

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2023-19 KAZAKHSTAN*

Action title: *Online training for ERI experts in the field of targeted social assistance*

Partner institution: *Economic Research Institute*

Activity number and title:

A. 1: Webinar for ERI experts in the field of targeted social assistance
(minimum income schemes and child guarantee)

Date of implementation of activities:

Activity 1: 03-25/07/2023 (tentative webinar date: 19/07)

Expert positions and responsibilities (by activity):

Principal expert (Expert 1): Social assistance, Income guarantee schemes

Expert 2: Rights of the child, Child guarantee, Family benefits

Workload:

Expert 1 (principal) : 4 days

Expert 2 : 4 days

Call for experts' reference: **23-19/KAZ/1**

Version - #: 2 ☒ Draft

☐ Final

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1 BACKGROUND INFORMATION

1.1 Country overview

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

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

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

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

1.2 Sector situation

In March 2023 a new Social Code was adopted in Kazakhstan.

This document sets new priorities for social policy in Kazakhstan and puts a strong emphasis on development of families and strengthening their capacities and autonomy, especially for families in vulnerable situation. In particular, it foresees a number of new social assistance measures like advanced support for vulnerable families including more support, prevention, mediation services, as well as new or revised cash benefits packages (under conditions), linkage of the poverty line to the survival minimum expenditure basket and new approaches to the definition of criteria of eligibility for social benefits.

With the increase of public expenditure for social assistance, the issue of effective targeting is very topical and the exchange of good practices on the definition of targeted social assistance are very relevant to the current context in Kazakhstan. New targeting procedures and capacities shall have an impact on the design of the reformed social assistance system, given that by-laws and other regulations are still to be developed.

1.3 Role of partner institution in the sector

The Economic Research Institute (ERI) was founded in 1961. ERI is the leading public institute studying the comprehensive development of Kazakhstan's economy. It is directly linked to the Ministry of National Economy of the Republic of Kazakhstan. ERI's activities are aimed at scientific support of the implementation of the country's economic strategy. ERI experts analyze the state of the economy and forecast its development for the future. ERI uses modern economic-mathematical models. ERI actively participates in the development of the most important state programs and draft laws. Particular attention is paid to monitoring and revision of strategic and program documents of the country. To date, ERI has been conducting research to assess the effectiveness and efficiency of social support measures for families with children in Kazakhstan, which is aimed at the possibility of reforming social support measures for families with children.

In relation of the new Social Code, the role of the ERI is to propose to the government of Kazakhstan implementation measures and strategies, evidence-based and built on experience of other countries. As a result of the cooperation, social protection experts from ERI will learn about

international experience in reforming targeted social assistance and the possibilities of applying the experience of the European Union countries in promoting children's social guarantees. The knowledge gained will strengthen the rationale for the measures which can be proposed to the Government of Kazakhstan.

2 ACTION DESCRIPTION

2.1 Overall objective

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

2.2 Specific objective (s) (purpose)

S. 1: To reinforce research capacities of ERI experts in the area of formulation of social assistance measures

2.3 Expected results

R. 1: EU good practices in the area of targeted social assistance, including child social guarantee and minimum income scheme, are shared with ERI experts

2.4 Final deliverables

D. 1: Compendium of EU countries' good practices in the area of targeted social assistance (minimum income schemes and child guarantee) – webinar materials and presentations

3 METHODOLOGY

3.1 General methodology (of the action)

The action includes a single activity, namely the mobilization of two European public experts in view of the preparation and delivery of a webinar to the experts and researchers of the ERI. With reference to the new Kazakhstan Social Code, the lecture shall particularly refer to the design and conditionalities, implementation, financing of social assistance measures such as the Child Guarantee and Minimum Income Schemes. The webinar shall last around three hours and will be entirely conducted by remote. The webinar will be held on Zoom with simultaneous interpretation; training materials and interaction with participants will be enabled through SOCIEUX+ e-learning platform.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

A. 1: Webinar for ERI experts in the field of targeted social assistance (minimum income schemes and child guarantee)

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

- Activity 1.

