

# TERMS OF REFERENCE FOR EXPERTS / TRAININGS

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

**Action code and partner country:** SOCIEUX 2022-29 NIGERIA

**Action title:** Capacity building of staff of Ogun State Bureau of Job Creation on PES delivery

**Partner institution:** the Ogun Bureau of Job Creation

**Activity number and title:**

- Activity 3: Training modules intended to the managerial staff of the Ogun Bureau of Job Creation focused on effective PES delivery

**Date of implementation of activity/ies:**

- Activity 3 - May 8<sup>th</sup> until June 16<sup>th</sup> 2023 (online exchanges from May 22<sup>nd</sup> until June 2<sup>nd</sup>) (online)

**Modality of training:** ☒ E-learning

**Expert positions and responsibilities (by activity):**

- Activity 3 : Expert 1 (principal) – Employment services, Organ. structures, roles and arrangements, Service delivery
- Activity 3 : Expert 2 – Labour market, labour policy, Organ. structures, roles and arrangements, Service delivery

**Workload:**

Activity 3 - Expert 1 : Total 13 days (13 days at distance)

Activity 3 - Expert 2 : Total 11 days (11 days at distance)

**Call for experts' reference:** 22-29/NRA/3

**Version - #:** \_\_\_\_

☐ Draft

☐ Final

Date: December 14<sup>th</sup> 2022

SOCIEUX+ is implemented by

Partnership led by

Co-financed by the European Union

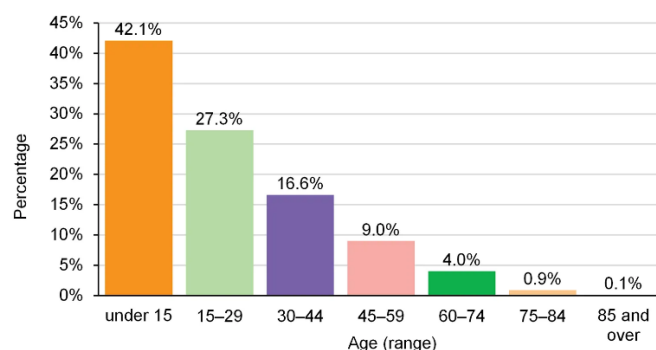


# 1 BACKGROUND INFORMATION

## 1.1 Country overview

The Federal Republic of Nigeria is a multi-ethnic and culturally diverse federation of 36 autonomous states and the Federal Capital Territory. Its capital is Abuja. Total population is of roughly 200 million people, making it the most populous country in Africa. It represents nearly half of West Africa's population and it has one of the largest youth populations in the world (70% of the population is under the age of 30).

Nigeria age breakdown (2019)



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It is the largest economy in Sub-Saharan Africa, followed by South Africa<sup>1</sup>. The country is highly dependent on oil, although revenues have declined in recent years. The agricultural sector and services are growing.

Nigeria's GDP is growing slower than its population due to the structure of the economy. In fact, economic growth is still too dependent of oil price fluctuation. Oil revenues contribute to two thirds of state revenues and 8.6 per cent of GDP. Between 2006 and 2015, Nigeria's GDP grew at an average of 5,7 per cent per year thanks to the oil price growth, and experimented a drastic decrease, above 2 per cent, following the resource price crash. Currently, others sectors, such as agriculture, which employs about half of the labour force and contributes to nearly a quarter of GDP, trade, mining and quarrying, manufacture and information and communication are other major economic sectors for national GDP.

The All Progressives Congress party (APC) controls the executive arm of government and holds a majority of seats at the Senate and House of Representatives in Parliament, and majority of the States<sup>2</sup>.

General elections are scheduled for February 2023 and will result in election of a new President, Federal and State Legislators and Governors. The current President Muhammadu Buhari will complete his second term on May 29<sup>th</sup>, 2023.

The war against Boko Haram and other terrorist groups in the northeast has had a strong impact on the security landscape in the country since 2011.

Inflation is rising in the country especially following the world pandemic and is pushing millions of Nigerians into poverty.

Nigeria has made socio-economic progress in the recent years, however its human capital development ranked 150 out of 157 in the World Bank's 2020 Human Capital Index.

It's Human Development Index ranks at 0,535 which puts the country at the Low HD category, positioning it at 163 out of 191 countries and territories<sup>3</sup>.

