

## TERMS OF REFERENCE FOR FACT-FINDING MISSION

Terms of reference for fact-finding missions (ToRFc)

**Action code and partner country:** *SOCIEUX 2023-44 LEBANON*

**Action title:** *Establishment of a Unified Single Registry (USR) for Social Protection in Lebanon: Supporting MoSA to take ownership of the project and validated the USR target system model*

**Partner institution:** *Ministry of Social Affairs (MoSA)*

**Tentative dates of implementation and location:**

November 20<sup>th</sup> to 24<sup>th</sup>, 2023 (onsite: Beirut, Lebanon)

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

Activity *Fact-finding Mission (FFM)* : Expert *1 – Income Guarantee Schemes; Social Security Statistics*

**Workload:**

Activity *FFM* - Expert *1* : Total: 11 days (6 days at distance; and 5 days onsite)

**Call for experts' reference:** **23-44/LEB/FFM/1**

**Version - #:** 1

☒ Draft

☐ Final

Date: *October 16<sup>th</sup>, 2023*

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## 1 BACKGROUND INFORMATION

### 1.1 Country overview

Lebanon is a small, diverse, and historically significant country located in the Middle East, on the eastern coast of the Mediterranean Sea. It has a surface of 10,452 square kilometres and a population of 5,593,000 inhabitants (World Bank, 2021); this figures includes non-Lebanese citizens and refugees, such as Syrians (around 1,5 millions), Palestinians (around 170.000) and Iraqis (a few thousands). The capital is Beirut and the currency in use is the Lebanese lira/pound. Lebanon is known for its diverse geography, with a coastal area and the interior dominated by the rugged Lebanon Mountains. The Beqaa Valley lies between the mountains and is an important agricultural region.

Lebanon gained its independence on November 22<sup>nd</sup>, 1943, and it became a parliamentary republic. The country has seen several conflicts unfold on its soil, such as the Lebanese Civil War (1975–1990), which had a profound impact on the country, leading to significant social, political, and economic challenges; the South Lebanon conflict (1985–2000); the Second Lebanon War in 2006; several clashes between 2007 and 2010; and the spillover of the Syrian Civil War from 2011 onwards. Regarding the situation of Syrian refugees in the country, the 2021 Vulnerability Assessment of Syrian Refugees (VaSyR) conducted by UNHCR, UNICEF and WFP found that 88% of Syrian refugee families are living in extreme poverty, an increase from 55% in mid-2019. Ongoing hyperinflation has reduced the purchasing power of cash assistance for both food and non-food items. Refugee households cannot cover their basic needs through employment income alone.

Lebanon faces a major socioeconomic crisis due to increasing public debt and high fiscal deficit. In recent years, the economic and financial crisis has been further exacerbated by the explosion of port of Beirut (August 2020) and the economic impact of the COVID-19 pandemic (2020-21). Nominal GDP dropped approximately to US\$52 billion in 2019 to an estimated US\$23.1 billion in 2021. As a result, Lebanon was reclassified by the World Bank as a lower-middle income country, down from upper middle-income status, in July 2022.

The decline in average income coupled with triple-digit inflation and a severe currency depreciation have negatively affected the population's purchasing power, with the effects of inflation disproportionately affecting the poorest as well as the middle class. The social impact of these crises is significant with a drastic reduction in provision of basic services, steep unemployment (29% in 2022) and an increasing share of the population living under the poverty line. Municipalities are also affected and are under increasing pressure and barely able to provide basic services due to a lack of funding. The level of vulnerability among the Lebanese population has also increased, resulting in increased competition over scarce resources. This leads to increased frustrations, tensions and overall increased protection risks.

### 1.2 Sector situation

Social protection in Lebanon faces significant challenges due to the country's political, economic, and social instability. Lebanon's social protection system is fragmented and lacks comprehensive coverage. Various government agencies, non-governmental organizations (NGOs), and international organizations provide assistance, but coordination and integration are limited.

Lebanon has limited social assistance programs that target vulnerable populations. The National Poverty Targeting Program (NPTP) was launched in 2011 to provide cash transfers to low-income families, but its reach and effectiveness were constrained by funding shortages and political challenges. Nevertheless, it provides badly-needed monthly social assistance allowances to some 65,000 extremely poor Lebanese families. The programme has three components: 1) Health: comprehensive health coverage for beneficiaries in public and private hospitals through a waiver of 10-15 percent co-payments for hospitalization; 2) Education: Registration fee waivers and free books for students in secondary (including vocational) public schools; and 3) Food assistance, via the electronic card. Since October 2021, food assistance has evolved to provide unrestricted cash assistance to extremely poor Lebanese families. The health and education components have been traditionally covered by the government, but have been put on hold since 2020, due shrinking fiscal capacity to cover the costs of these two types of allowances.

