

## TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

**Action code and partner country:** *SOCIEUX 2023-14 SERBIA*

**Action title:** Advice for equal employment opportunities of people with disabilities

**Partner institution:** National Employment Service

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

- Activity #2 – *Training of staff on the concept of work with persons with disabilities*

### Tentative dates of implementation and location:

- Activity #2 - September 18<sup>th</sup>, 2023, to October 29<sup>th</sup>, 2023 (onsite: Belgrade, Serbia)

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

- Activity #2: Expert #1 (*principal*) – *Expert in Disability Employment and Training*
- Activity #2: Expert #2 – *Expert in provision of Employment Services for People living with Disability.*

### Workload:

Activity #2 - Expert #1: Total 13.5 days (8.5 days at distance; and 5 days onsite)

Activity #2 - Expert #2: Total 12.5 days (7.5 days at distance; and 5 days onsite)

**Call for experts' reference:** **23-14/SER/2**

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

☐ Draft

☒ Final

Date: *June 14, 2023*

## 1 BACKGROUND INFORMATION

### 1.1 Country overview

Serbia is a country located in Southeast Europe and has a population of approximately 7 million people. The official language is Serbian, and the currency used is the Serbian Dinar (RSD). Serbia is a parliamentary republic. The President and head of state is Aleksandar Vučić, who has been in office since 2017. The last parliamentary elections in Serbia took place on June 21, 2020. The next parliamentary elections will take place in 2024.

Serbia experienced positive economic growth rates in recent years, driven by factors such as increased investment, export growth, and improvements in the business environment. However, like many countries, Serbia faced a contraction in its economy due to the COVID-19 pandemic in 2020. The government implemented measures to support businesses, preserve jobs, and stimulate recovery. Serbia faces challenges in its labour market. The unemployment rate has been a concern, particularly among young people, women and vulnerable groups. Efforts have been made to address this issue, including the implementation of active labour market policies and initiatives to promote youth employment. According to Eurostat, the unemployment rate in Serbia was around 9% in 2020, with youth unemployment at a higher rate of around 24%. The government has been focusing on improving the quality of jobs and reducing informal employment. The poverty rate in the country was around 23% in 2020. The government has implemented social protection programs and reforms to address these issues. However, regional disparities persist, with rural areas and certain population groups facing greater challenges in terms of access to social services and opportunities.

Serbia has been an official candidate for European Union membership since 2012. The EU accession process involves aligning the country's laws and regulations with the EU Acquis, which comprises various policies and standards required for EU membership. The European Commission regularly publishes progress reports on Serbia's advancements in the accession process. Chapter 19 of the EU Acquis focuses on social policy and employment. It addresses issues related to labour market regulations, working conditions, and equal opportunities in the workforce. Progress has been made in this area, but further efforts are needed to fully align with EU standards and ensure a fair and inclusive labour market. The EU has emphasized the importance of improving labour market conditions in Serbia, including the promotion of gender equality, the prevention of discrimination in the workplace, and the enforcement of worker rights.

When it comes to employment laws and policies in Serbia, reforms have aimed at improving labour market flexibility and creating a more business-friendly environment. The Serbian government has implemented measures to enhance active labour market policies, strengthen social dialogue, and combat informal employment. However, challenges persist, including the need for more effective enforcement of labour regulations and the reduction informal economy.

### 1.2 Sector situation

The Republic of Serbia is facing several challenges when it comes to the labour market and employment. Serbia's labour market is facing increasing labour shortages. Serbia is faced with structural problems linked to negative demographic trends and external migration. Serbia's demographic trends in the past decade, as well as in the decade before, were characterized by a strong depopulation tendency. The population of the Republic of Serbia is going through the process of demographic ageing, embodied by a continuously increasing number of elderly people. The decline of Serbia's population is caused by two factors: the negative natural growth and migration, with a significant brain drain to the European Union. Another difficulty lies in the high level of informality of the Serbia labour market. However, a decrease of informal employment and an increase of formal employment increase has been noticed in the recent years. About 429 000 working-age people were informally employed in 2019, i.e., almost one in six employed people were employed informally.

Despite significant labour market improvements, the Republic of Serbia lags behind the average values of key indicators for the EU countries. This gap between the key labour market indicators for working-age population (15–64) in the Republic of Serbia and the EU-28 is one of the greatest challenges in the accession process. The widest gap is registered between the employment rates of the EU-28 and Serbia's working-age populations (69.2% and 60.7%, respectively), while the situation in the case of activity rates (74% and 68.1%, respectively) and unemployment rates (6.4% and 10.9%, respectively) is somewhat more favorable. The employment rate in the Republic of Serbia (60.7% in 2019) was 8.5 pp lower than the employment rate in the EU-28 (69.2%). As a result, Serbia needs to improve active labour market policies and to specifically

target unemployed people for participation in those measures, since almost 80% of all unemployed persons belonged to at least one hard-to-employ category.

