

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: SOCIEUX+ 2023-13 KOSOVO*

Action title: Analysis of the disability assessment in Kosovo

Partner institution: Ministry of Finance, Labour and Transfer

Activity number and title:

- Activity #2 - Presentation of the ICF model and the policy implications (**on-site**)

Tentative dates of implementation and location (change of dates):

- **Activity #2 - tentative dates from October 23rd to December 1st, 2023**
 - Preparation phase (on-line): from October 23rd to November 3rd
 - On-site mission: from November 6th to 17th
 - Reporting phase (on-line): from November 20th to December 1st

Expert positions and responsibilities (by activity):

- Activity #2: Expert #1 (*principal*) - Disability assessment policies
- Activity #2: Expert #2 - Expert on change management for disability

Workload:

Activity #2 - Expert #1: Total **18 days** (8 days at distance; and 10 days onsite)

Activity #2 - Expert #1: Total **16 days** (6 days at distance; and 10 days onsite)

Call for experts' reference: 23-13/KSV/2/1 and 23-13/KSV/2/2

Version - #: 2

Draft

Final

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Partnership led by



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* This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

1 BACKGROUND INFORMATION

1.1 Country overview

Kosovo is located in the Western Balkans in South-eastern Europe. It has a land area of 10 908 km² and a population density of 177 habitants/km². It is administratively divided into 38 municipalities. According to the World Bank estimations, the resident population is approximately 1.78 million, 28% of the population is under 14 years old and 10% are over 65. Life expectancy at birth in 2020 was 77.

In 1999, following a conflict between Serbia and Kosovo, the UN Security Council Resolution 1244 placed Kosovo under a transitional administration, the UN Interim Administration Mission in Kosovo, pending a determination of Kosovo's future status. An UN-led process began in late 2005 to determine Kosovo's final status. The 2006-07 negotiations ended without agreement between Belgrade and Pristina, though the UN issued a comprehensive report on Kosovo's final status that endorsed independence. On 17 February 2008, the Kosovo Assembly declared Kosovo independent. Demonstrating Kosovo's development into a sovereign, multi-ethnic, democratic country, the international community ended the period of Supervised Independence in 2012. Kosovo held its most recent national and municipal elections in 2021, ushering in a government led by the Self-Determination Movement's (VV) Albin KURTI, a former political prisoner who did not fight in the 1998-99 war. Serbia continues to reject Kosovo's independence, but the two countries agreed in April 2013 to normalize their relations through EU-facilitated talks, which produced several subsequent agreements the parties are implementing to varying degrees, though they have not yet reached a comprehensive normalization of relations. Kosovo has pursued bilateral recognitions and memberships in international organizations, moves that Serbia strongly opposes. Kosovo signed a Stabilization and Association Agreement with the EU in 2015, and the EU named Kosovo as among the six Western Balkan countries that will be able to join the organization once it meets the criteria to accede. The Stabilisation and Association Process (SAP) is the European policy framework for relations between the EU and the Western Balkan countries, all the way to their eventual accession to the Union. The EU-Kosovo Stabilisation and Association Agreement (SAA) has been in force since April 2016. A second phase of the European Reform Agenda was adopted in October 2021 to further guide the implementation of EU-related reforms under the SAA framework.

According to the World Bank (2022), Kosovo's economic growth in the past decade has outperformed its neighbours and has largely been inclusive. However, it has not been sufficient to provide enough formal jobs, particularly for women and youth, or to significantly reduce the country's high rates of unemployment. Kosovo's growth model relies heavily on remittances to fuel domestic consumption but has recently shifted to more investment- and export-driven growth. Kosovo's young population needs to be equipped with the skills demanded by a modern economy, and the most vulnerable of its citizens protected by well-targeted and effective social programs. Gender gaps in access to economic opportunities are another key challenge. Further actions are also needed to promote environmental sustainability, including the fulfilment of the EU's environmental acquis.

