

TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

Action code and partner country: SOCIEUX 2023-24 NORTH MACEDONIA

Action title: Improving the linkage between cash benefits and social services and the specific needs of persons with disabilities (PwDs)

Partner institution: Ministry of Labour and Social Policy – Department for Social Protection

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

- Activity 3 – Training of trainers on needs assessment and linkage to services provisions and cash benefits

Tentative dates of implementation and location:

Activity 2: January 15 – March 8, 2024 (onsite mission 5-13/02/2024 TBC)

Expert positions and responsibilities (by activity):

Expert 1 (principal) – *Expert in Rights of persons with disabilities and Legislation and regulation development*

Expert 2 – *Expert in disability needs assessment and social services ; Human resources management & development, Individuals' capacity building/training*

Workload:

Expert 1 : Total 15 days (8 days at distance; and 7 days onsite)

Expert 2 : Total 14 days (7 days at distance; and 7 days onsite)

Call for experts' reference: 23-24/MKD/3

Version - #: __

Draft

Final

Date: 18 October 2023

SOCIEUX+ is implemented by

Partnership led by



Co-financed by the European Union

1 BACKGROUND INFORMATION

1.1 Country overview

North Macedonia is a landlocked country of the south-central Balkans. It is bordered to the north by Kosovo¹ and Serbia, to the east by Bulgaria, to the south by Greece, and to the west by Albania. The capital is Skopje. Languages include Macedonian, Albanian, plus Turkish, Romani, Serbian, Bosnian, Aromanian. It's population is of 2 103 330 people in 2021². The country declared its independence in 1991, and gained UN membership in 1993 under the name Former Yugoslav Republic of Macedonia. In 2005 the country became a candidate for EU membership. In 2019 the name of the country changed to North Macedonia, after ratification by Greek and Macedonian parliaments, opening way for Greece to stop blocking its neighbour's bid to join EU and Nato. In 2021 the country ranked at 0,770 in the HDI value, which puts the country in the high human development category, positioning it at 78 out of 191 countries and territories³.

Stevo Pendarovski won the 2019 presidential election as a candidate of the Social Democratic Union of Macedonia and the Democratic Union for Integration. He won 51.6% of the votes cast in the second round of the election. Pendarovski defeated the nationalist candidate Gordana Siljanovska-Davkova. North Macedonia's presidents are directly elected for a five-year term. The president appoints the prime minister, and legislative power is vested in parliament.

1.2 Sector situation

In the last 5 years, the social and education reforms have been undertaken with the priority to create inclusive and supportive policies for children with disability and their families. When the Law on Social Protection (2019) and amendments in the Child Protection Law (2018) were adopted, the Ministry provided the legal framework for cash benefits and social services for children with disability and their families. In 2023, these cash transfers have been significantly increased. Also, the network of social services has spread through the country, mainly with the social services in home care and personal assistance.

The social reform was driven mainly to introduce human rights-based approach in social policy legislation, to improve targeting of users, grouping and streamlining of benefits and introducing a family package.

The general policy has a goal to overcome the risk of poverty and social exclusion and to ensure pluralization of social protection system by licensing process of providers of community based social services.

Since February 2023, the county is implementing International Classification of Functioning (ICF) for children with disabilities up to 26 years, regulated by the Law on Social Protection and the by-law on the assessment for functionality. The ICF-based assessment for adults with disabilities is not established yet and is under development within ongoing projects supported by the World Bank.

North Macedonia ratified the UN convention on the Rights of Persons with Disabilities in 2011.

1.3 Role of partner institution in the sector

The [Ministry of Labour and Social Policy \(MLSP\)](#) has competences for creation and implementation of national policies and regulatory framework in regard to social protection and inclusion, as well on labour market and social security of pensioners. In general, MLSP through social protection activities aim for promotion and maintenance of social security of citizens, prevention of social exclusion, improvement of quality of life of citizens and strengthening the capacities of citizens for having independent, active and productive life. The MLSP oversees the implementation of the following

¹ 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.

² [Specific country data | Human Development Reports \(undp.org\)](#)

³ Ibidem

relevant laws for this assignment: Law on Child Protection, Law on Pension and Disability Insurance, the Law on Employment and Insurance in case of Unemployment and the Law on Social Protection. The Department for Social Protection is one of the main sectors at the level of the MLSP responsible for the social protection system overall (consisting of all public institutions for social protection and services. It includes among others the sections for protection of persons with disability and older people, social inclusion.

In the area of disability, the Partner Institution's mandate is to provide legal structure of protection for persons with disabilities, and specific support, including cash benefits and social services, as well as to set standards and ensure guidance for actual services provision. The current challenge being to make the available assistance more targeted in order to facilitate social inclusion of each person with disabilities, the Partner Institution now needs to set appropriate tools to assess the actual care and services provided to persons with disabilities, as well as to determine scales for cash benefit; changes in the ways social benefits and services are allocated might require new norms and organizational processes.