3.3 Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance to include cross-cutting issues in social protection, labour and employment policies and systems. The following cross-cutting issues are duly taken into account:

- Gender equality;
- Good governance;
- Human rights (including rights of children, people living with disabilities, vulnerable groups and minorities); and,
- Social and economic inclusion of vulnerable groups.

4 ACTIVITIES DESCRIPTION

4.1 Tasks

This is a one-activity action consisting in a webinar during which the experts will present good practices of design and implementation of child guarantee and minimum income schemes from EU countries, including the contents, conditionality, efficiency etc. of these measures. The information provided during the webinar will support Partner Institution in proposing measures to the government of Kazakhstan relevant to the implementation of newly adopted Social Code.

The following aspects should be covered:

- for Guaranteed Minimum Income Schemes – determination of eligibility criteria and the application of median income as an eligibility criterion
- for EU Child Guarantee initiative - evidence-based practices ensuring effective access to a set of key services, such as early childhood education and care (ECEC), education, health, adequate nutrition, and decent housing, for vulnerable children.

The participants to this webinar will include the staff (researchers and experts) of the ERI, mainly the Center for macroeconomic research and prognosis and the Secretariat for sustainable development goals. External participants representing other stakeholders can also be invited on the Partner's initiative.

Experts' team:

The principal expert will lead the remote mission. He/she is responsible for the production of all deliverables of the activity (see section 4.2). He/she will also be responsible for the preparation, coordination, implementation and reporting and/or coordination of the overall activity.

Partner Institution:

The partner institution shall work in collaboration with experts supporting the preparation and implementation of the activity. The partner institution shall facilitate the organisation of the activity with regards to the following aspects:

- providing one or more resource-persons to support the experts in the material and technical organisation,
- convening participants to the meetings and ensuring their participation, including external stakeholders
- the material organisation on site (including premises and logistics; appropriate IT infrastructure and connectivity) for local participants if needed.

Tasks:

Minimum tasks expected from the experts shall include:

- Ahead of the mission to get substantial knowledge of the local context; review any relevant background documents provided by the SOCIEUX+ Team and/or the Partner;
- Conduct preliminary contacts with the Partner in view of the preparation of the remote mission's methodology and agenda, to be transmitted ahead of the mission to the SOCIEUX+ team for approval;
- To prepare materials and presentations for the webinar and submit them to SOCIEUX+ for translation one week before the webinar;
- Take part to the pre-mission briefing with SOCIEUX+ team (around 1 week before the start of the mission);
- During the remote mission, to conduct webinar and discussions according to the agenda;
- At the end of the exchanges, ask the workshop participants to complete a short feedback questionnaire (link provided by SOCIEUX+).
- At the end of the mission, timely submit to SOCIEUX+ of the final deliverables (10 working days after the mission), and be available to go through an eventual round of comments and adjustments in interaction with SOCIEUX+ and the Partner;

- To channel to SOCIEUX+ Communication officer any material that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles).
- To employ the different templates and evaluation forms provided by the SOCIEUX+ team

4.2 Deliverables

4.2.1 **Pre-mission deliverables for each activity (to be transmitted to SOCIEUX+ FMT at least three working days ahead of the activity):**

- P1: A methodological note, detailing the working approach, tools and methods to employ, a risks analysis, etc. The Methodological Note shall not exceed 3 pages (excluding cover page and annexes).
- P2: An activity agenda, detailing the meetings and working sessions to be held, people to meet, etc. The Activity/mission Agenda shall not exceed 2 pages.

4.2.2 **Final deliverables (to be transmitted to SOCIEUX+ FMT no later than ten days after the activity's completion):**

- D1: Compendium of EU countries' good practices in the area of targeted social assistance (minimum income schemes and child guarantee) – webinar materials and presentations
- AcR: A collective Activity Report in SOCIEUX+ format (template provided). This AcR is to be produced jointly by the mission team. It is intended for the Partner Institution, and will be shared, most probably, with key stakeholders of the action.
- ExMR: An individual Expert Mission Report in SOCIEUX+ format (template provided). This report is a confidential product intended solely for and use by SOCIEUX+. The expert team may also submit a single-joint ExMR report if they prefer to do so (see instructions on the template).
- ExF: An individual completed Expert Feedback Form completed online (see instructions and link on the ExMR template).

