thika model Job Centres to act as a one-stop-shop for all employment services for youth*

Partner institution: *The National Employment Authority (NAE)*

Activities number and title:

- *Activity #3.1 – On-line training sessions of the one-stop-shop’s job counsellors on youth counselling activities*
- *Activity #3.2 – Consolidation of the new skills for youth counselling activities of the one-stop-shop’s job counsellors*

Date of implementation of activities:

- *Activity #3.1 – (ON-LINE) from February 27th to April 14th, 2023*
- *Activity #3.2 – (ON-SITE) from May 15th to June 30th, 2023 (on-site mission from June 4th to June 17th, 2023)*

Expert positions and responsibilities (by activities):

- *Activities #3.1 and #3.2: Expert #1 (principal) – Expert in youth employment and employment services*
- *Activities #3.1 and #3.2: Expert #2 – Expert in youth employment and training*

Workload:

- *Activity #3.1 - Expert #1: 16 days*
- *Activity #3.1 - Expert #2: 14 days*
- *Activity #3.2 - Expert #1: 16 days*
- *Activity #3.2 - Expert #2: 14 days*

Call for experts’ reference: **22-19/KEN/3.1-3.2/1** and **22-19/KEN/3.1-3.2/2**

Version - #: 1

☒ Draft

☐ Final

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SOCIEUX+ is implemented by

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1 BACKGROUND INFORMATION

1.1 Country overview

Kenya is a country in East Africa bordering the Indian Ocean in South East, with the neighbouring countries of Ethiopia, Somalia, South Sudan, Tanzania, and Uganda. With an area of 580,000 km², Kenya has a population of 46 million people (2015). Spoken languages are Swahili and English (both official), and numerous indigenous languages mainly Kikuyu and Luhya.

The largest and most populous city and the national capital of Kenya is Nairobi, while the second largest city and the country's chief port is Mombasa.

Kenya has made significant political and economic reforms that have contributed to sustained economic growth, social development, and political stability gains over the past decade. However, its key development challenges still include poverty, inequality, transparency and accountability, climate change, continued weak private sector investment and the vulnerability of the economy to internal and external shocks.

Kenya ushered in a new political and economic governance system with the passage of a new constitution in 2010 that introduced a bicameral legislative house, devolved county government, and a constitutionally tenured judiciary and electoral body. The first election under this new system was held in 2013. A presidential election was held in August 2022.

From 2015 to 2019, Kenya's economy achieved broad-based growth averaging 4.7% per year, significantly reducing poverty (which fell to an estimated 34.4% at the \$1.9/day line in 2019). In 2020, the COVID-19 shock hit the economy hard, disrupting international trade and transport, tourism, and urban services activity, in particular. Fortunately, the agricultural sector, a cornerstone of the economy, remained resilient, helping to limit the contraction in GDP to only 0.3%. In 2021, the economy staged a strong recovery, although some sectors, such as tourism, remained under pressure. GDP growth is projected at 5.0% in 2022 and the poverty rate has resumed its trend decline after rising earlier in the pandemic. Although the economic outlook is broadly positive, it is subject to elevated uncertainty, including through Kenya's exposure (as a net fuel, wheat, and fertilizer importer) to the global price impacts of the Russian invasion of Ukraine.

In 2017, Kenya adopted the country's new development blueprint covering the period 2008 to 2030: **Kenya Vision 2030**¹. It aims to transform Kenya into a newly industrialising, "middle-income country providing a high-quality life to all its citizens by the year 2030". Kenya Vision 2030 is based on three pillars: the economic, the social and the political.

The economic pillar aims to improve the prosperity of all Kenyans through an economic development programme, covering all the regions of Kenya and aiming to achieve an average Gross Domestic Product (GDP) growth rate of 10%. The social pillar seeks to build a just and cohesive society with social equity in a clean and secure environment. The political pillar aims to realise a democratic political system founded on issue-based politics that respects the rule of law and protects the rights and freedom of every individual in Kenyan society.