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)

SO. 1: Services and cash benefits provided to persons with disabilities better correspond to the individual needs of the beneficiaries

2.3 Expected results

ER. 1: Improved methodology and relevant tools for identification of specific care and assistance (social service) needs were elaborated;

ER. 2: Methodology and rules of entitlement to disability cash benefits were reviewed and improved;

ER. 3: Recommendations for development of legal framework allowing the linkage of individual needs of PwDs to services and cash benefits were formulated.

2.4 Final deliverables

D. 1.1: Technical proposal of entitlement and differentiation criteria for cash benefits

D. 1.2: Proposal for updating the legal framework in terms of disability benefits entitlement

D. 2.1: Technical proposal of practical tools and scales for individual needs assessment of persons with disabilities and for linkage with social service and care provision

D. 2.2: Proposal for updating the legal framework in terms of social services and care linkage to individual needs

D. 3: Training materials

3 METHODOLOGY

3.1 General methodology (of the action)

This action includes three activities.

The action aims at supporting the Partner Institution to put in place a differentiated and personalized approach to define the entitlements of persons with disabilities to social and care services and

disability benefits. It will first focus on cash benefits and criteria for entitlement, second on better linkage of services to individual needs of PwDs. Both operational and normative levels will be addressed; a ToT event will then follow. At every stage of the action, EU good practices will be shared and discussed with the Partner Institution's representatives.

A network of stakeholders will be associated to this action including municipal social work centers, functional assessment service and social service providers authorized by the state.

It is important to consider that North Macedonia has initiated transformation of disability assessment system to embrace functional approach and ICF-based assessment; therefore, the guidelines proposed by the experts should be compatible and complimentary to this approach.

3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- A.1: Formulation of entitlement and differentiation criteria for cash benefits
- A.2: Design of tools and scales for care and service needs assessment
- A.3: Training of trainers on needs assessment and linkage to services provisions and cash benefits

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

- **Activity 3**

3.3 Inclusion of cross-cutting issues

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

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

4 ACTIVITIES DESCRIPTION

4.1 Tasks

The last activity provides a short training for the trainers on the conduct of the needs assessment and establishing the linkage between the results of the assessment, identification of relevant types and quantities of services to be provided to the beneficiary as well as better understanding of the proposed rules for the entitlement to the cash benefit. Training is foreseen on-site (7 working days maximum).

A restricted group of participants to this training will be identified together with the Partner Institution and include representatives of the Ministry of Labour and Social Policy as well as practitioners from Disability Assessment Service and from local Social Work Centers. Participants identified (15 max) should have relevant experience in disability assessment and service provision and training capacities.

As for the learning objectives, at the end of the training, the participant will:

- get knowledge of EU good practices in the area of needs assessment, services and cash benefits provision linkage;

- understand and adhere to functional and human rights-based approach in needs assessment;
- understand and be able to apply the tools and scales proposed in the previous activities and adopted by the Partner Institution;
- be able to transfer these knowledge and skills to other practitioners by organizing training activities;
- use autonomously training materials proposed by the experts in this activity and if needed adjust them to their audience.

In the preparation phase, Experts together with the Partner Institution will develop the learning sub-objectives. They will narrow and clarify the level of knowledge of the target audience of the training in collaboration with the Partner institution. It is recommended that a pre-assessment of the skills, knowledge and learning needs of the audience is made through structured interviews of key individuals at the partner institution or surveying of selected members of the audience.

A methodological note template will be provided by SOCIEUX+ during the preparation phase. Experts will choose the pedagogic content and activities format develop supporting materials. Ideally, supporting materials should be transmitted to SOCIEUX+ and/or Partner Institution one week before the start of the training so that their translation is done. Experts will also set up means for the verification of learning progress (e.g. intermediate/final assessment). An assessment of skills and knowledge is required at the start of the training. A final assessment is expected in all cases.

During the on-site implementation phase, the Experts will conduct the trainings as per the methodology and agenda outlined in the methodological note approved by SOCIEUX+. The Partner Institution will have the responsibility to invite participants and ensure their attendance on the training.

At the end of the trainings the experts shall collect the feedback from the trainees sharing a specific questionnaire (participant feedback questionnaire - [PAF](#)), easily administrated on a mobile phone through a link and/or a QR code.

Interpretation during the training (consecutive) and translation of training materials are necessary for this activity; they will be provided by SOCIEUX+ within the limits indicated in the work plan.

Partner Institution:

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

- providing or more resource-persons to support the experts in the material and technical organisation, as well as in brainstorming sessions and in elaboration of recommendations;
- identifying and providing the list of participants to the training;
- facilitating contact between the Experts and Participant during the preparation phase in order to evaluate their initial knowledge and training needs;
- convening Participants to the training and ensuring their participation;
- material and logistical organization of the training (premises, room equipment, handouts, coffee-breaks, printing out certificates, etc. if applicable)
- the Partner Institution will support SOCIEUX+ in identifying interpreters/translators.