5 REPORTING AND SUBMISSION OF DELIVERABLES

5.1 Formats

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

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

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

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

"Disclaimer:

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

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

All deliverables are to be provided in English.

5.2 Submission and approval

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

5.2.1 Pre-mission deliverables

- Pre-mission deliverables shall be submitted no later than 3 working days before the start of activity.
- Pre-mission deliverables will be shared and reviewed by the SOCIEUX+ and the Partner Institution. Feedback on the deliverables should be provided to the Principal Expert at latest 2 days before the start of activity or departure of the mission of the experts, whichever is the earliest. Comments and recommendation of this feedback shall be taken into account for the implementation of the activity/mission by the experts. Only the mission agenda shall be resubmitted with revision if requested by the SOCIEUX+ Team.

5.2.2 Final deliverables

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

6 REQUIRED EXPERTISE

6.1 Expertise profile

Principal expert (Expert 1):

Area(s) of expertise:

Social assistance, Income guarantee schemes

Specific skill(s) of expertise:

Policy and strategy making and development; Finance & budgeting

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 within EU public administrations or academia combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):
Seven (7) years.
- c) Required language knowledge: fluency in English, written and oral.
- d) Other essential qualification(s):
 - Relevant experience in the area of development of social assistance policies and measures in the EU;
 - Particular knowledge of the problematics related to minimum income schemes;
 - Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Previous experience of technical assistance;
- Knowledge of Central Asia;
- Working level of Russian language;
- Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.

Expert 2:

Area(s) of expertise:

Rights of the child, Child guarantee, Family benefits

Specific skill(s) of expertise:

Policy and strategy making and development; Finance & budgeting

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 within EU public administrations or academia combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):
Five (5) years.
- c) Required language knowledge: fluency in English, written and oral.
- .
- a) Other essential qualification(s):

- Relevant experience in the area of development of social assistance policies and measures in the EU;
- Particular knowledge of the problematics related to child guarantee schemes and family benefits;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Previous experience of technical assistance;
- Knowledge of Central Asia;
- Working level of Russian language;
- Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.

6.2 Estimated workload

Activity 1

	Preparation	Remote mission (webinar)	Reporting & deliverables	Total
Principal expert (#1)	2	1	1	4
Expert (#2)	2	1	1	4
Total	4	2	2	8

7 APPLICATIONS

7.1 Call for experts

All calls for experts for SOCIEUX+ activities are published online on the SOCIEUX+ website. Interested experts should submit their application on the SOCIEUX+ on-line expert database: <https://pmt.socieux.eu> (currently only available in English). The application process is:

1. If they have not already, experts create their SOCIEUX+ account by clicking on "Create an account" using an email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by¹:
 - a. Providing contact details
 - b. Providing information on the competences, skills and working history of the expert. Experts are required to provide only limited information through fields marked with an asterisk. However, *experts are encouraged to complete in most detail de sections on skills and competences as the SOCIEUX+ Team also regularly reviews profiles in the roster to identify and contact potential experts for future missions.*
 - c. Uploading of a curriculum vitae, preferably in Europass format².
3. Once their profile is approved by the SOCIEUX+ Team, they can apply to any available calls for experts accessible under the tab "Call for experts" and click on "Apply."

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

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

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

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

7.2 Selection of experts

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

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

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

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

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

7.3 Contracting of public experts

Public experts can be in active duty or retired. Retired employees from international specialised agencies or cooperation agencies can also be mobilised, without regard to their former employer's collaborating with SOCIEUX+ on a specific action. Retired experts are considered as public experts for all purposes, benefits, and financial compensation provided by SOCIEUX+.

Short-listed candidates may be required to provide the contact of employer or proof of their ability to be directly contracted under their status as civil servant or public employee.

7.4 Financial compensations

Contract officials or active-duty or retired employees are entitled to standard fixed allowances of 350 euros per working day worked. The fees of private consultants are negotiated according to their number of years of relevant expertise and the standard scale of SOCIEUX+.

Retired experts are assimilated to public employees for all intents and purposes, benefits and financial compensation provided by SOCIEUX+.

National regulations on remuneration and compensation of public employees and civil servants applies and may limit the payment of allowances by SOCIEUX+. The responsibility for compliance 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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