In addition to aligning the country's long-term development agenda to Vision 2030, the President outlined the "Big Four" development priority areas for his final term as President prioritizing manufacturing, universal healthcare, affordable housing, and food security.

1.2 Sector situation

According to the World Bank², approximately half of Kenya's population is younger than 18, and more than three-quarters is younger than 35, with unemployment or underemployment being a

¹ Kenya Vision 2030: <http://www.vision2030.go.ke/wp-content/uploads/2018/05/Vision-2030-Popular-Version.pdf>

² Kenya's Systematic Country Diagnostic, 2020, World Bank in <https://documents1.worldbank.org/curated/en/531731600090213005/pdf/Kenya-Systematic-Country-Diagnostic.pdf>

crucial challenge for young men and women. Between 2015 and 2025, 9 million individuals are expected to enter the labour force.

A literature review on youth employment made in 2017 by the British Council³ stated that “youth would continue to exert a significant pressure on labour markets, and the share of the working-age population will keep rising accordingly: from 47 per cent in 1990 to 56 per cent in 2014, and an expected 62 per cent by 2050 [...] The question for 2030 and beyond is naturally whether Kenya will be able to reap the benefits of the youth bulge and increasing share of working-age population by creating productive jobs. According to the World Bank and the Kenya Population Census (2009), and confirmed by this literature review, the mix of unemployment, underemployment, inactivity, and poor quality jobs (informal, unskilled, and low-paid) still predominantly affects 15-24-year-old youth compared to the rest of the working age group – and will continue to do so, unless the Kenyan governments initiates systemic reforms”

Youth is a priority of the government of Kenya for the post-Covid strategy for employment. The idea of the one-stop-shop in Thika would be that it could be replicated nation-wide in case of success.

In line with the Sessional Paper n°4 of 2013 on Employment Policy and Strategy for Kenya, the government is committed to establish a one-stop database to reduce the cost of job search, recruitment and unemployment spell.

1.3 Role of partner institution in the sector

The National Employment Authority (NEA) was established on April 21st, 2016 by an Act of Parliament, to provide for a comprehensive institutional framework for employment management; enhancement of employment promotion interventions and increasing access to employment by the youth, minorities and marginalize groups for connected people.

The NEA operates a network of 30 public employment offices in Kenya. The functions of the Employment Offices include: promotion an monitoring employment creation programmes in the regions, collection and provision of labour market information, registration and placement of job seekers, provision of vocational information, guidance and employment counselling and registration of private employment agencies.

The National Employment Authority proposes to establish regional job centres to proves employment related services to both job seekers and employers. The overall goal is to increase access to job opportunities among the youth. It is foreseen that the Region Job Centres be located in areas where there are many industries starting with the major towns (Nairobi, Kisumu, Eldoret and Mombasa). The NEA also plans to provide mobile service where a van could be used to provide employment related services in various locations in consultation with prospective employers. The NEA has partially automated their services and is in the process of automating all the services.

2 ACTION DESCRIPTION

2.1 Overall objective

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

2.2 Specific objective (s) (purpose)

- SO1: The National Employment Authority sets up a pilot one-stop-shop in Thika
- SO2: To provide efficient and simplified employment services for the youth through a pilot one-stop-shop

³ Youth employment in Kenya – Literature review, October 2017, in https://www.britishcouncil.co.ke/sites/default/files/ng_kenya_youth_employment_in_kenya.pdf

2.3 Expected results

- R1: The National Employment Authority has developed a strategy to set up a one-stop-shop in employment services for youth in Thika.
- R2: The capacities of the National Employment Authority staff to provide comprehensive employment services to young people are enhanced.
- R3: Through the establishment of the one-stop-shop in Thika, the processes of accessing information and participating in existing employability and entrepreneurship initiatives are simplified for the youth.

