

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: SOCIEUX 2023-03 MONTENEGRO

Action title: Developing specialized and urgent foster care measures

Partner institution: Institute for Social and Child Welfare [Zavod za socijalnu i dječju zaštitu]

Activity/ies number(s) and title(s):

- Activity #3 – Design of a curriculum for social workers

Tentative dates of implementation and location:

- Activity #3 - September 4th , 2023 to October 13th , 2023 (onsite: Podgorica, 18 - 29 September)

Expert positions and responsibilities (by activity):

- Activity #3 : Expert #1 (principal) – Rights of the Child
- Activity #3 : Expert #2 – Rights of Disabled People

Workload:

Activity #3 - Expert #1 : Total 20 days (10 days at distance; and 10 days onsite)

Activity #3 - Expert #2 : Total 19 Days (9 days at distance; and 10 days onsite)

Call for experts' reference: 23-03/MNE/3

Version - #: ____

☐ Draft

☒ Final

Date: March 9, 2023

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1 BACKGROUND INFORMATION

1.1 Country overview

Montenegro is a country located in South-Eastern Europe, the capital is Podgorica. Montenegro has a superficies of 13 883 square meters and a population of approximately 613,100 inhabitants. Montenegrin is the official language of the country, other languages such as Bosnian, Croatian, Serbian and Albanian are also used officially. Montenegro is a parliamentary republic and gained its independence from Serbia in 2006. The current President is Milo Đukanović and the Prime Minister is Dritan Abazović. Presidential elections will be held in March and April 2023. Montenegro has a GDP of 5.9 billion USD. Inflation has been significant but its effect on the cost of living was limited. High public debt and a deteriorating global environment require the country to pursue fiscal consolidation and reforms.

Negotiation for the accession of Montenegro to the EU began in June 2012. To this date, 33 negotiating chapters are opened, of which three have been provisionally closed. Montenegro continued to implement the Stabilisation and Association Agreement (SAA). Concerning chapter 19, related to Social Policy and Employment; EU rules in the social field foresee minimum legal labour standards, equality, health and safety at work and non-discrimination and aim to promote social dialogue. The EU Commission declared that Montenegro has some level of preparation in the field of social policy and employment. In 2023, Montenegro has been advised to continue the reform of the social protection system based on the Roadmap of Social Protection Reform. Montenegro should adopt and implement the strategy of deinstitutionalisation. The Institute of Social and Child Welfare still requires strengthening in terms of resources. Social services provided at the local level are underfunded. On the de-institutionalisation of children in care, no progress has been made towards the transition to community and family-based services: professional foster care has not been introduced and the adoption of the Strategy on de-institutionalisation is still ongoing.

1.2 Sector situation

The Institute for Social and Child Welfare is responsible for providing professional support, monitoring the quality-of-service provision, as well as preparing analyses and reports on relevant topics in the field of social and child welfare, and in its previous work, following the field of child protection, recognized the need for further development family accommodation services - foster care, primarily urgent and specialized foster care.

Through participation in case conferences and the implementation of group supervision with professional workers, as well as on the basis of previous analyses related to family care, it appears that professional workers are increasingly faced with the need for urgent placement of children in situations of domestic violence, as well as care for cases children with developmental disabilities, or children with behavioural disorders due to inadequate family functioning. In order to develop this service, it is necessary to assess the needs for the development of urgent and specialized foster care, and based on the detected needs, define recommendations for the further development of these services.

The structure of children who were in alternative care at the end of 2020 is dominated by children cared for in various forms of family arrangements, which together comprise 73% of children in foster care. At the same time, it is noticeable that there is a significantly higher representation of children placed in relatives' families compared to children who are placed in non-relative families. Children placed in institutions make up more than 1/4 of children in alternative care. Similar ratio of children in alternative care in relation to the types of accommodation they used was also present in previous years. The previously presented data indicate that institutional care continues to represent a significant form of social protection in Montenegro. The reason for this, however, is not the orientation of national policies towards institutionalization, but primarily the low level of availability of support services for family and community life, family accommodation-foster care services. The harmful effects of institutionalization, especially for young children, have been documented in great detail in the literature. Numerous studies show the negative effects of institutional care on the neurological, cognitive and socio-emotional development of infants and young children staying in residential institutions.

Placement of children and young people in institutions is carried out in public social and child welfare institutions established by the state. Within the Department of Social and Child Protection, there are two residential institutions for children and young people. The only institution for housing children without parental care is the "Mladost" Children's Home in Bijela, and since February 2019, this

institution has also taken over the Small Group Community for Children with Developmental Disabilities in Bijelo Polje, which previously functioned as an organizational unit of Public Institution Centre for children and young people with disabilities "Tisa" Bijelo Polje. Public Institution Centre "Ljubović" in Podgorica provides accommodation services for children with behavioural problems within two organizational units: reception unit and treatment unit.