Kosovo's economy experienced a strong recovery in 2021, but global inflationary pressures interrupted Kosovo's boisterous recovery path. Real GDP growth is expected to decelerate to 3.1 percent in 2022, following a slowdown in investment and private consumption.

1.2 Sector situation

According to the World Bank Group's Kosovo country profile on January 2023², the 2011 census recorded a total of 93,288 persons with disabilities in Kosovo³.

²Kosovo Country Profile - Disability Inclusion (English). Washington, D.C.: World Bank Group. <http://documents.worldbank.org/curated/en/099446001262338576/IDU0c94b5e380a97e043fe0ae7004c952e7e18e6>

³ https://askdata.rksgov.net/pxweb/en/ASKdata/ASKdata_Census%20population_Census%202011_2%20Republic%20of%20Kosova/cen_sus45.px/table/tableViewLayout1/

Data on persons with disabilities are divided into six categories:

- 1) deafness or severe hearing impairment,
- 2) blindness or a severe visual impairment,
- 3) basic physical disability,
- 4) learning or intellectual disability,
- 5) long-standing psychological or emotional difficulty, and
- 6) other, including any long-standing illness.

People classified as having a 'basic physical disability' constituted the largest share of persons with disabilities – 33.8 percent (31,567 people). In terms of gender, 46.4 percent were found to be male (43,378 people) and 53.6 percent female (49,910 people).

Several factors limit the quality of demographic data for persons with disabilities. There are multiple definitions of disability in use by multiple institutions and stakeholders and there is no cohesive and unified system, criteria, or methods for identifying disability⁴.

Thus, knowledge about the real situation of persons with disabilities in Kosovo remains incomplete and outdated.

There is often a lack of standardization in the disability assessment process, which can result in inconsistencies and inequities in the decision-making process. The medical commission process for disability assessment can be limited by the availability of qualified medical professionals with the necessary expertise to accurately assess an individual's disability. Due the availability of medical professionals, the disability assessment process can be slow and bureaucratic, leading to long wait times for decisions and uncertainty for individuals seeking disability benefits and services.

1.3 Role of partner institution in the sector

Among the missions of the Ministry of Finance, Labour and Transfers (MFLT) is to develop and implement public policies in the fields of labour and social welfare, sustainable development and employment, through public finance measures.

In this framework, the government has set the pension reform as one of its priorities; nevertheless, with regards to the specific situation of persons with disabilities, the Law on Disability Pensions⁵ adopts a vague language, placing persons with disabilities at risk of not qualifying for a disability pension. The stringent criteria may exclude several persons with disabilities from receiving support. For this reason, the pension reform needs to reconsider how the disability assessment is conducted.

The International Classification of Functioning, Disability and Health, known more commonly as ICF⁶, is a classification of health and health-related domains. As the functioning and disability of an individual occurs in a context, ICF also includes a list of environmental factors. ICF is the WHO framework for measuring health and disability at both individual and population levels. The ICF conceptualises a person's level of functioning as a dynamic interaction between her or his health conditions, environmental factors, and personal factors. It is a biopsychosocial model of disability, based on an integration of the social and medical models of disability.

To this end, the goal of the technical assistance provided by SOCIEUX+ through mobilized EU public experts for this action 2023-13 is to determine the extent of an individual's disability and their

⁴ Situation analysis: children with disabilities in Kosovo, UNICEF and European Union Kosovo, 2017: <https://www.unicef.org/kosovoprogramme/reports/situation-analysis-children-disabilities-kosovo>

⁵ http://old.kuvendikosoves.org/common/docs/liqjet/2003_23_en.pdf

⁶ <https://www.who.int/standards/classifications/international-classification-of-functioning-disability-and-health>

eligibility for disability benefits and services, taking into account the ICF model of disability assessment and EU best practices.

2 ACTION DESCRIPTION

2.1 Overall objective

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

2.2 Specific objective (s) (purpose)

- SO1: To enhance knowledge of ICF-based disability assessment and eligibility rules among PI's policymakers and the Medical Commission staff
- SO2: To improve the disability assessment and the information collection mechanisms, based on ICF standards and best EU practices

2.3 Expected results

- R1: An evaluation of the current disability assessment process in Kosovo is implemented.
- R2: The perspectives and the building blocks of the introduction of a reform for the assessment of disability in Kosovo are outlined.