2.4 Final deliverables

- D1: A diagnostic of the National Employment Authority (NEA) for the establishment of Thika's one-stop-shop, focused on youth, with recommendations and proposals for short, medium and long-term.
- D2: A proposal of an operational strategic plan for the creation of the pilot one-stop-shop in Thika.
- D3.1: The training materials and presentations used by experts during the training sessions (videos, PPT presentations ...), including the agenda and the final list of participants
- D3.2: An observation report with recommendations for further use and improvement of tools and practices for youth counselling activities.

3 METHODOLOGY

3.1 General methodology (of the action)

Youth is a priority of the government of Kenya for the post-Covid strategy for employment and access to decent jobs for youth is one of the objectives of the Vision 2030 for Kenya⁴. The Post Covid-19 Economic Recovery Strategy identified the establishment of regional job centres as one of the key initiatives to enhance employment opportunities in the country, especially for the youth.

To better implement the national policies on youth employment, the National Employment Authority (NEA) solicited SOCIEUX+ cooperation to support them to create a pilot one-stop-shop in employment services for youth in Thika, that could be replicated nation-wide in case of success.

This SOCIEUX+ action 2022-19 will then focus on developing a strategy to set up this pilot one-stop-shop by first realizing a diagnostic of the National Employment Authority (NEA) for the establishment of Thika's one-stop-shop, focused on youth (**Activity #1**), then by jointly developing an operational strategic plan for the creation of the pilot one-stop-shop in Thika (**Activity #2**) and finally by delivering training sessions of the one-stop-shop's job counsellors on youth counselling activities (**Activity #3**).

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – *Diagnostic of the National Employment Authority for the establishment of Thika's one-stop-shop*
- Activity 2 – *Formulation of an operational strategic plan to address the most urgent needs of Thika's one-stop shop*
- Activity 3.1 – *On-line training sessions of the one-stop-shop's job counsellors on youth counselling activities*

⁴ Third Medium Term Plan 2018-2022, Kenya Vision 2018, published in 2018, in <http://vision2030.go.ke/wp-content/uploads/2019/01/THIRD-MEDIUM-TERM-PLAN-2018-2022.pdf>

- Activity 3.2 – *Consolidation of the new skills for youth counselling activities of the one-stop-shop's job counsellors*

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

- **Activity 3.1 – *On-line training sessions of the one-stop-shop's job counsellors on youth counselling activities***
- **Activity 3.2 – *Consolidation of the new skills for youth counselling activities of the one-stop-shop's job counsellors***

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;
- Social and economic inclusion of vulnerable groups.

4 ACTIVITIES DESCRIPTION

4.1 Tasks

The third and last activity of the action 2022-19 will aim to **give the tools to the job counsellors to better accompany the young jobseekers in their search for jobs and application**.

This activity of capacity building for Thika's one-stop-shop job counsellors to improve the support provided to young jobseekers will be divided into two sub-activities: one on-line (sub-activity 3.1) and the other one on site (sub-activity 3.2).

Sub-activity 3.1: On-line training sessions of the one-stop-shop's job counsellors

The sub-activity 3.1 will consist of on-line training sessions for the one-stop-shop's job counsellors on how to accompany young people in their labour market integration.

The topics that might be covered could be, among others:

- **How to share relevant information on the labour market with youth job seekers:** career guidance, matching job offers and demands...
- **How to link the youth with employers:** jobs fair, apprenticeship and internship programs...
- **How to conduct jobs search and applications:** redaction of a CV, preparation for interviews, counselling meetings with introduction to soft skills...

This activity is foreseen to be implemented **remotely through the SOCIEUX+'s e-learning platform**. The use of SOCIEUX+'s platform will allow to compile all training material (PowerPoint presentations, videos...) and to allow online (face-to-face) and offline interactions, as relevant. At all times, the experts shall encourage interaction within the platform through use of quiz, forums, chat and other techniques.