<sup>1</sup> [GDP \(current US\\$\) - Sub-Saharan Africa | Data \(worldbank.org\)](#)

<sup>2</sup> [Nigeria Overview: Development news, research, data | World Bank](#)

<sup>3</sup> [Specific country data | Human Development Reports \(undp.org\)](#)

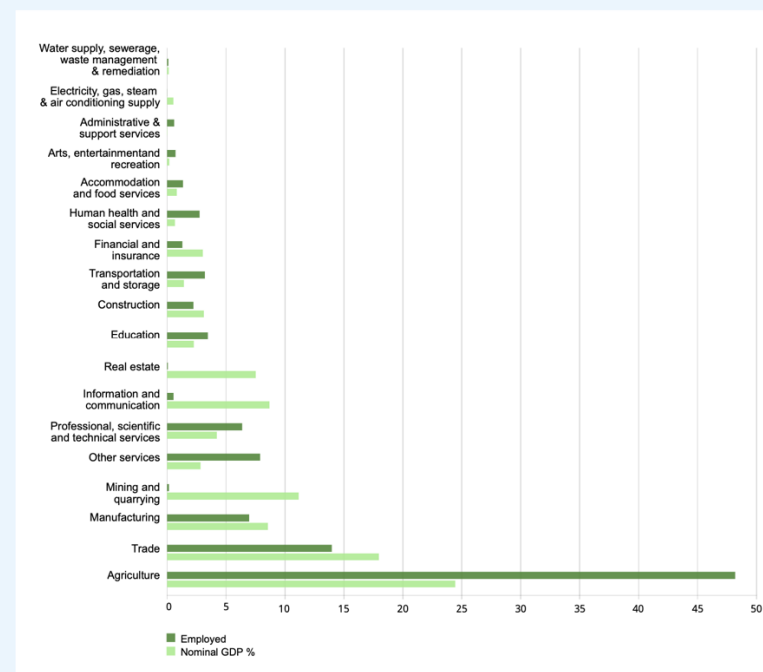
**Ogun State**, where the partner institution, the **Ogun State Bureau of Job Creation** is located, is known as the Gateway State, primarily due to its strategic location between Lagos. The state is also linked to the transnational highway to the Republic of Benin and the West African subregion.



## 1.2 Sector situation

Nigeria is not exempt from the global trend of rising unemployment. The rate at which the labour force is growing is faster than the rate of job creation. It's estimated that over 43% of the potential working population in Nigeria is either unemployed or underemployed<sup>4</sup>. Another specificity and challenge of the structure of labour market, is the very low labour productivity, especially in the agriculture sector and in the urban informal sector (trade).

► Figure1. Share of employment and Gross Domestic Product by sector



Source: ILO illustration data from NBS 2018

Nigeria developed the **National Action Plan on Employment Creation 2009-2020** which focused on the following aspects: promoting employment and income generation opportunities for youth and women through coherent policies on employment and economic growth, eliminating the worst forms of child labour through support for education and skills development, promoting good

<sup>4</sup> [Skills Development for Youth Employment - SKYE \(giz.de\)](#)

governance of labour migration, strengthening HIV prevention and social protection programmes in the world of work, combatting human trafficking and forced labour.

The ILO worked with Nigeria through the **Decent Work Country Programme from 2015-2018**. The ILO considers four strategic objectives of decent work which are: rights at work and international labour standards, employment and income opportunities, social protection and social security and tripartism. There are some challenges in Nigeria, mainly concerning job creation (incapacity of the economy to generate employment at the rate of rise of population), guarantees of rights at work (impossibility to unionize), extension of social protection, and promotion of social dialogue. A new DWCP covers period 2021-2024.

The GIZ works in Nigeria through the **Skills Development for Youth Employment (SKYE)** programme from 2018 until 2023 and focuses on promoting needs-based technical and vocational education and training and youth employment in Nigeria.

**Unemployment** in Nigeria does not only concern unskilled workers, but also highly skilled people including graduates of universities and of other institutions of higher learning.

The bulk of new employment in recent years in Nigeria has been in the informal economy, which entails precarious, poorly paid with few benefits and not covered by labour legislation or social protection. Recent estimates suggest that informal employment account for more than 80% of total non-agricultural employment in Nigeria<sup>5</sup>.

The government which came into power in May 2015 put employment creation more specifically for youth at the center of its preoccupation.

**Ogun State** has a working age population of over 3,700,000 and a labour force population of more than 2,300,000 with an unemployment rate of 16.36% which reflects a marginal increase from 14% in 2018.

The general framework of labour supply is based on the national education system. The state has a high literacy rate coupled with a skilled workforce, but skills mismatches are obvious in several sectors. The focus of the government has been on the need to review curricula and strengthen the teaching techniques of primary school teachers in a bid to expose the pupils to modern teaching facilities and prepare them for secondary education. Public TVET institutions at all levels in Ogun-State have no institutionalized cooperation with employers and, generally, links to the labour market are weak as a result, skills development in the state is largely not supply-driven. Some large companies are investing in in-house training schemes to fill the urgent skill gaps which is yet to address youth unemployment in the state. Also, industry-driven pilot projects are introducing dual apprenticeship training, which indicate the potential for greater private sector involvement in employment promotion.