To reach the level of the Member States, the National employment Service has to support particularly vulnerable people (youth, women, unemployed Roma, persons with disabilities, financial social assistance beneficiaries, etc.), who represent 80% of unemployed persons. In this action, the focus is on people with disabilities.

Although progress has been made in the overall assessment and improvement of the position of persons with disabilities on the labour market in recent years (in particular thanks to the Law on Vocational Rehabilitation and Employment of Persons with Disabilities), it is necessary to continue to provide equal conditions for persons with disabilities to access and remain in the labour market.

### **1.3 Role of partner institution in the sector**

The National Employment Service (Nacionalna služba za zapošljavanje) is a legal entity with the status of a mandatory social insurance organisation according to the law on employment and unemployment insurance (OJ RS, n° 36/09, 88/10, 38/15, 113/17, 113/17 and 49/2021) with the scope of work, powers and organisation prescribed by the law. Competence, obligations and mandate of the NES refer to the work in the field of employment, unemployment insurance and other rights in accordance with the law, as well as keeping registers in the field of employment.

The following competencies are exercised by NES and derived from the Law on Employment and Unemployment Insurance:

- information on employment opportunities and conditions.
- Job matching within the country and internationally.
- Vocational guidance and career counselling.
- Implementation of active employment policy measures.
- Issuing work permits to foreigners and stateless persons, pursuant to law.
- Unemployment insurance.
- Exercise of rights from unemployment insurance.
- Keeping registers in the field of employment.

The mission of NES is to support the development and improvement of human capital in order to efficiently and effectively mediate between all actors on the market. With the goal to establish a stable and sustainable employment growth based on knowledge-based and dignified work. More specifically NES aims to promote the growth of quality employment through cross-sectoral measures aimed at improving labor supply and labor demand, improving the position of unemployed persons on the labor market, and improving of the institutional framework for employment policy.

The National Employment Service's strategic vision is one of a modern public service and leading institution in mediating the labor market, capable of responding to changing labour market demands and employers' and unemployed people's needs, by raising the quality of the services provided.

NES provides professional and financial support to job seekers and employers in the employment process. More specifically unemployed persons are entitled to the following services: notification of employment opportunities and conditions, mediation in employment in the country and abroad, vocational guidance and career counselling, and participation in active employment policy measures. On the other hand, employees looking for a new job and other job seekers are entitled to information, counseling, and employment mediation. As far as employers are concerned, they are provided with the following services: employment mediation, i.e. providing candidates according to the expressed need for employment, but also informative and advisory services in the field of employment. Also, the NES provides employers with financial incentives for the employment of certain categories of unemployed persons.

The National Employment Service is faced with some internal challenges. The institution is understaffed and one adviser support between 700 and 900 jobseekers. Moreover, NES is struggling to support vulnerable people and specifically people with disabilities in an efficient manner. To remedy this, NES defined a new work concept for provision of service to unemployed people with disabilities. The new work concept determines the role of the advisor for the employment of persons with disabilities in the branches of NES and aims to strengthen their competencies for work in this area. With the final goal to improve the provision of services to people living with disabilities and empower

this category of unemployed people for inclusion and prevention of early exclusion from the labor market.

## **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)**

National Employment Service provides intensive individual support to persons with disabilities.

### **2.3 Expected results.**

Employment Counsellors and Employment Counsellors for Persons with Disabilities of the National Employment Service are informed about "the new concept of work with persons with disabilities".

Employment Counsellors and Employment Counsellors for Persons with Disabilities of the National Employment Service are trained to implement "the new concept of work with persons with disabilities".

### **2.4 Final deliverables**

Assessment of training needs

Training on the "concept of work with persons with disabilities"

## **3 METHODOLOGY**

### **3.1 General methodology (of the action)**

The aim of the action is to support the National Employment Service (NES) in its implementation of its new concept, exemplified in the document "concept of work with persons with disabilities". NES provides persons with disability with enhanced services (notification of employment opportunities and conditions, mediation in employment in the country and abroad, vocational guidance and career counselling, and participation in active employment policy measures). The new concept of work identifies persons with disability as a population with specific needs and aims to provide individual support aligned with the institution's strategy and strategic goals. The new concept of work defines the role of advisor for the employment of persons with disabilities within NES with the aim of strengthening staff's competencies for work in to improve the provision of services and empower this category of unemployed people, to foster inclusion and prevent early exclusion from the labour market. SOCIEUX action will focus on evaluating the level of implementation and knowledge of the work concept in order to tailor adequately a training on the work concept. The action shall support the dissemination of the work concept and empower trainers so that they can instruct disability advisors regarding the inclusion of the work concept in advisor's work practice.

The first activity will aim to evaluate the level of implementation and knowledge of the concept of work with persons with disabilities. The experts in collaboration with the partner, should meet with disability employment advisers of the National Employment Service to present the new concept and discuss its inclusion within work practices. The experts should identify the learning needs and constraints of staff and assess their current level of knowledge of the work concept (including knowledge to be updated). If possible, experts should liaise with civil society and assess with them and the partner their potential involvement in the implementation of the new work concept. At the end of this activity, the partner shall have a clear vision of training needs and tools that will be required for the implementation of the work concept.