➤ **Responsibilities:**

UE experts mobilized by SOCIEUX+:

The mission shall be implemented via the SOCIEUX+ e-learning platform. The experts shall be introduced to the platform by SOCIEUX+ staff and shall be provided with all the necessary information and logistics to enable its use: account registration to trainers and users, practical guidance, creation of the course and setup of its basic features.

The experts will prepare the curriculum, materials, carry out training and final evaluation of the acquired knowledge. The experts will be responsible for creating the structure of the course, uploading its content and encouraging use of its interactive features such as forum, chat, glossaries, quizzes, online meetings.

The principal expert will lead the mission online. He/she is responsible for the production of all deliverables of the activity. He/she will also be responsible for the preparation, coordination, implementation and reporting and/or coordination of the overall activity.

The experts shall co-develop a proposal for methodology and agenda together with the National Employment Authority, to be discussed and validated ahead of the mission. They will define together the learning objectives and outputs, knowledge and skills expected at the end of the training.

Partner Institution (the National Employment Authority - NEA):

The NEA shall work in collaboration with experts supporting the preparation and implementation of the activity.

The NEA shall facilitate the organisation of the activity with regards to the following aspects:

- nominating one or more internal resource-persons to support the experts in the material and technical organisation
- contributing to the technical organisation of the activity, including sharing relevant background documents, contacts and technical inputs with the experts
- selecting the team of trainees who will participate in the training (if necessary, the experts mobilized by SOCIEUX+ may propose selection criteria)
- convening participants to the trainings and ensuring their participation, including of external stakeholders
- the provision of a list of participants for setting up the online course, and ensuring their participation to the various sessions and the completion of the feedback questionnaires

At the end of the e-learning course, the participants shall compile the participants' feedback questionnaire ([PAF](#)), upon completion of which they may access an attendance certificate.

Tasks for the sub-activity 3.1:

The main tasks of the mission team include:

Preparation phase – ON-LINE

- **Task #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. The experts will familiarise themselves with the different templates and evaluation forms provided by the SOCIEUX+ Team.
- **Task #2** - Preliminary contacts with the Partner in view of the preparation of the mission's methodology and agenda.
- **Task #3** - A briefing meeting will be organised between the experts and the SOCIEUX+ team prior to the mission. The purpose of this meeting will be to validate the intermediate deliverables, which will have to be approved by the SOCIEUX+ team, as well as to clarify any other aspects to be taken into account. This includes possibilities in terms of production of communication materials and knowledge management. A separate meeting could be arranged with the SOCIEUX+ communications specialist and/or the knowledge development specialist, as appropriate.
- **Task #4** - contact the Delegation of the European Union in Kenya to arrange a meeting on site (briefing and/or debriefing depending on the interest of the EUD).
- **Task #5** – Settle the logistical arrangements with SOCIEUX+ for the implementation of the activity (access to the e-learning platform, training session on the platform, ...).
- **Task #6** – Support the National Employment Authority with the invitations to the training sessions (templates could be provided)

Implementation phase – ON LINE (The details of this phase will follow the methodology and agenda prepared beforehand):

- **Task #1** – to conduct consultations with the Partner’s executives and staffs, as well as any other relevant actors who can support the positive deployment of the mission.
- **Task #2** – in collaboration with the National Employment Authority, prepare all relevant documents for the realization of the training sessions in English.
- **Task #3** – to organize and animate the on-line training sessions via SOCIEUX+ e-learning platform.
- **Task #4** – The experts will invite the participants of the on-line training sessions to complete the online evaluation forms ([PAF](#)) in English. The actual compilation of these reports by the participants is however not the responsibility of the experts.
- **Task #3** – 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.
- **Task #4** – The experts will be available for a briefing and/or debriefing meeting with the EU Delegation.
- **Task #5** – Depending on the visibility and/or knowledge development possibilities identified during the preparation with the SOCIEUX+ team, the experts will be able to transmit to SOCIEUX+ any useful material to inform the public about the activity (photos, interviews, notes or articles), as well as making short videos presenting the actors involved, the activity and the results, if necessary.