1.3 Role of partner institution in the sector

The Institute for Social and Child Welfare is an independent administrative body, whose activity is determined by the Law on Social and Child Protection and the Regulation on the Organization and Working Method of State Administration. The Rulebook on Internal Organization and Systematization established the organization with the aim of more efficient and effective implementation of the work process in the Institute, according to which work is organized within two Departments and one Service: the Department for Development and Professional Support, the Department for Capacity Building of Professionals and the Service for general affairs and finance.

The Institute's vision is to strengthen its own professional capacities, support and monitor the quality system of professional work and services in social and child protection institutions, and create conditions for continuous improvement of the quality of social services.

Bearing in mind the reform of the social and child protection system, which includes a new work system in social and child protection institutions and the introduction of a quality system in the work of those institutions, the basic functions of the Institute are:

- monitoring the quality of professional work and services in social and child protection institutions;
- provision of professional supervisory support in order to improve professional work and social and child protection services;
- performance of licensing of professional workers and issuance of work license in accordance with the law governing social and child protection;
- performance of professional and organizational work in the process of accreditation of training programs, that is, service provision programs that ensure professional training for professional workers and professional associates and service providers;
- adoption of the Code of Ethics for employees in the field of social and child protection;
- research on social rights and problems, activities and effects of social and child protection;
- preparing analyses and reports and proposing measures for improvement in the field of social and child protection;
- developing a quality system in social and child protection, coordinating the development of service standards and proposing them to the state administration authority responsible for social welfare affairs, improving existing standards and introducing new standards;
- participation in the development, implementation, monitoring and evaluation of the effects of the implementation of strategies, action plans, laws and other regulations related to the development of social and child protection activities;
- organizing professional development of professional workers and professional associates;
- creating and publishing monographs, magazines and collections of works, expert manuals, guides, informants, studies and examples of good practice;
- informing the professional and general public about the implementation of social and child protection, pointing out the needs and problems of beneficiaries, especially beneficiaries from sensitive social groups;

By carrying out the aforementioned tasks of the Institute, conditions are created for the continuous professional development of professional workers and professional associates in order to improve and achieve a better quality of service to end beneficiaries.

Deinstitutionalization, as one of the key goals of the reform of the social and child protection system in Montenegro, is closely related to the development of family accommodation-fostering and family accommodation. The service of family accommodation-fostering and family accommodation is provided by a natural person in accordance with the law on social and child protection and the law governing family relations. The assessment of the suitability of a natural person for the provision of family accommodation, foster care and family accommodation, professional support and training is

carried out by the Social Welfare Centre. In Montenegro, kinship foster care is part of the tradition. The basic long-term approach to the protection of children without adequate parental care was their care in relatives' families, and when this was not possible, the children were placed in institutions.

According to UNICEF data, in the fluctuation of the number of children in family placement - foster care during the observed period from 2010 to 2020, there are different trends depending on whether it is placement in relative or non-relative foster families. Namely, it can be stated that the number of children in relative foster families, with relatively discrete variations, has remained at approximately the same level (from 304 in 2010 to 289 in 2020), while the number of children in non-relative foster families has generally had a rising trend (from 9 in 2010 to 59 in 2020). At the end of 2020, the number of children who used the family placement-foster service in non-relative foster families increased largely compared to 2010.

The main challenges faced by foster care are related to the insufficient level of development of this service, the insufficient preparation of foster parents for life with children who need a higher level of support, the insufficient development of specialized foster care and the tendency for professional SWC workers, as well as foster parents and children, to understand foster care as a permanent solution, which is also a limiting factor in the development of this service. There is still a lack of non kinship foster families, especially families that would provide urgent foster care, foster care with intensive or additional support (specialized foster care), and temporary foster care.

Through the analysis of the existing data, it can be concluded that there is a need and necessity for the development of urgent and specialized foster care. Urgent foster care is a special type of foster care. It is applied as a form of care for children in situations where the social welfare centre assesses that the child's safety is threatened and that it is necessary for the child to be separated from the biological family without delay, i.e. moved from the environment in which he is currently located and which is currently risky for him. The specifics of urgent foster care are that it is applied in emergency situations, lasts relatively short and has a limited duration in advance.

Specialized foster care refers to the placement of children with disabilities and difficulties in development and educationally neglected children. It is also not developed in Montenegro. It is important to analyse this from the aspect of developing services in the community that would facilitate the functioning of foster families and be stimulating. Knowing that the care of biological children who have disabilities and difficulties in development is complex, it is not motivating for those who would eventually decide to take care of these children. This story is supported by the data that when it comes to adoption, our children are adopted abroad, because in other countries there are better forms of support for the treatment and care of children with developmental disabilities. Also, the issue of fees is also such that it is not motivating for those who would eventually decide to provide specialized foster care services.