2.4 Final deliverables

- D.1: A synthetic comparative analysis between EU and Kosovo's disability assessment process, highlighting dysfunctionalities and proving recommendations.
- D.2.1: The materials and presentations employed by experts during the workshops (agenda, videos, PPT presentations ...).
- D.2.2: A report pointing out the practical implications for Kosovo of the transition towards the ICF model of disability assessment.
- D.2.3: a roadmap for the future reform of the disability assessment process (organisational, legislative and capacity building), in the form of a synthetic guideline on what to do next.
- D.3: A technical note and recommendations for determining the scoring algorithm needed to elect candidates to services and support according to ICF.

3 METHODOLOGY

3.1 General methodology (of the action)

The action 2023-13 shall unfold in three activities. The first peer-to-peer on-site activity shall focus on realizing a European Union/Kosovo comparative display of disability assessment process while the second one on-site will enhance knowledge of ICF-based disability assessment and eligibility rules among PI's policymakers and the Medical Commission staff while informing about the policy implication of the use of the ICF model. The third activity, on-site, will conclude this technical cooperation with the implementation of a seminar that will introduce the steps needed to develop an assessment measurement tool and structure an ICF model.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- Activity 1 – Comparative analysis of the current disability assessment process between EU and Kosovo
- Activity 2 – Presentation of the ICF model and the policy implications

- Activity 3 – Running a practical seminar on the establishment of the analytical tools for ICF assessment

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

- **Activity #2. Presentation of the ICF model and the policy implications**

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

The action 2023-13 will continue with a second on-site activity, focused on **introducing the ICF standards through workshops**, while addressing the changes that will result from a reform on a few areas, such as: costs/budget, required staff capacities, required infrastructure, required normative grounds and regulation (including the determination of the assessment formula, and so forth).

The idea would be for the mobilized European experts to conduct a series of workshops on the best practices applied in the EU, regarding the introduction of the ICF-based disability assessment. Based on these presentations, peers' exchanges will take place about the disability determination and eligibility definition and the institutional and organizational impacts that such a reform would imply for Kosovo.

The practical implications of adopting the International Classification of Functioning, Disability and Health (ICF) will be laid out: cost effectiveness, required staff, equipment and premises, the capacity of the disability assessment and determination mechanism for the nomination of provisions and the binding of the application with eligibility rules under the United Nations Convention on the Rights for People with Disabilities (UNCRPD).

A synthetic guideline on the next steps (organisational, legislative and capacity building level) to implement a future reform of the disability assessment process would be also developed.

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

To ensure mutual understanding during implementation, translation and interpretation from Albanian to English and vice versa would also be necessary throughout the workshops.

Responsibilities:

- UE experts mobilized by SOCIEUX+:

The mission shall be implemented on-site in Pristina.

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

When using SOCIEUX+ e-learning platform, the experts will be responsible for creating the structure of the workshops, uploading its content and encouraging use of its interactive features such as forum, chat, glossaries, quizzes, online meetings.

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

The experts shall co-develop a proposal for methodology and agenda together with the Partner institution, to be discussed and validated ahead of the mission.

➤ Partner Institution (MFLT):

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

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

- nominating one or more internal resource-persons to support the experts in the material and technical organisation
- contributing to the technical organisation of the activity, including sharing relevant background documents, contacts and technical inputs with the experts
- convening participants to the workshops and ensuring their participation, including of external stakeholders
- the provision of a list of participants for setting up the online course, and ensuring their participation to the various sessions and the completion of the feedback questionnaires
- the MFLT will support SOCIEUX+ in identifying interpreters/translators English<>Albanian.