Reporting phase – ON-LINE

- **Task #1** - Finalisation of the deliverables of the activity; experts may be invited to make changes/additions to the deliverables, taking into account the Partner's feedback.
- **Task #2** - Experts will complete additionally an Expert Mission Report (ExMR) and a Feedback Form (ExF), to be shared only with SOCIEUX+.

Sub-activity 3.2: on-site on-the-job training of the job counsellors for youth

This final sub-activity will be dedicated to the **practical application of the guidelines and tools given in the previous on-line activity to the job counsellors** (Consolidation of new skills).

The observation and consolidation phase should be separated from the training phase by a few weeks, in order to give the job counsellors time to assimilate and test the new skills.

After the first few weeks of use of the proposed tools by the previously trained job counsellors, the European experts mobilized by SOCIEUX+ will meet again with their colleagues from the National Employment Authority in order to receive feedback and, if necessary, refine the tools or conduct additional capacity-building seminars. The experts will assist the job counsellors in their field work with young jobseekers and give necessary support in the application of tools.

In order to determine the effectiveness of the tools, problems requiring additional work and prospects for development, **an observation of work situations will be implemented in Thika (on-the-job training)** for several days, in addition with interviews, focus groups, questionnaires or any other relevant methods that could be used to evaluate the accuracy of the tools given.

It is important at this stage to ensure that the European experts mobilized by SOCIEUX+ who were involved with the on-line training implement this last activity. This would guarantee a continuity and ensure more effective and open communication with the job counsellors and the youth.

Responsibilities:

- UE experts mobilized by SOCIEUX+:

The mission shall be implemented on site in Thika.

The experts shall co-develop a proposal for methodology and agenda together with the Partner institution, to be discussed and validated ahead of the mission. For a smooth on-site implementation, it could be considered to alternate between formal meetings and gathering of information/discussions with the focal point designated by the NEA.

The principal expert will lead the mission online. He/she is responsible for the production of all deliverables of the activity. He/she will also be responsible for the preparation, coordination, implementation and reporting and/or coordination of the overall activity.

➤ Partner Institution (NEA):

The NEA shall work in collaboration with experts supporting the preparation and implementation of the activity.

The NEA shall facilitate the organisation of the activity with regards to the following aspects:

- nominating one or more internal resource-persons to support the experts in the material and technical organisation
- actively contributing to the technical organisation of the activity, including sharing relevant background documents, contacts and technical inputs with the experts
- supporting the experts to finalize the agenda of their mission, mostly with the counsellors of the one-stop-shop in Thika.

Tasks for the sub-activity 3.2:

The main tasks of the mission team shall include:

Preparation phase – ON-LINE

- **Task #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. The experts will familiarise themselves with the different templates and evaluation forms provided by the SOCIEUX+ Team.
- **Task #2** - Preliminary contacts with the Partner in view of the preparation of the mission's methodology and agenda.
- **Task #3** - A briefing meeting will be organised between the experts and the SOCIEUX+ team prior to the mission. The purpose of this meeting will be to validate the intermediate deliverables, which will have to be approved by the SOCIEUX+ team, as well as to clarify any other aspects to be taken into account. This includes possibilities in terms of production of communication materials and knowledge management. A separate meeting could be arranged with the SOCIEUX+ communications specialist and/or the knowledge development specialist, as appropriate.
- **Task #4** - in collaboration with the National Employment Authority, prepare all necessary materials and presentation to observe the work of the job counsellors on site (on-the-job training) and assess the effectiveness of the tools developed.
- **Task #5** - contact the Delegation of the European Union in Kenya to arrange a meeting on site (briefing and/or debriefing depending on the interest of the EUD).
- **Task #6** – Settle the logistical arrangements with SOCIEUX+ for the implementation of the activity (plane tickets, visas, other arrangements...).
- **Task #7** – Support the National Employment Authority with the invitations to the workshops