Also, the fact that the number of children placed in an institution for children without parental care at the end of 2020 was 37.7% higher compared to 2018 is worrying, pointing to the need for additional efforts to prevent the separation of children from their families, primarily provided arrangements for family care in situations where the separation of the child from the family is necessary, as well as enabled the return of the child to the biological family, i.e. placement in a suitable foster family, in circumstances where the child/children have already been placed in an institution and if the return to the parental family it is not possible to provide.

After highlighting the Strategy for the development of foster care in Montenegro for the period 2012-2016, the new strategy for the development of foster care has not yet been adopted, but measures to improve foster care are included in the Strategy for the realization of children's rights for the period 2019-2023. The strategy for deinstitutionalization, the adoption of which is planned for 2023, will define the further development of foster care services.

Roadmap of reforms Social assistance and social and child protection services in Montenegro suggests that priority should be given to services for children and young people who need a formal form of protection, which would imply further development of foster care, organization of housing services with support and, as a last option, small group community. In order to prevent further institutionalization, it is stated that it is necessary to give priority to the services of urgent foster care and family associate. Namely, the prerequisite for ending the transformation process is the establishment of professional urgent foster care, in order to prevent the entry of new beneficiaries into the institution.

In the Chapter 19 – Social policy and employment report it is referred that the Institute for Social And Child Welfare requires strengthening in terms of resources.

The Strategy for deinstitutionalization to be adopted in 2023 recognizes the necessity of further development of urgent and specialized foster care.

It is important to point out that Montenegro still does not have specific financial resources for preventing the separation of children from families or assistance for the return of children to their parents' families after placement.

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)

Deinstitutionalisation of urgent and specialised placement of children and youth

2.3 Expected results

- Conditions for the development of urgent and specialized foster care are analysed
- The way forward of the set-up of and deployment of a specialized and urgent foster care system is outlined
- Capacity-building approaches and tools for training case workers and foster families within a system of urgent and specialized foster care are developed.

2.4 Final deliverables

- Situational Analysis of specialised and urgent foster care
- Action plan for the development of specialised and foster care
- Curriculum for the training of social workers

3 METHODOLOGY

3.1 General methodology (of the action)

This peer-to-peer technical assistance provided by SOCIEUX+ through mobilized EU public experts will be performed on site. The Institute for Social and Child Welfare will designate a focal point that will accompany experts throughout their mission. The institute will be responsible for setting up meetings and liaising with stakeholders to meet for the benefit of the activity.

The aim of the action is to support the Institute for Social and Child Welfare in the reduction of institutional placement and the development of specialised and urgent care placement. To this aim, the action will assess the current situation in Montenegro and propose a plan to develop non-kinship placements. The action will also support social workers in gaining more knowledge about the two types of foster care and give them insights on how to recruit, accompany and evaluate specialised and urgent foster care families. The action will share and present EU model and best practices.

At the end of this action, the Institute should have a clear overview of urgent and specialised foster care, an action plan for the further development of these two types of foster care as well as a curriculum for the training of the Institute's staff.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – Analysis of the current state of play of specialised and urgent foster care in Montenegro
- Activity 2 – Design of an Action Plan for the development of specialised and urgent foster care

- Activity 3 – Design of a curriculum for social workers

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;
- Human rights
- Rights of children,
- Right of people living with disabilities and,
- Social and economic inclusion of vulnerable groups.

4 ACTIVITIES DESCRIPTION

4.1 Tasks

The main tasks of the mission team include:

Task #3 - Design of a curriculum for social workers

The third activity aims to design a curriculum for social workers. Based on the needs identified in previous activities, experts should design a curriculum to improve knowledge of specialised and urgent foster care and to train social workers when it comes to identifying, recruiting, following, and evaluating urgent and specialised foster carers. The experts should identify the learning needs and constraints of social workers and assess their current level of knowledge including knowledge to be updated. The curriculum should be comprised of a learning plan, learning objectives, outcomes and events. Essential learning resources and materials shall also be developed and identified. Experts should define the instruction and evaluation methods, including evaluation of the curriculum itself as well as the profiles of instructors and learners. Experts should include a curriculum matrix, linking learning events with objectives and outcomes and ensuring the absence of learning gaps.

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

Preparation:

- Get substantial knowledge of the local context; review relevant policy and institutional framework documents.
- Co-develop the mission's methodology and agenda (intermediate deliverables), in collaboration with the Partner Institution.
- Agree with the Partner on logistical arrangements for the implementation of on-site activities.
- Transmit the intermediate deliverables to the SOCIEUX+ team for approval.
- Take part to the pre-mission briefing with SOCIEUX+ team (around 1 week before the start of the action).
- Contact the EU Delegation in Montenegro to organise a briefing and/or debriefing upon arrival (SOCIEUX+ will introduce the experts to the focal point within the EU Delegation).