A second social assistance instrument is the Lebanon Emergency Crisis and Covid-19 Response Social Safety Net Project (ESSN), which provides the same amount of monthly social allowances to

an additional 147,000 extremely poor Lebanese families. The programme is funded through a concessional loan by the World Bank.

Other programmes provide social assistance to vulnerable individuals (persons with disabilities), social services and social security benefits; these include an EU and Germany funded project providing cash for education for children enrolled in public education: social grants provided by UNICEF and ILO through EU funding, to disabled individuals between 18 and 28 years old; other types of regular social assistance provided through NGOs and international donors.

Social assistance programmes are not fully aligned among themselves and with other social protection sub-sectors (services, insurance, employment promotion). They operate using different databases of beneficiaries, which do not communicate between each other. Lebanon lacks a unified repository for data on social protection and assistance, something that severely hampers management and fair distribution of allowances. It is therefore of the utmost importance to have systems that allow to know the assistance provided through different programmes to poor households. Furthermore, a more granular picture of the ongoing social assistance allowances would help to step up the efforts and financial support by the Government, the World Bank, the EU and other international development partners, as well as to better plan and manage social protection in the country.

### 1.3 Role of partner institution in the sector

The main function of the Ministry of Social Affairs (MoSA) is to provide social protection and assistance. Its mandate can be broadly defined around thematic areas and functions.

- Social Welfare: Providing assistance and support to vulnerable populations, such as the elderly, people with disabilities, and low-income individuals and families.
- Social Development: Implementing programs and initiatives aimed at improving the overall social well-being of the population, including education and healthcare services.
- Labor and Employment: Addressing labour-related issues, including employment policies, workers' rights, and job training programs.
- Civil Society and NGOs: Collaborating with non-governmental organizations (NGOs) and civil society groups to address social challenges and promote community development.
- Refugee Affairs: In the context of Lebanon's history with hosting a large number of refugees, including Palestinians and Syrians, the Ministry of Social Affairs is involved in providing services and support to refugee populations.
- Family and Child Welfare: Developing policies and programs to protect and support families and children in Lebanon.

In addition, the MoSA has been appointed to lead the finalisation of the National Social Protection Strategy, drafted with the support of the UNICEF and ILO. To this purpose, the Minister of Social Affairs steers the reactivation of a structured dialogue on Social Protection, together with the Social Protection Coordination Forum (SPCF) that was set up within the Lebanon Reform Recovery and Reconstruction Framework.

The Prime Minister of Lebanon formed an Inter-Ministerial Technical Committee on Social Policy, chaired by the Minister of Social Affairs, to lead coordination on Social Protection among the Government, donors, UN, WB and NGO actors. In this framework, the MoSA holds a responsibility to contribute to the design and implementation of adequate tools for information and database management, such as a Unified Single Registry of beneficiaries of social assistance allowances.

## 2 OBJECTIVES OF THE MISSION

SOCIEUX+ has received a request to support technical cooperation on September 13<sup>th</sup>, 2023 from the Ministry of Social Affairs in Lebanon, here-after the Partner Institution or PI. The request has been considered eligible by the SOCIEUX+ Team. The general and specific objectives of the request could be clarified with the requesting institution (see below). However, despite the efforts of SOCIEUX+ and of the PI it was not possible to define feasible expected results that would fit the mandate and type of assistance that SOCIEUX+ can provide, i.e. short-term technical cooperation through peer-to-peer exchanges among public experts. Therefore, it was agreed with the requesting institution to organise a "Fact-finding" mission to assess the feasibility of a technical cooperation action and develop a realistic work plan that would fit the needs of the requesting institution.

### 2.1 Overall objective of the original request

- ☒ To strengthen and reinforce institutional capacities of employment, labour and social protection institutions.
- ☐ To expand access to employment and social protection to poor and vulnerable groups.
- ☐ To increase awareness and knowledge on social protection and decent work.

## 2.2 Specific objective of the original request

The following specific objectives were agreed upon with the requesting PI. They shall guide the work-plan development with the support of SOCIEUX+'s mobilised experts.

1. To provide support to MoSA in taking ownership of the project of technical assistance towards the establishment of an Unified Single Registry (USR), particularly in establishing appropriate governance mechanisms and procedures;
2. To support MoSA in the process of assessing and validating the USR target system model as well as its integration with all existing social protection systems (ESSN, NPTP, etc.).

## 2.3 Expected results of the fact-finding mission

The expected results of the fact-finding mission are:

- If needed, revised specific objectives of one action to respond to the needs and gaps identified by the Partner Institution in their original request, are agreed;
- An assessment of the relevance and feasibility of support by SOCIEUX+ to respond to the specific objectives of the request is made by the Fact-Finding Mission (FFM) Team; and
- If feasible, a work plan, in line with the mandate, type of assistance, interventions and standard timeframe of 11 months of implementation for SOCIEUX+ support. In the negative, the reasons for the non-feasibility of an action are documented.