The main tasks of the mission team include:

Preparation:

- Get substantial knowledge of the local context; review relevant background documents provided by SOCIEUX+ and the Partner Institution.

- Develop learning sub-objectives and identify specific target audience with the Partner institution, and co-develop the mission's methodology and agenda, to be validated by SOCIEUX+.
- Prepare training and the assessment materials using SOCIEUX+ templates when available (to submit for translation 1 week before the mission).
- Take part to a pre-departure briefing with SOCIEUX+ Team (around 1 week before the mission).

Implementation:

- Deliver the training sessions and the pre- and/or post-training assessments, according to planned thematical focus, modalities, teaching, evaluation method and audience.
- Provide feedback to participants on assessments and key messages to take home.
- Share the feedback online questionnaire link to participants of the training, inviting them to fill it in (Participants Feedback Form - [PAF form](#))
- Participate in a briefing and/or debriefing with the EUD in Skopje.

Reporting:

- Submit to SOCIEUX+ all the final deliverables (10 working days after the activity). An additional round of adjustments may be conducted in interaction with SOCIEUX+ and the Partner.
- Convey visibility and knowledge development materials to SOCIEUX+ as appropriate. Any materials must be taken/used with the consent of participants.
- Participate in a debriefing with SOCIEUX+ team.

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

- D. 3: Training materials
- 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).
- 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. The report will reflect the tasks conducted during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.

5 REPORTING AND SUBMISSION OF DELIVERABLES

5.1 Formats

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

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

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

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

"Disclaimer:

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

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

All deliverables are to be provided in English.

5.2 Submission and approval

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

5.2.1 Pre-mission deliverables

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

5.2.2 Final deliverables

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

6 REQUIRED EXPERTISE

6.1 Expertise profile

Principal expert (Expert #1):

Area(s) of expertise: *Rights of Persons with Disabilities; Access to other Basic Social Services*

Specific skill(s) and competency(ies) of expertise: *Service delivery*

Requirements (essential/required):

a) The education type and level required:

“Master’s” degree (or equivalent advanced academic degree or diploma requiring 4 years of formal education) in the areas of expertise (see above), or another directly related discipline. In its absence, the master’s degree can be replaced by a combination of academic degree(s) with relevant years of work/professional experience combining the area of expertise and specific skills requested:

- An intermediate academic degree (“Bachelor”, equivalent degree or diploma requiring three (3) years of formal education) with an additional three (3) years of working/professional experience; or,
- A first-level academic degree (“License”, equivalent degree or diploma requiring two (2) years of formal education) with an additional five (5) years of working/professional experience.

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

b) The number of years of relevant work/professional experience within EU public administrations, academia or NGOs combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):

Seven (7) years.

c) Other essential qualification(s):

- Relevant experience in the area of social protection measures for persons with disabilities and/or social services - formulation and/or implementation;
- Practical knowledge of the tools and scales of assessment of needs of persons with disabilities and linkage mechanisms and protocols with social services provision;
- Particular knowledge of functional and human-rights based approach to disability assessment and needs assessment;
- Knowledge of EU good practices in the area of linkage between individual needs of persons with disabilities and social services;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Previous experience of technical assistance;
 - Previous working experience in Western Balkans countries;
 - Fluency in English, written and oral; working level of Macedonian language;
 - Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.
- N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.

Expert 2:

Area(s) of expertise:

Access to other Basic Social Services (services for persons with disabilities, needs assessment); Rights of Persons with Disabilities

Specific skill(s) of expertise:

Human resources management & development, Individuals’ capacity building/training

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.

a) The number of years of relevant work/professional experience within EU public administrations, academia or NGOs combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):

Five (5) years.

b) Other essential qualification(s):

- Relevant experience in the area of social services for persons with disabilities and/or rights of persons with disabilities;
- Practical knowledge of the tools and scales of assessment of needs of persons with disabilities and linkage mechanisms and protocols;
- Proven experience in conducting trainings in the area of needs assessment and/or social services delivery for persons with disabilities; articular knowledge of functional and human-rights based approach to disability assessment and needs assessment;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- Previous experience of technical assistance;
 - Previous working experience in Western Balkans countries;
 - Fluency in English, written and oral; working level of Macedonian language;
 - Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.
- N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.

!!!!!!!

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 workload⁴

	Preparation	Onsite work	Reporting & deliverables	Total
Principal expert (#1)	5	7	3	15
Expert (#2)	5	7	2	14
Total experts	10	14	5	29

⁴ 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 by⁵:
 - 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 format⁶.
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+.

⁵ SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

⁶ 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

[...Text...]

11 ANNEXES

[...Text...]

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

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.

Follow us at:

- www.socieux.eu
-  www.twitter.com/socieuxplus
-  www.linkedin.com/in/socieux-plus
-  www.flickr.com/people/socieux
-  <http://goo.gl/qSByFu>