Implementation:

- During the mission, conduct consultations with the Partner's key staff and other stakeholders deemed necessary to meet for the purpose of this activity as per methodology and agenda. The partner institution shall facilitate and arrange the meetings.
- 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 finalisation.
- Participate in the briefing/debriefing with the Delegation of the European Union in the country.
- Channel to SOCIEUX+ Communication officer any materials that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles), in respect of SOCIEUX+ visibility policy

Reporting:

- At the end of the mission, timely submit to SOCIEUX+ the final deliverables (10 working days after the mission). Use the templates and evaluation forms provided by SOCIEUX+.
- Go through a round of comments and adjustments in interaction with SOCIEUX+ and the Partner.

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

- 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: Curriculum comprising curriculum matrix, learning plan, events, objectives and outcomes, means of instructions and evaluation, essential learning resources and materials

5 REPORTING AND SUBMISSION OF DELIVERABLES

5.1 Formats

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

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

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

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

"Disclaimer:

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

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

All deliverables are to be provided in English.

5.2 Submission and approval

All deliverables versions (drafts, final or other) shall be submitted directly and only to SOCIEUX+ Team, unless otherwise instructed in writing [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: *Rights of the Child*

Specific skill(s) and competency(ies) of expertise:

Individuals' capacity building/training

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 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;

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

- Minimum 7 years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society.
- Relevant experience in drafting curriculum and/or provision of trainings
- Relevant experience in provision of services to foster care families and/or children without parental care
- Experience with children victim of sexual abuse and violence
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Fluent in English, written and oral.
- A previous experience in delivering short-term technical assistance in international cooperation.
- A previous professional experience in the Western Balkans

Expert (Expert #2):

Area(s) of expertise: *Rights of Disabled People*

Specific skill(s) & competence(s):

Individuals' capacity building/training arrangements

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.

- Minimum 5 years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society.

- Relevant experience in drafting curriculum and/or provision of trainings
- Relevant experience in provision of community-based services for disabled children
- Experience with children victim of sexual abuse and violence
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Fluent in English, written and oral.
- A previous experience in delivering short-term technical assistance in international cooperation.
- A previous professional experience in the Western Balkans

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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, indicating the reference of the call for experts.

6.2 Estimated workload

	Preparation	Onsite work	Distance work	Travel	Reporting & deliverables	Total
Principal expert (#1)	3	10		2	5	20
Expert (#2)	3	10		2	4	19
Total experts	6	20	0	4	9	39

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+ online expert database: <https://pmt.socieux.eu> (currently only available in English). The application process is:

1. If they have not already, experts create their SOCIEUX+ account by clicking on "Create an account" using an email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by¹:
 - a. Providing contact details
 - b. Providing information on the competencies, 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 competencies as the SOCIEUX+ Team also regularly reviews profiles in the roster to identify and contact potential experts for future missions.*
 - c. Uploading of a curriculum vitae, preferably in Europass format².
3. Once their profile is approved by the SOCIEUX+ Team, they can apply to any available calls for experts accessible under the tab "Call for experts" and click on "Apply."

If more information is needed, please contact SOCIEUX+ by email at experts@socieux.eu with the reference number of the application.

Collaborative or interested institutions wishing to make expertise available for a specific call for application may directly contact the team of SOCIEUX+ at experts@socieux.eu.

7.2 Selection of experts

In principle, SOCIEUX+ mobilises experts from the public administrations and mandated bodies of EU member states, and practitioners working for social partners, including:

- Practitioners, civil servants and employees from publicly mandated bodies;
- Collaborators and employees of social partner institutions, such as trade unions and employer associations; and,
- Academic and research institutions.

Active public experts from collaborative institutions are given priority in the selection. Private consultants may also apply. Their application will be considered if an appropriate public expert cannot be identified.

Only short-listed applicants may be contacted. The selection process may include interviews by phone or other communication means.

Interested candidates may download the **Guide for Experts and Collaborative Institutions** with detailed information on contracting with SOCIEUX+ at www.socieux.eu

7.3 Contracting of public experts

Public experts can be on 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+.

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

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

Short-listed candidates may be required to provide the contact of the employer or proof of their ability to be directly contracted under their status as a 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 into public employees for all intents and purposes, benefits and financial compensation are provided by SOCIEUX+.

National regulations on remuneration and compensation of public employees and civil servants apply 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 following the **Guide for Experts and Collaborative institutions** with detailed information on contracting with SOCIEUX+ (version as of the 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 preparing 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 the European Commission.

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 to 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 culturally-sensitive behaviour when dealing with their local counterparts.

10 OTHER CONSIDERATIONS

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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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