## 2.4 Final deliverables

The main final deliverable of the fact-finding mission will be the Formulation work plan (WPFc). The WPFc is based on the logical frame model for project planning used by the European Commission in its international cooperation. It shall include the objectives, results and deliverables of the proposed Action.

In addition, a Fact-finding Mission Report (FcMR) is expected at the end of the mission. This shall summarise of the findings and recommendations of the FFM Team regarding the feasibility and the implementation of the proposed action, if applicable.

# 3 IMPLEMENTATION METHODOLOGY

## 3.1 Summary

The FFM Team, led by the Principal Expert, will be responsible for developing the methodology of the mission. The focus of the preparation will be to ensure that the Team shall assess the needs, gaps and challenges identified by the PI and other relevant stakeholders. The mission shall also be based on a peer-to-peer exchange between the FFM Team and their counterpart/contact person designated by the PI. The Team will ensure a close and regular consultation on their findings and the development of their proposals with the PI. Local stakeholders, such as international cooperation partners, shall be informed of the mission and its preliminary findings/recommendations if deemed appropriate by the SOCIEUX+ Team and the PI. In all cases, briefings at the start and debriefings at the end of the FFM will be proposed to the EU Delegation's relevant staff in the country of the PI. The FFM Team will not formally or implicitly represent SOCIEUX+, its Implementation Consortium, the European Union, its Members or the European Commission.

The FFM Team, led by the Principal expert, will review the available documentation provided by SOCIEUX+ and the Partner Institution before planning and preparing the mission agenda. In

particular, the FFM Team will familiarise itself with the mandate, type of assistance, interventions and support provided by SOCIEUX+. For this, the Team members will refer to the latest version of:

- SOCIEUX+'s Guide for Institutions & Social Partners in Partner Countries; and,
- SOCIEUX+'s Guide for Experts & Collaborative Institutions

Both guides describe the support and conditions of mobilisation of experts through SOCIEUX+.

As a reminder, SOCIEUX+ actions are short-term in their timeframe and interventions. Actions are to be implemented through 2-4 activities of 3 weeks maximum implemented by a team of EU Member States public experts, on-site or at a distance. The timeframe for the complete implementation of an action is of 11 months. SOCIEUX+ does not provide financial or in-kind support to its partner institutions, including funding of workshop venues or materials.

Further, the FFM Team will refer to the templates provided for the main final deliverables of the mission, in particular, the Formulation Work-plan (WPFC) template. This template provides a clear outline of an action supported by SOCIEUX+ and checklists with the main questions that the FFM Team should answer at the end of their mission. These questions cover all the criteria that the SOCIEUX+ Team needs to consider in its recommendation of an action to the European Commission. The European Commission may object to a proposed action independently of the recommendations of the FFM or SOCIEUX+ Team.

The findings and proposals of the FFM Team will be formulated in the SOCIEUX+ templates. All proposals discussed by or developed by the FFM Team with the PI do not formally bind SOCIEUX+, its Implementation Consortium, the European Union, its Members or the European Commission. The formal endorsement of part or in full of an action work plan will be sole of the SOCIEUX+ Team, who will formulate its recommendations for a non-objection for the implementation of an action to the European Commission's services in Brussels.

The FFM Team will be accompanied by a member of the SOCIEUX+ Team.

## 3.2 Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance of including 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;
- Environmental sustainability;
- Human rights (including rights of children, people living with disabilities, vulnerable groups and minorities); and,
- Social and economic inclusion of vulnerable groups.

The FFM Team should ensure the consideration of cross-cutting issues during the formulation of the action. Whenever possible, they should proactively integrate a human-right-based approach and a gender perspective into their recommendations. A specific section and checklist to cover the cross-cutting issues are included in the work-plan template to be completed by the FFM Team.

## 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 **Erreur ! Source du renvoi introuvable.**). He/she will be responsible for the preparation, coordination, implementation and reporting of the overall activity towards SOCIEUX+.

The SOCIEUX+ Team will provide the FFM Team with the documentation to prepare the mission. These include, among others, SOCIEUX+ guidelines, documentation on the original request submitted by the PI and background documentation compiled by the PI. The latter shall be considered confidential unless otherwise confirmed by writing by the PI.

Upon review of the initial documentation, the FFM Team may be proposed or may request a briefing by the SOCIEUX+ Team member in charge of the request. The participation of the entire FFM Team and/or external stakeholders at the briefing is at the discretion of the SOCIEUX+ Team.