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

Tasks:

The main tasks of the mission team include:

Preparation phase – ON-LINE

- **Task #1** – Ahead of the mission, to get substantial knowledge of the local context; review any relevant background documents provided by the SOCIEUX+ Team and/or the Partner. The experts will familiarise themselves with the different templates and evaluation forms provided by the SOCIEUX+ Team.
- **Task #2** - Preliminary contacts with the Partner in view of the preparation of the mission's methodology and agenda.
- **Task #3** - A briefing meeting will be organised between the experts and the SOCIEUX+ team prior to the mission. The purpose of this meeting will be to validate the intermediate deliverables, which will have to be approved by the SOCIEUX+ team, as well as to clarify any other aspects to be taken into account. This includes possibilities in terms of production of communication materials and knowledge management. A separate meeting could be arranged with the SOCIEUX+ communications specialist and/or the knowledge development specialist, as appropriate.
- **Task #4** - contact the Delegation of the European Union Office in Kosovo to arrange a meeting (briefing and/or debriefing depending on the availability of the EUOK).
- **Task #5** – Settle the logistical arrangements with SOCIEUX+ for the implementation of the activity (access to the e-learning platform, workshops on the platform...).
- **Task #6** – Support the MFLT with the invitations to the workshops sessions if necessary

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

- **Task #1** – to conduct consultations with the Partner’s executives and staffs, as well as any other relevant actors who can support the positive deployment of the mission.
- **Task #2** – in collaboration with the MFLT, prepare all relevant documents for the realization of the workshops. Since all the material will be translated from English to Albanian, it will be important to stick the agenda of the activity agreed between the MFLT, the experts and SOCIEUX+
- **Task #3** – to organize and animate the workshops in Pristina, providing EU examples
- **Task #4** – The experts will invite the participants of the workshops to complete the online evaluation forms ([PAE](#)) in English. The actual compilation of these reports by the participants is however not the responsibility of the experts.
- **Task #5** – To present the outcomes of the mission to the partner in order to discuss and take into account comments on the contents of the deliverables before their finalization.
- **Task #6** – The experts will be available for a briefing and/or debriefing meeting with the EU Office in Kosovo.
- **Task #7** – Depending on the visibility and/or knowledge development possibilities identified during the preparation with the SOCIEUX+ team, the experts will be able to transmit to SOCIEUX+ any useful material to inform the public about the activity (photos, interviews, notes or articles), as well as making short videos presenting the actors involved, the activity and the results, if necessary.

Reporting phase – ON-LINE

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

4.2 Deliverables

4.2.1 Pre-mission deliverables

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

4.2.2 Final deliverables

- **An Expert Mission Report (ExMR)** in SOCIEUX+ format (template provided). This report is a confidential product intended solely for and use by SOCIEUX+. The experts will submit a single-joint ExMR report (see instructions on the template).
- **An individual Expert Feedback Form (ExF)** completed online (see instructions and link on the ExMR template).
- **A collective Activity Report (AcR)** in SOCIEUX+ format (template provided). This AcR is to be produced jointly by the mission team. It is intended for the Partner Institution, and will be shared, most probably, with key stakeholders of the action. The report will reflect the tasks conducted during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.
- **D2.1 - Annex 1 of the AcR:** The materials and presentations employed by experts during the workshops (videos, PPT presentations ...).
- **D2.2 - Annex 2 of the AcR:** A report pointing out the institutional and organizational’s practical implications for Kosovo of the transition towards the ICF model of disability assessment.

- **D2.3 - Annex 3 of the AcR:** a roadmap for the future reform of the disability assessment process (organisational, legislative and capacity building): in the form of a synthetic guideline on what to do next.

NB: The Principal Expert is responsible for the overall preparation and transmission of the activity's deliverables, in cooperation with rest of the expert team.

5 REPORTING AND SUBMISSION OF DELIVERABLES

5.1 Formats

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

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

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

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

"Disclaimer:

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

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

All deliverables are to be provided in English.