There is urgent need to support sustainable employment opportunities given the current economic context in Nigeria (declining government revenues and a high sector wage bill) through improved delivery of public employment services to effectively match labour with demands through job placement (such as career, job and tech fairs) and matching initiatives such as internships, apprenticeships and traineeship programmes to create jobs both in the informal and formal sectors of the economy, as well as to reduce the discrepancies between labour demand and supply.

The Ogun-State Development Plan 2018-2030 "Mission to rebuild" was designed to position the state to leverage its inherent advantages (location and resources) to attain sustainable, inclusive growth. The development plan clearly highlights agriculture and industrialization as key drivers to play leading roles in employment creation in the state. The plan also acknowledges the need to improve delivery of public employment services to support actualization of the indicative objectives of the plan.

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<sup>5</sup> ADEBAYO O. AKINSANYA, LOLA JOHN OKUNOLA, GABRIEL BABAJIDE AGBOOLA, PETER ILESANMI OGUNDOLA, International Labour Organization Decent Work Agenda for Nigeria: Prospects and Challenges, KIU Journal of Social Sciences, Kampala International University ISSN, 2020.

### 1.3 Role of partner institution in the sector

The ILO government partner in Nigeria is the Federal Ministry of Labour and Employment (FMLE) and provides technical assistance through this Ministry. It plays an interlocutor role between employers and workers organizations.

The Mandate of Ogun Bureau of Job Creation and Youth Empowerment is to secure and sustain an enabling environment for job creation, manage unemployment via youth empowerment and skills development for Ogun State residents. The vision of the bureau is to build a State with skilled and competent youths that will ensure that Ogun State becomes a State with the lowest unemployment rate in Nigeria. The of the bureau of Job Creation and Youth Empowerment is mandated to promote:

- Job Creation and youth empowerment
- Job aggregation and Matching: Capture all jobs in Nigeria by reaching out to companies and bringing the job opportunities closer to candidates in Ogun State. The Ogun State Job Portal which currently houses over 300,000 quality profiles is used to manage the above.
- Talent Hunt and Management: Discovering, enhancing, and empowering creative talents across the state.
- Skills Development and Training: Developing the skills of the people of Ogun State across vocational, technical, non-technical, and soft skills to give an edge.

## 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)

- To coordinate and implement public employment services in conformity with policies at national and regional levels

### 2.3 Expected results

- The capacity of Ogun Bureau of Job Creation staff on PES is strengthened

### 2.4 Final deliverables

- A systemic and organizational diagnostic of the services provided by the Ogun State Bureau of Job Creation is provided
- An action plan for the improvement of delivery of services is drafted
- A training to the managerial staff of the Ogun Bureau of Job Creation is delivered

## 3 METHODOLOGY

### 3.1 General methodology (of the action)

All three activities will unfold at distance using 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. One resource person will be designated from the Ogun Bureau to facilitate contacts. The methodology will be chosen by experts (focus groups, one-on-one interviews, open interviews, gathering of data via google sheets or other methods of surveys). The principal SOCIEUX+ expert will be responsible for the preparation, coordination, and implementation of the mission and submission of deliverables.

### 3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – Diagnosis of the services provided by the Ogun State Bureau of Job creation
- Activity 2 – Action plan for the improvement of delivery of PES services
- **Activity 3 – Training modules intended to the managerial staff of the Ogun Bureau of Job Creation focused on effective PES delivery**

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

- **Activity 3**

### 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

### A. E-learning training

#### 4.1 Training format

The training activity will be conducted via remote 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

1. Effectively identify and analyse context specific challenges and problems in the labour market and initiate actions to remedy
2. Integrate various approaches to effectively match labour supply and demand through labour intermediation services
3. One more learning objective may arise from the results of the activities 1 and 2 and be discussed and agreed upon with consultation with the PI and experts.

#### 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 methodological note template 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.

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 is the responsibility of the Partner Institution.

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.

## **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;
4. Before the start of the course, run a test of the platform with participants;
5. Take part in a pre-training briefing with SOCIEUX+ team (around 1 week before the mission);
6. Participate in a briefing and debriefing with the EU Delegation – not mandatory, on demand.

### **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;
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) (link/activity on the e-learning platform provided).

### **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;
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.
- Annex to AcR: All training materials, including assessments and tools developed during the training sessions.

## 5 REPORTING AND SUBMISSION OF DELIVERABLES

### 5.1 Formats

All deliverables and products of the activity (notes, reports, presentations, etc) shall comply with the formats and templates provided by the SOCIEUX+ Team.