Implementation phase – ON SITE (The details of this phase will follow the methodology and agenda prepared beforehand):

- **Task #1** – to conduct consultations with the Partner's executives and staffs, as well as any other relevant actors who can support the positive deployment of the mission.
- **Task #2** – During the mission, to conduct the on-the-job trainings, interviews, focus groups ... as defined in the agenda, in collaboration with the National Employment Authority.
- **Task #3** – The experts will invite the participants of the workshops to complete the online evaluation forms ([PAF](#)) in English. The actual compilation of these reports by the participants is however not the responsibility of the experts.
- **Task #4** – 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.
- **Task #5** – The experts will be available for a briefing and/or debriefing meeting with the EU Delegation.

- **Task #6** – Depending on the visibility and/or knowledge development possibilities identified during the preparation with the SOCIEUX+ team, the experts will be able to transmit to SOCIEUX+ any useful material to inform the public about the activity (photos, interviews, notes or articles), as well as making short videos presenting the actors involved, the activity and the results, if necessary.

Reporting phase – ON-LINE

- **Task #1** - Finalisation of the deliverables of the activity; experts may be invited to make changes/additions to the deliverables, taking into account the Partner's feedback.
- **Task #2** - Experts will complete additionally an Expert Mission Report (ExMR) and a Feedback Form (ExF), to be shared only with SOCIEUX+.

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

Deliverables for the sub-activity 3.1:

Pre-mission deliverables:

- 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).
- A mission agenda, detailing the meetings and working sessions to be held, persons to meet, etc. The mission Agenda shall not exceed 2 pages.

Final deliverables:

- **D1: 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).
- **D2: An individual Expert Feedback Form (ExF)** completed online (see instructions and link on the ExMR template).
- **D3: 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 during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.
- **D4 - Annex 1 of the AcR:** The materials and presentations employed by experts during the training (videos, PPT presentations ...).
- **D5- Annex 2 of the AcR:** The agenda and the final list of participants to the training sessions

Deliverables for the sub-activity 3.2:

Pre-mission deliverables:

- 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).
- A mission agenda, detailing the meetings and working sessions to be held, persons to meet, etc. The mission Agenda shall not exceed 2 pages.

Final deliverables:

- **D1: 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).
- **D2: An individual Expert Feedback Form (ExF)** completed online (see instructions and link on the ExMR template).
- **D3: 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 during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.
- **D4 - Annex 1 of the AcR:** An observation report with recommendations for further use and improvement of tools and practices for youth counselling activities.

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): Expert in youth employment and employment services

Area(s) of expertise: Youth Employment; Employment Services

Specific skill(s) of expertise: Policy and Strategy making and development (1.1), Services delivery (3.6)

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 or NGOs;
- Relevant experience in developing/implementing/reviewing policies in the area of employability of young population;
- Good understanding of particularities related to one-stop-shop;
- Good knowledge of EU policies and institutions intervening in the area of employability of youth;
- Ability to work in intercultural context.

Additional assets (advantageous in selection):

- A previous experience in delivering short-term technical assistance in international cooperation;

- A previous professional experience in Eastern Africa;
- Fluency in English, written and oral;
- Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.

Expert #2: Expert in youth employment and training

Area(s) of expertise: Youth Employment; Employment Services

Specific skill(s) of expertise: Services delivery (3.6); Individuals' capacity building/training (8)

Requirements (essential/required):

- Education: university level (Masters or PhD relating to the subject are considered a plus);
- At least 5 years of relevant professional experience within EU public administrations, academia, social partners, civil society or international organisations;
- Relevant experience and proved capacities in individual and organizational capacity building, including counselling of jobseekers
- Good understanding of particularities related to one-stop-shop;
- Good knowledge of EU policies and institutions intervening in the area of employability of youth;
- Ability to work in intercultural context.