To ensure the finalisation of the deliverables, the FFM Team is expected to at least implement the following tasks:

**Task 1** – Preparation of the mission.

- The FFM Team establish in close consultation with the PI the mission's methodology and agenda;
- Submit the methodology and agenda for approval by the SOCIEUX+ Team;
- Taking part in the pre-departure briefing with SOCIEUX+ Team (around 1 week before the mission); and,
- 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.

**Task 2** – Implementation of the fact-finding mission

- Review and finalise the agenda of the mission and list of stakeholders to be consulted with the PI upon arrival;
- Organise, as necessary, a brief presentation of the objectives and methodology of the mission for the PI and relevant stakeholders;
- Provide a briefing on the background of the request and objectives of the mission to the EU Delegation, if applicable; and,
- As per agenda, conduct consultations with the PI's executives and staff, and relevant stakeholders, including the EU Delegation;
- Compile and document [in the FFM mission report] relevant documentation for the assessment of the requests and the action proposal; and,
- Compile the initial findings and main recommendation for a potential action in a brief presentation that will be used for the final consultation and debriefing on-site;
- Channel to SOCIEUX+ Communication officer any material that can be useful to inform the public about the FFM mission (pictures, interviews, brief notes or articles); and,
- At every stage of the implementation, liaise with the SOCIEUX+ Team in case of doubts on the eligibility of proposals raised by the PI, politically sensitive developments, or any other relevant issue that may require a formal position of SOCIEUX+.

**Task 3** – Final consultation and debriefing

- Present the initial findings and main recommendation of the FFM Team to the PI, relevant stakeholders and the EU Delegation; and,
- Collect the feedback of the PI, relevant stakeholders and the EU Delegation for inclusion, as possible, in their final draft of the WPFc and FFM mission report.

**Task 4** – Finalisation and submission of the deliverables

- Elaborate the intermediary and final drafts of deliverables for review and commenting by SOCIEUX+, the PI and eventually other stakeholders.

## 4.2 Deliverables

### 4.2.1 Pre-mission deliverables

- P1: A methodological note, detailing the working approach, tools and methods to be employed, a risks analysis, etc. The Methodological Note shall not exceed 3 pages (excluding the 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.



*No template is available for these documents. Documents shall be formatted in A4 page size, normal body text single-spaced, black font size 10, and single-spaced. A standard page is assumed to have, on average 500 words. All pre-mission deliverables are to be provided in English or Portuguese Language.*

#### **4.2.2 Final deliverables**

- D1: A collective Fact-finding Mission Report (FcMR) in SOCIEUX+ format (template provided). This FcMR is to be produced jointly by the FFM Team.
- D2: A Formulation Work-plan (WPFc) in SOCIEUX+ format (template provided). It is intended at being shared with the Partner Institution and key stakeholders of the proposed 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 documents, 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 writing [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 SOCIEUX+ and the Partner Institution. Feedback on the deliverables should be provided to the Principal Expert at the latest 2 days before the start of activity or departure of the mission of the experts, whichever is the earliest. Comments and recommendations 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 on the first draft version of the report should be provided 10 working days after its submission.
- Inclusion of the feedback on draft versions is expected 5 working days upon reception of the comments by the principal expert. (Generally, 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 after 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

### 1.4 Expertise profile

#### **Principal expert (Expert #1):**

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

- *Income Guarantee Schemes; Social Security Statistics*

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

- *P&S steering and implementation; Information & communication technology ; Programme/Project management*

##### **Requirements (essential/required):**

- 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.

- The number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s):  
Seven (7) years.
- Required language knowledge: English
- Other essential qualification(s):
  - familiarity with governance of technical assistance projects/programmes
  - familiarity with social assistance allowances' systems and technological infrastructures

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

- Higher level academic qualification(s): N.a.
- Professional recognised certification(s): N.a.
- Language(s): N.a.

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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.

**1.5 Estimated workload**

	Preparation	Onsite work	Distance work	Travel	Reporting & deliverables	Total
Principal expert (#1)	3	5	0	0	3	11
<b>Total experts</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>11</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>1</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>2</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).

**1.6 Selection of experts**

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

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

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. The mobilisation of experts currently employed with specialised international agencies is limited to activities and/or actions that are jointly implemented with that expert's agency of origin.

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)

## 1.7 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+.

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 servants or public employees.

## 1.8 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+.

No financial compensation is given to experts currently employed with specialised international agencies.

Retired experts are assimilated to 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.

## 1.9 Travel costs

All travel expenses for mobilising 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).

# 2 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.

### **3 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 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.

### **4 OTHER CONSIDERATIONS**

The FFM will primarily focus on the by then selected EU-funded long-term technical assistance Project "Support for the Creation of a Unified Registry for Social Protection Lebanon", as governance and validation processes that are the object of the request shall directly relate with the Project and its actual deployment.

### **5 ANNEXES**

N.a.

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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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