The second activity, based on finding from the first activity, will require experts to provide a training on the implementation of the concept of work with persons with disabilities. Based on the needs identified previously and the first deliverable, experts should design a training of trainers with the goal to equip disability advisors with tools and knowledge to implement the new concept of work. Experts should define with the partners if civil society actors and other stakeholders should take part in the trainings. The experts should create a training 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 training itself as well as the final profiles of trainees. Experts should include a dissemination strategy, a training matrix, linking learning events with objectives and outcomes and ensuring the absence of learning gaps.

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

The following activities are currently planned for the action:

- Activity 1 – Diagnostic of knowledge and implementation of the concept of work with persons with disabilities
- Activity 2 – Training of staff on the concept of work with persons with disabilities

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

- Activity #2.

### 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 (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 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 **Error! Reference source not found.**). He/she will be responsible for the preparation, coordination, implementation and reporting of the overall activity towards SOCIEUX+.

The main tasks of the mission team include:

- Task #2 – Training of staff on the concept of work with persons with disabilities

Prior to on-site activities, the mobilized experts will familiarize themselves with the Serbian context, the partner institution, the National Employment Service and other relevant stakeholders.

#### The Experts:

The principal expert will lead the mission on site. Experts are responsible for the production of all deliverables of the activity. They will also be responsible for the preparation, coordination, implementation, and reporting and/or coordination of the overall activity.

The experts shall conduct the activity by means of organising a series of workshops with the Partner Institution and relevant stakeholders, including NGOs, based on the co-developed methodology and agenda.

#### The Partner Institution:

The partner institution shall work in collaboration with the 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.
- contributing to the technical organisation and implementation of the activity, including sharing relevant information, contacts and technical inputs with the experts
- convening participants to the meetings and ensuring their participation to the peer-to-peer dynamic, including external stakeholders as relevant
- the material organisation on site.
- the Partner will support SOCIEUX+ in identifying interpreters/translators English/Serbian
- the Partner will provide professional interpretation for the on-line preparatory meetings and debriefings with the experts mobilized by SOCIEUX+.

### **Tasks:**

Minimum tasks expected from the experts shall include:

#### 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 Serbia to organise a briefing and/or debriefing upon arrival (SOCIEUX+ will introduce the experts to the focal point within the EU Delegation).
- Follow the SOCIEUX+ inequality e-learning and provide feedback.

#### 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: Training of trainers on the concept of work comprising training matrix, learning plan, events, objectives and outcomes, means of instructions and evaluation, dissemination strategy, 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): Expert in Disability Employment and Training**

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

*Employment, People living with disabilities (PwD), Unemployment, Workers with Disabilities*

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

- Individuals' capacity building/training

##### **Requirements (essential/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 related to inclusion of people with disability on the labour market
- Experience design and delivery of trainings of trainers
- Proved experience in change management.
- Fluent in English, written and oral

##### **Additional assets (advantageous in selection):**



- Knowledge of Serbian
- A previous experience in delivering short-term technical assistance in international cooperation.
- A previous professional experience in the Western Balkans

**Expert (Expert #2): Expert in provision of Employment Services for People living with Disability.**

**Area(s) of expertise:** *Employment, People living with disabilities (PwD), Unemployment, Workers with Disabilities*

**Specific skill(s) & competence(s):**

- Service delivery

**Requirements (essential/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 providing support services for people with disability,
- Relevant experience providing information and advisory services to unemployed people living with disabilities, disabled workers and their employers
- Proved experience in change management.
- Fluent in English, written and oral

**Additional assets (advantageous in selection):**

- Knowledge of Serbian
- 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](mailto:experts@socieux.eu), indicating the reference of the call for experts.

## 6.2 Estimated workload<sup>1</sup>

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<sup>1</sup> Please note that travel days are not considered as working days.

	Preparation	Onsite work	Distance work	Reporting & deliverables	Total
Principal expert (#1)	5.5	5	0	3	13.5
Expert (#2)	5.5	5	0	2	12.5
<b>Total experts</b>	<b>11</b>	<b>10</b>	<b>0</b>	<b>5</b>	<b>26</b>

## 7 APPLICATIONS

### 7.1 Call for experts

All calls for experts for SOCIEUX+ activities are published online on the SOCIEUX+ website. Interested experts should submit their application on the SOCIEUX+ 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 by<sup>2</sup>:
  - 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 format<sup>3</sup>.
3. Once their profile is approved by the SOCIEUX+ Team, they can apply to any available calls for experts accessible under the tab “Call for experts” and click on “Apply.”

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

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

### 7.2 Selection of experts

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

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

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](http://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+.

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<sup>2</sup> SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) - Regulation (EU) 2016/679.

<sup>3</sup> 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 servant will be contracted by FIIAPP according to its internal rules.

- **UE Public Expert** (including French and Spanish retired 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 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**

## **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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