All deliverables are to be submitted in electronic in electronic editable versions [Microsoft Word 97-2003 [doc], PowerPoint 97-2003 [ppt] and Excel 97-2003 [xls]; or in equivalent OpenDocument format). Non-editable electronic document such as in Portable Document Format (PDF) shall not be accepted.

Templates for electronic presentations during the activity/mission are provided by the SOCIEUX+ Team. These templates are in Microsoft PowerPoint format and comply with the SOCIEUX+ Corporate Image standards. These templates are to be used as a sole format by all members of the expert mission team. They are to be used for all presentations by the experts during and for the activity/mission. The use by the experts of their own, or their organisation(s), templates or formats are not allowed unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

All versions of deliverables or other products used or produced during activity/mission by the experts shall include the following disclaimer:

*"Disclaimer:*

*The responsibility of this publication sole lies with its authors. The European Union, the European Commission, the implementation partners of SOCIEUX+ and the SOCIEUX+ Staff are not responsible for any use that may be made of the information contained therein."*

Please refer to the expert information package for further guidance on communication and templates.

All deliverables are to be provided in English.



## 5.2 Submission and approval

*All deliverables versions (drafts, final or other) shall be submitted directly and only to SOCIEUX+ Team, unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.*

### 5.2.1 Pre-mission deliverables

- Pre-mission deliverables shall be submitted no later than 5 working days before the start of activity or departure of the mission of the experts, whichever is the earliest.
- Pre-mission deliverables will be shared and reviewed by the SOCIEUX+ and the Partner Institution. Feedback on the deliverables should be provided to the Principal Expert at latest 2 days before the start of activity or departure of the mission of the experts, whichever is the earliest. Comments and recommendation of this feedback shall be taken into account for the implementation of the activity/mission by the experts. Only the mission agenda shall be resubmitted with revision if requested by the SOCIEUX+ Team.

### 5.2.2 Final deliverables

- The first draft versions of the final deliverables are to be submitted no later than 10 working days upon completion of the activity or return of the experts.
- Feedback to the first draft version of the report should be provided 10 working days after its submission.
- Inclusion of the feedback on drafts versions is expected 5 working days upon reception of the comments by the principal expert. (In general, no more than one round of feedback and revision is required, unless the quality of the deliverables is considered unsatisfactory by the SOCIEUX+ Team or/and the Partner Institution.)
- Final versions of the deliverables should be approved or rejected no later than 10 working days upon their submission to the SOCIEUX+ Team.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by SOCIEUX+.

## 6 REQUIRED EXPERTISE

### 6.1 Expertise profile

#### **Principal expert (Expert #1):**

#### **Area(s) of expertise:**

- *Employment services*

#### **Specific skill(s) & competency(ies):**

- *Organ. structures, roles and arrangements, Service delivery*

#### **Requirements (essential/required):**

- a) The education type and level required:

“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:

- 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; or,
- A first-level academic degree (“License”, equivalent degree or diploma requiring two (2) years of formal education) with an additional five (5) years of working/professional experience.

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

- b) The number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):  
Seven (7) years.
- c) Required language knowledge: English
- d) Experience in supporting institutional capacity strengthening with a focus on Public Service Employment Agencies
- e) Experience in employment promotion with emphasis on matching labour demand and supply as well as labour intermediation services
- f) knowledge of the current challenges of the labour market
- g) At ease with online learning platforms

**Expert (Expert #2):**

***Area(s) of expertise:*** Labour market, labour policy

***Specific skill(s) & competence(s):*** Organ. structures, roles and arrangements, Service delivery

***Requirements (essential/required):***

- a) The education type and level required:

“Bachelor’s” degree (or equivalent academic degree or diploma requiring three (3) years of formal education) in the areas of expertise (see above), or another directly related discipline. In its absence, the bachelor’s degree can be replaced by a combination of:

- A first-level academic degree (“License” or equivalent) with an additional two (2) years of professional experience in one or more relevant fields.

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

- b) The number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):  
Five (5) years.
- c) Required language knowledge: English
- d) Experience in employment promotion with emphasis on matching labour demand and supply as well as labour intermediation services
- e) integrated approach to employment promotion with emphasis on matching labour demand and supply as well as labour intermediation services.
- f) At ease with online learning platforms

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**Collaborative institutions:**

*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 these/this activity. Focal points and responsible staff may directly contact the SOCIEUX+ Team at:*

[experts@socieux.eu](mailto: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)	4	0	5	0	4	13
Expert (#2)	3	0	5	0	3	11
<b>Total experts</b>	<b>7</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>7</b>	<b>24</b>

## 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 by<sup>6</sup>:
  - 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 format<sup>7</sup>.
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](mailto: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](mailto: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.

<sup>6</sup> SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

<sup>7</sup> Europass templates for CVs are available here: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

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](http://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**

## **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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