

TERMS OF REFERENCE FOR EXPERTS / TRAININGS

Terms of reference for onsite training missions or E-learning activities

Action code and partner country: *SOCIEUX 2022-12 MONGOLIA*

Action title: *Methodology for processing "Medium-term development program for people with disabilities and their families (2023-2025)"*

Partner institution: *General authority for development of persons with disabilities (GADPWD)*

Activity number and title: *Activity #2 – On-line training sessions on disability-inclusive social protection principles*

Date of implementation of activity:

- *Activity #2 - tentative dates from January 9th to February 28th, 2023 (on-line)*

Modality of training: ☐ On-site: in _____ ☒ **E-learning**

Expert positions and responsibilities (by activity):

- *Activity #2: Expert #1 (principal) – Expert in Disability-inclusive social protection*
- *Activity #2: Expert #2 – Social model and human rights-based approach training*

Workload:

Activity #2 - Expert #1: Total **16** days at distance

Activity #2 - Expert #2: Total **14** days at distance

Call for experts' reference: **22-12/MGN/2/1** and **22-12/MGN/2/2**

Version - #: 2 ☐ Draft ☒ Final Date: *November 29th, 2022*

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1 BACKGROUND INFORMATION

1.1 Country overview

Mongolia is a landlocked country located between China and Russia. It is a middle-income country.

Over the past 30 years, Mongolia has transformed into a vibrant democracy, tripling its GDP per capita since 1991. Primary school enrolments are at 97%, coupled with impressive declines in maternal and child mortality (45 per 100,000 live births in 2017 and 15.6 per 1,000 live births in 2019 respectively). In 2015, 4 per cent of the economically active population worked in mining and quarrying; 28 per cent in agriculture; and 30 per cent in construction, retail trade and manufacturing.

Mongolia holds vast quantities of untapped mineral wealth. Mongolia's economic growth rebounded in the first half of 2021 on the back of robust exports and a surge in private investment, mainly in the mining sector. With vast agricultural, livestock and mineral resources, and an educated population, Mongolia's development prospects look promising in the long-term assuming the continuation of structural reforms.

However, past economic growth has not yielded social and economic benefits for all. Poverty (as formally defined) remains a significant concern despite its continued decline - from a national average of 27.4 per cent in 2012 to 21.6 per cent in 2014. Large portions of the population have fragile livelihoods and incomes, and thus remain vulnerable to poverty. The extremely, moderately and near poor populations, estimated around 10 per cent of the economically active population in 2016, still rely on social insurance to be able to work themselves away from poverty. Growing gender disparities have also marked Mongolia's economic growth. The youth unemployment rate of 2015 (national estimates) is at 16.9 per cent but with 16.84 per cent for male youths and 19.41 per cent for female youths.

The Mongolia Sustainable Development Vision 2030¹, includes raising Mongolia to upper middle-income country status, increasing annual economic growth, reducing income inequality, improving health and educational outcomes, protecting the environment and dealing with the challenges of climate change, and ensuring good governance and global competitiveness.

The Mongolian Government aims also to improve public service delivery to citizens through technological renewal and digitalisation, in order to achieve its Vision 2050 – Mongolia's long term development policy.

1.2 Sector situation

The Government of Mongolia ratified the Convention on the Rights of persons with Disabilities in 2009. Since then, the Government has strengthened its measures to ensure the right of persons with disabilities (PWDs) and their participation in society. The "Rights of Persons with Disabilities Act" was enacted in 2016 and recognized the rights of PWDs for the first time in Mongolia. In the same year, the "National Committee for PWDs" was established to monitor the implementation of the Rights Act, the "Deputy Committee to ensure rights for PWDs" was established under all the ministries, and the "Sub-Councils to ensure rights for PWDs" have been established in all districts in Ulaanbaatar City and in provinces, respectively.

According to the Common Country Analysis of 2021 published by the United Nations Mongolia in 2022, "**people with disabilities** estimated at 106,400 people (2020), out of which 55.4 percent are men and 44.6 percent are women, remain the **most marginalized and vulnerable group** of population". Even if there have been significant positive legislative changes in the last years with the Mongolian Law on Human Rights of People with Disabilities² in February 2016, Mongolia still

¹ https://cabinet.gov.mn/wp-content/uploads/2050_VISION_LONG-TERM-DEVELOPMENT-POLICY.pdf and <https://www.globalpartnership.org/sites/default/files/document/file/2020-12-17-towards-mongolia-long-term-development-policy-vision-2050-advancing-education-equity-efficiency-outcomes.pdf>

² <https://dredf.org/wp-content/uploads/2018/10/The-Law-of-Mongolia-on-Human-Rights-of-Persons-with-Disabilities-02-05-16.pdf>

needs to adopt a human rights approach for disability and strengthen the implementation of social welfare services, in particular in the social protection sector. To comply with the national willingness of better inclusion, equal rights and social participation of PwD, the General Authority for Development of persons with disabilities (GADPWD) will work on elaborating a medium-term action plan for PwD and their families in the field of social protection, focusing on some necessary areas of a reform towards disability-inclusive social protection, for example policy implementation, development and social participation and monitoring and evaluation.