5.2 Submission and approval

All deliverables' versions (drafts, final or other) shall be submitted directly and only to SOCIEUX+ Team, unless otherwise instructed in 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): Disability assessment policies

Area(s) of expertise: *Benefits (E.10.01) / Social Protection (E.00) /Rights of Disabled People (L.40)*

Specific skill(s) & competency(ies): *Policy & Strategy making and development (1.2)*

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) At least seven (7) years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society on disability-inclusive policies;

- c) Required language knowledge:

- Fluent in English, written and oral;

N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.

- d) Other essential qualification(s):

- Relevant experience in contributing to policy formulation and reforms on disability;
- Significant knowledge and a previous experience of introducing the ICF model of disability assessment;
- Relevant experience in advising decision-makers on disability

Additional assets (advantageous in selection):

- e) A previous experience in delivering short-term technical assistance in international cooperation;
- f) A previous professional experience in Western Balkans

Expert #2: Expert on change management for disability

Area(s) of expertise: *Disability Benefits (E.10.01) / Social Protection (E.00) /Rights of Disabled People (L.40)*

Specific skill(s) & competence(s): *Change management and facilitation (3.4); Policy & Strategy making and development (1.2)*

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:

- o 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) At least five (5) years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society on disability-inclusive policies;
- c) Required language knowledge:
 - Fluent in English, written and oral;N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.
- d) Other essential qualification(s):
 - Relevant experience in managing, accompanying, advising decision-makers on change and policy reforms in the public sector (particularly disability and/or health related);
 - Substantial knowledge and a previous experience of disability and/or health-related policies;
 - Significant experience and proved capacities in individual and organizational capacity building of public administrations

Additional assets (advantageous in selection):

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

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 workload⁷

	Preparation	Onsite work	Distance work	Reporting & deliverables	Total
Principal expert (#1)	4	10	/	4	18
Expert (#2)	3	10	/	3	16
Total experts	7	10	/	7	34

⁷ Please note that travel days are not considered as working days.

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 by⁸:
 - 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 format⁹.
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+.

⁸ SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

⁹ 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.

Various options for contracting:

- **Active French Public Expert** (Contracted by Expertise France)

Engagement letter (+ Cumulation of activities form signed by the hierarchical superior)

- **Active Spanish Public Expert**

Spanish public experts will be contracted by FIIAPP (letter of designation - by the hierarchical superior and letter of commitment).

- **EU Public Expert** (including retired French and Spanish or private experts)

- Service contract with expert (+ Authorization document from employer indicating the dates of the activity + a tax identification number (TIN) to be able to issue an invoice; or
- Umbrella company: experts who do not have a tax identification number allowing them to invoice for services in their country, but they are authorized to sign temporary employment contracts according to local legislation, or
- Service contract with institution: experts who do not have a tax identification number that allows them to work in their country and cannot sign an employment contract according to local legislation.

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 mobilized 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

N/A

11 ANNEXES

N/A

TABLE OF CONTENTS

1	Background information	2
1.1	Country overview	2
1.2	Sector situation	2
1.3	Role of partner institution in the sector.....	3
2	Action Description.....	4
2.1	Overall objective	4
2.2	Specific objective (s) (purpose)	4
2.3	Expected results	4
2.4	Final deliverables	4
3	Methodology	4
3.1	General methodology (of the action)	4
3.2	Planned activities (work plan of the action)	4
3.3	Inclusion of cross-cutting issues	5
4	Activities description	5
4.1	Tasks	5
4.2	Deliverables	7
4.2.1	Pre-mission deliverables.....	7
4.2.2	Final deliverables	7
5	Reporting and submission of deliverables.....	8
5.1	Formats.....	8
5.2	Submission and approval.....	8
5.2.1	Pre-mission deliverables.....	8
5.2.2	Final deliverables	8
6	Required expertise.....	9
6.1	Expertise profile	9
6.2	Estimated workload	11
7	Applications	12
7.1	Call for experts.....	12
7.2	Selection of experts	12
7.3	Contracting of public experts.....	12
7.4	Financial compensations	13
7.5	Travel costs	13
8	Communication & Visibility.....	13
9	Code of conduct	14
10	Other considerations	14
11	Annexes	14
	About SOCIEUX+	1