Additional assets (advantageous in selection):

- A previous experience in delivering short-term technical assistance in international cooperation;
- A previous professional experience in Eastern Africa;
- Fluency in English, written and oral;
- Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.

OR/AND

Collaborative institution: Arbetsförmedlingen, Swedish Public Employment Service

6.2 Estimated workload

Sub-activity 3.1	Preparation	On-line work	Travel	Reporting & deliverables	Total Working days
Principal expert (#1)	5	8	0	3	16
Expert (#2)	4	8	0	2	16
Total #3.1	9	16	0	5	30
Sub-activity 3.2	Preparation	On-site work	Travel	Reporting & deliverables	Total Working days

Principal expert (#1)	3	8	2	3	16
Expert (#2)	2	8	2	2	14
Total #3.2	5	16	4	5	30

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 by⁵:
 - 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 format⁶.
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

⁵ SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

⁶ Europass templates for CVs are available here: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

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+. These 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

Arrival and departure from Kenya

- **Visa**

A visa is requested to enter Kenya. The passport must be valid for at least six months from the date of entry.

From January 1st, 2021, it will be compulsory to obtain, prior to arrival in Kenya, an electronic visa, issued online at <http://evisa.go.ke/evisa.html>. This visa must be presented for the boarding and it will no longer be possible to obtain a visa on arrival at international airports.

- **COVID-19**

For travellers over 5 years of age arriving by air in Kenya:

- Travellers with a vaccination certificate showing a complete vaccination schedule against COVID-19 - i.e. 2 injections for 2-dose vaccines or 1 injection for single-dose vaccines - are exempt from the requirement to perform a Covid-19 PCR test. These travellers should upload their vaccination certificate to the Global Haven website prior to boarding. It is necessary to print the QR code generated by the [Global Haven website](#), which can be checked upon arrival in Kenya.
- Travellers who have not completed a full vaccination schedule must present a negative Covid-19 PCR test certificate within 72 hours of boarding the flight to Kenya. The negative Covid-19 PCR test certificate must be downloaded from the [Global Haven website](#) prior to boarding. It is also necessary to print the QR code generated by the Global Haven website which can be checked upon arrival in Kenya. Unvaccinated travellers may also be subject to a rapid antigen test on arrival (particularly if they are symptomatic). Anyone who tests positive for the rapid antigenic test may be subjected to a PCR test, potentially at their own expense (USD 50), and may be required to self-isolate.
- Travellers who are exempt from possession of a full vaccination schedule in Kenya are subject to the same conditions as unvaccinated travellers mentioned in the previous point (negative Covid-19 PCRT test less than 72 hours old, Global Haven QR code, potential additional checks on arrival). The following categories of travellers are considered exempt from the requirement for full vaccination against SARS-COV-2 by Kenya:
 - o travellers whose health condition does not permit vaccination. These persons should provide a medical certificate detailing the medical reason for not being vaccinated, which may be requested in-country.
 - o Travellers who have recovered from active infection with COVID-19. These persons should provide a medical certificate in English (in paper format) certifying effective recovery from SARS-COV-2 infection within the previous 90 days, which may be requested in the country.

All travellers, regardless of their point of entry into Kenya, and even if they are only in transit through the country, must complete the [Kenyan Ministry of Health's Covid-19 Travellers Health Surveillance Form](#) prior to departure. After completing the form, travellers are given a QR code which must be printed and presented on arrival in Kenya.

Masks must still be worn in all administrations and means of transport (air and land).

- **Yellow fever**

Yellow fever is endemic in central and western Kenya. Vaccination is strongly recommended.

11 ANNEXES

N/A

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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 established and funded by the EU through the European Commission's Directorate for International Partnerships (DG INTPA). The Facility is co-funded by France, Spain, and Belgium. It is implemented by a partnership composed of 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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