1.3 Role of partner institution in the sector

In 2018 was established the "**General Authority for Development of persons with disabilities (GADPWD)**" to create a proper status for PwD in the society, to coordinate policies and programmes on rights for PwD and ensure their implementation as well as to facilitate communication and coordination with the relevant organizations in the field of disabilities. This new authority has been created with new staff that need to increase its knowledge and understanding about PwD and disability-inclusive social protection.

The GADPWD is in charge of implementing government policies and legislations on rights, social participation, development and protections for PwD, improving the PwD' life quality providing them with equal rights and participation in the social relations and empower and give awareness to PwD so that they can be independent.

Priority directions of the GADPWD:

- to coordinate policies and programmes on rights for PwD, to ensure its implementation, to strengthen inter-sectoral collaborations;
- to create a proper status for PwD in the society, to organize necessary training and raising-awareness actions on discrimination and special needs for PwD among civil servants, employees of legal entities, public and private organizations in order to provide PwD with equal rights and social participation;
- to support social participation, to create an environment for equal access, to increase opportunities, to expand state policy on accessibility for PwD;
- to provide with equal rights of taking rehabilitation aids and services for PwD, to deliver them without any financial difficulties, to render reproductive health, maternal and child health and psychological services, to establish community-based rehabilitation services for PwD, especially in the rural areas;
- to improve the employment level of PwD by increasing this level at a minimum of 4%, monitoring quota system for PwD employment and developing their professional skills;
- to upgrade the online information integrated network on PwD, to ensure network and information connections between the government agencies and civil society organizations;
- to cooperate with foreign and domestic organizations to expand international relations for developing and implementing the projects and programmes that support PwD's social participation and fully meet the principles of international treaties, conventions and national laws;
- to cooperate with governmental, non-governmental and international organizations by expanding collaboration between inter-sector and rural areas, rendering technical assistance, providing an implementation of service standard for community-based inclusive development and supporting rights, participation and development of PwD.

In order to strengthen and promote the activities of the government of Mongolia, the [DPUB project](#) with the fund of Japan International Cooperation Agency (JICA) has successfully implemented the "Project for Promoting Social Participation of PwDs in Ulaanbaatar City" from 2016 to 2020. As part of this project, wide range of activities has been achieved such as evaluated statistical information

on disability, published a White Paper on PWD issues, policies and activities, improve infrastructure and access to information, and disseminating the social model of PWDs through disability and equality training and increasing the social participation of PWDs.

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:** Support the General authority for development of persons with disabilities (GADPWD) for the formulation of a medium-term policy for people with disabilities and their families.

2.3 Expected results

- **R1:** The GADPWD has a better understanding about disability-inclusive social protection
- **R2:** The GADPWD is better equipped to draft a medium-term policy for people with disabilities and their families

2.4 Final deliverables

- **D1.1:** A synthetic comparative analysis between EU and Mongolian disability-inclusive social protection policies and services (legislative framework, system's governance, articulation between public and private sector for the inclusion of PwD...), with recommendations.
- **D1.2:** A compendium of the presentation of the EU best practices in the area of Disability-inclusive social protection (PPT presentation, videos, studies...).
- **D2.1:** The materials and presentations employed by experts during the training sessions (agenda, videos, PPT presentations ...) and included into the e-learning platform.
- **D2.2:** The agenda and the final list of participants to the training sessions.
- **D2.3:** Online evaluation from the trainings' participants ([PAF](#)).
- **D3.1:** The materials and presentations employed by experts during the workshops (agenda, videos, PPT presentations ...).
- **D3.2:** The finalised version of the guidelines on the methodology to be used to elaborate a medium-term action plan for PwD and their families.

3 METHODOLOGY

3.1 General methodology (of the action)

The technical assistance provided by SOCIEUX+ through mobilized EU public experts for this action 2022-12 shall unfold in three activities. The **first peer-to-peer on-site activity** shall focus on realizing a European Union/Mongolian comparative display of disability-related policies and systems while the **second one on-line** will strengthen the capacities of the GADPWD staff on disability-inclusive social protection principles, such as Human Rights-based approach, introduction to ICF methodology, digitalization, etc... while continuing showcasing EU best practices and cases with regards to social protection coverage of people with disabilities.

The third activity implemented on-site will conclude this technical cooperation with the development of Guidelines for a methodology that could be used for the elaboration of a medium-term action plan for PwD and their families in the field of social protection.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – *Comparative analysis of disability-related policies and systems between EU and Mongolia*
- Activity 2 – *On-line training sessions on disability-inclusive social protection principles*
- Activity 3 – *Development of Guidelines for a methodology to elaborate a medium-term action plan for PwD and their families in the field of social protection*

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

- **Activity #2. On-line training sessions on disability-inclusive social protection principles**

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 Training format

The action 2022-12 will continue with a second on-line activity, focused on training sessions on disability-inclusive social protection principles, using the SOCIEUX+ e-learning platform (<https://elearning.socieux.eu>). Experts and the Partner Institution will receive support from SOCIEUX+ on the registration of accounts and general set up.

4.2 Learning objectives

The starting point of these on-line training sessions will be the Mongolian Law on Human Rights of People with Disabilities³ of February 2016 and the 'Vision 2050 – Long-term vision development policy of Mongolia'⁴ (2020), together with the recommendations given during the activity 1.

The principal target group will be the staff of the 33 people working at the General Authority for development of persons with disabilities (GADPWD).

³ <https://dredf.org/wp-content/uploads/2018/10/The-Law-of-Mongolia-on-Human-Rights-of-Persons-with-Disabilities-02-05-16.pdf>

⁴ https://cabinet.gov.mn/wp-content/uploads/2050_VISION_LONG-TERM-DEVELOPMENT-POLICY.pdf and <https://www.globalpartnership.org/sites/default/files/document/file/2020-12-17-towards-mongolia-long-term-development-policy-vision-2050-advancing-education-equity-efficiency-outcomes.pdf>

Nevertheless, the group of participants could be extended to case managers (people working with PwDs) and specialist of affiliated institutions of 6 provinces.

Two distinct training sessions will be implemented: one providing general information and knowledge to the staff of the GADPWD and another one aimed to build training capacities. This second session will be a training for trainers, within a pool of selected people from the GADPWD, the case managers and the specialists of affiliated institutions so that the knowledge acquired could be replicated for new staff and within the different provinces.

The topics covered by the training sessions will focus on the areas of concerns emerging from the comparative analysis of the 1st activity, but could include, among others:

- social protection schemes/benefits for PwD and their families
- Human Rights-based approach,
- Monitoring and evaluation and accountability (realistic and context-specific training)
- budgetary conditionality (disability marker of OECD DAC, OHCHR CRPD-oriented SDG indicators)
- how to raise awareness and change attitudes toward PwD
- digitalization to improve the access of PwD and their families to information and services (for example accessible contents or administrative services for PwD and their families, such as financial aids).

The specific topics of training will be further specified in the preliminary deliverables following an exchange and agreement between the experts Team and the Partner Institution.

4.3 General methodology

The principal expert will lead the remote mission. He/she/they will be responsible for the delivery of all deliverables of the activity (see below Section **Erreur ! Source du renvoi introuvable.**). He/she/they will be responsible for the preparation, coordination, implementation and reporting of the overall activity towards SOCIEUX+.

In the preparation phase, Experts 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 template's methodological note for training is provided by SOCIEUX+. Experts will choose the appropriate activities format and mix of tools and prepare the materials. For online trainings the majority of the activities are to be asynchronous.

Experts will develop activities and upload content of supporting materials, such as presentation and reference reading, on the SOCIEUX+ e-learning platform: <https://elearning.socieux.eu/>. The experts shall be introduced to the e-learning 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.

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.

The Partner Institution will work together with Experts in supporting the preparation and implementation of the activity. The Partner institution 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, including mobilization of relevant participants, is the responsibility of the Partner Institution.

At the end of the trainings, upon assessment and completion of the participants' feedback questionnaire (PAF), 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.

4.4 Main tasks of the expert team

4.4.1 Preparation

1. Get substantial knowledge of the local context; review relevant background documents provided by SOCIEUX+ and the Partner Institution.
2. 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+;
3. Prepare the training and assessment materials using SOCIEUX+ templates. Upload and set up the synchronous and asynchronous sessions on the e-learning platform. Since all the material will be translated from English to Mongolian, it will be important to stick the agenda of the activity agreed between the GADPWD, the experts and SOCIEUX+;
4. Before the start of the course, run a test of the platform with participants;
5. 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. Contact the Delegation of the European Union in Mongolia to arrange a meeting (briefing and/or debriefing depending on the interest of the EUD)
6. Support the GADPWD with the invitations to the training sessions.

4.4.2 Implementation:

7. Deliver the training sessions and the (pre/)post-training assessments, according to planned thematical focus, modalities, teaching, evaluation method and audience, providing EU examples;
8. Provide feedback to participants on assessments and key messages to take home;
9. Conduct a short session to direct participants towards the feedback [online](#) questionnaire (PAF).

4.4.3 Reporting:

10. 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, taking into account the Partner's feedback;
11. Convey visibility and knowledge development materials to SOCIEUX+ as appropriate. Any materials must be taken/used with the consent of participants;
12. Participate in a debriefing with SOCIEUX+ team.

4.5 Deliverables

4.5.1 Pre-mission deliverables

- P1: A methodological note, detailing the learning objectives, audience, working approach, tools and methods to employ, a risks analysis, etc. *A compulsory template will be provided for this note.*
- P2: A activity/mission agenda, detailing the meetings and working sessions to be held, list of participants, etc. The Activity/mission Agenda shall not exceed 2 pages.

4.5.2 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 completed 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 in 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 sessions (videos, PPT presentations ...) and included into the e-learning platform.
- **D5 - Annex 2 of the AcR:** The agenda and the final list of participants to the training sessions.
- **D6 - Online evaluation from the trainings' participants (PAF):** 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.

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): Disability-inclusive social protection

Area(s) of expertise:

- *Disability Benefits (E.10.01) / Social Protection (E.00) /Rights of Disabled People (L.40)*

Specific skill(s) & competency(ies):

- *Policy & Strategy making and development (1.2); Monitoring & Evaluation - M&E (5.1)*

Requirements (essential/required):

- a) "Master's" degree (or equivalent advanced academic degree or diploma requiring 4 years of formal education) in the areas of expertise (see above), or another directly related discipline. In its absence, the master's degree can be replaced by a combination of academic degree(s) with relevant years of work/professional experience combining the area of expertise and specific skills requested in Disability-inclusive social protection policies

The additional work experience used in calculating academic equivalence shall not count towards the minimum general professional experience.

- b) Seven (7) years of relevant work/professional experience in designing, managing and/or evaluating Disability-inclusive social protection policies
- c) Experience in designing, developing and delivering training modules adapted to the specific needs of adult learners
- d) Familiar with learning management systems e.g. Moodle or similar (for remote training)
- e) Fluent in English, written and oral
N.B.: Translation and interpretation services English <> Mongolian may be commissioned by SOCIEUX+.
- f) Other essential qualification(s): Significant experience and proved capacities in individual and organizational capacity building of public administrations

Additional assets (advantageous in selection):

- g) A previous experience in delivering short-term technical assistance in international cooperation
- h) A previous professional experience in Asia

Expert #2: Social model and human rights-based approach training

Area(s) of expertise:

- Disability Benefits (E.10.01) / Social Protection (E.00) /Rights of Disabled People (L.40)

Specific skill(s) & competence(s):

- Legislation & Regulation making and development (2.1)/ Policy & Strategy making and development (1.2)

Requirements (essential/required):

- a) An intermediate academic degree ("Bachelor", equivalent degree or diploma requiring three (3) years of formal education) with an additional three (3) years of working/professional experience;

The additional work experience used in calculating academic equivalence shall not count towards the minimum general professional experience.

- b) Five (5) years of relevant work/professional experience within EU public administrations or, international organisations, academia, social partners, civil society
- c) Familiarity with IT tools (writing reports, developing presentations, conducting video-calls)
- d) Fluent in English, written and oral
N.B.: Translation and interpretation services English <> Mongolian may be commissioned by SOCIEUX+.
- e) Other essential qualification(s): Social model and human rights-based approach training and knowledge of EU Strategy for the Rights of Persons with Disabilities

Additional assets (advantageous in selection):

- a) A previous experience in delivering short-term technical assistance in international cooperation
- b) A previous professional experience in Asia

Collaborative institutions:

Preference of the GADPWD for public experts with experiences in the following EU members States: **Germany, Sweden, Czech Republic and Hungary**

Public or publicly mandated institutions from European Union Member States with relevant expertise and competencies as outlined above are also encouraged to directly apply and contact SOCIEUX+ to provide expertise and participate in this activity. Focal points and responsible staff may directly contact the SOCIEUX+ Team at:

experts@socieux.eu, indicating the reference of the call for experts.

6.2 Estimated workload

	Preparation	Onsite work	Distance work	Travel	Reporting & deliverables	Total
Principal expert (#1)	8	0	5	0	3	16
Expert (#2)	7	0	5	0	2	14
Total experts	15	0	10	0	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.

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>

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

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ABOUT SOCIEUX+

The SOCIEUX+ Facility was established and funded by the EU through the European Commission's Directorate-General for International Partnerships (DG INTPA) and Directorate-General for Neighbourhood and Enlargement Negotiations (DG NEAR). 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 Facility's general objective is to expand and improve access to better employment opportunities and inclusive Social Protection systems in Partner Countries. Its specific objective is to enhance Partner Countries' capacity to 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 EU initiatives.

The Facility is an expansion of SOCIEUX Social Protection EU Expertise in Development Cooperation, established in 2013.



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