



Co-funded by
the European Union

socioux+

EU Expertise on Social Protection,
Labour and Employment

Terms of Reference for Experts

Terms of reference activities
and missions

SOCIEUX 2024-17 UZBEKISTAN

*Roadmap for extension of a pricing and reimbursement
system to the entire country (drug reimbursement programme)*



For external dissemination

SOCIEUX+ is implemented and co-funded by

Partnership led by



CONTENT INDEX

1. Background information	3
1.1. Country Overview	3
1.2. Sector Situation	3
1.3. Role of Partner Institution in the Sector	4
2. Action Description	4
2.1. Overall Objective	4
2.2. Specific Objective(s) (Purpose)	4
2.3. Expected Results	4
2.4. Final Deliverables	4
3. Methodology	5
3.1. General Methodology (of the Action)	5
3.2. Planned Activities (Work Plan of the Action)	5
3.3. Inclusion of cross-cutting issues	6
4. Activities description.....	6
4.1. Tasks	6
4.2. Deliverables	8
4.2.1. Pre-mission Deliverables	8
4.2.2. Final Deliverables	8
5. Reporting and submission of deliverables.....	8
5.1. Formats	8
5.2. Submission and approval.....	9
5.2.1. Pre-mission deliverables	9
5.2.2. Final deliverables.....	9
6. Required expertise.....	10
6.1. Expertise profile	10
6.2. Estimated workload.....	12
7. Applications.....	13
7.1. Call for Experts.....	13
7.2. Selection of Experts	13
7.3. Contracting of public experts	14
7.4. Financial compensations	15
7.5. Travel costs.....	15
8. Communication & Visibility	15
9. Code of conduct.....	16
About SOCIEUX+.....	17

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2024-17 UZBEKISTAN*

Action title: *Support in the development and implementation of the drug reimbursement program*

Partner institution: *State Health Insurance Fund*

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

- *Activity 2 – Development of a consistent roadmap for extension of a new pricing and reimbursement system to the entire country*

Tentative dates of implementation and location:

- *Activity 2 – June 15th, 2025 to August 15th, 2025
(onsite mission 7-18/07/2025 TBC)*

Expert positions and responsibilities (by activity):

- *Activity 2 : Expert 1 (principal) – Health Insurance (drug reimbursement programmes); Legislation and regulation making and development; Policy and strategy making and development*
- *Activity 2 : Expert 2 – Health Insurance; Finance & budgeting; procurement*

Workload:

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

Activity 2 - Expert 2 : Total 17 days (7 days at distance; and 10 days onsite)

Call for experts' reference: *24-17/UZB/2*

Version - #:

Draft

Final

Date: *April 15, 2025*

1. Background information

1.1. Country Overview

Uzbekistan is a landlocked country located in Central Asia that borders the countries of Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, and Turkmenistan. It is the most populated country in Central Asia, 35 million people. Its capital and largest city is Tashkent (almost 2,7 million people). Other big cities are Namangan (almost 0,6 million people) and Samarkand (0,53 million people). The distribution between urban and rural population is 50/50.

Uzbekistan is a post-soviet country. It was governed by the first president Islam Karimov till his death in 2016. After the transition of power in 2016-2017, some liberalization reforms were conducted, and modernization of the state and public services has been engaged. After an initial phase of market liberalization, Uzbekistan is moving into a more complex phase of reforms of land, labor, capital markets, and state-owned enterprises, but also health and social services. The most significant medium-term challenge will be ensuring reform inclusivity and transparency. To mitigate the economic, social, and health consequences of the pandemic, the Government has been taking anti-crisis policy measures.

Uzbekistan is a lower middle-income economy (GNI per capita is 1 750 USD in 2020). It is an important producer of agricultural products (including cotton) and exporter of natural gas, oil uranium and gold. The informal sector is estimated at 45% of GDP, with almost as many people employed formally as in informal work. Unformal employment concerns above all agricultural sector (seasonal work) and services. The economy is also characterized by high inflation (14,7% in 2020). About 12% of the population live below national poverty line. HDI is 0.72 ranking Uzbekistan at the 106th position.

1.2. Sector Situation

Uzbekistan has been undergoing a major socio-economic transformation since 2016. Health is high on the political agenda and a key priority for the government, as reflected in a significant increase in the health budget in recent years.

As part of this transformation, the country has embarked on comprehensive and far-reaching reforms of its health system to achieve the goals of the "Vision for Health Development of the Republic of Uzbekistan 2019-2025". This includes a reform of financing, provision and modernization of health services, capacity building for health workers, digital transformation, better quality and access to health services and overall promotes the principles of Universal Health Coverage. Since July 1, 2021, a pilot project was conducted in Syr-Darya region, including more regions in 2023. In 2024 after the pilot was recognised as successful the reform was extended nationally.

Health coverage scheme includes an outpatient drug reimbursement component is a part of the reform. This system will include the issuance of an electronic prescription by a doctor, the receipt of medicines by the patient in a registered pharmacy and the subsequent compensation of the costs of issuing medicines at the expense of the Fund. The expected results from the introduction of the drug reimbursement system are an increase in financial protection of the population, management of chronic diseases, prevention of the number of ambulance calls and hospitalizations, as well as possible disability and mortality.

1.3. Role of Partner Institution in the Sector

The State Health Insurance Fund was established in 2020 in accordance with the decree of the President of the Republic of Uzbekistan. The SHIF is a state institution conducting non-profit activities. The main objectives of the Fund are to accumulate financial resources allocated to finance the state-guaranteed package of medical services and medicines, to carry out strategic procurement of medical services, to introduce a system of state health insurance (based on general taxation) in all regions of Uzbekistan. The Fund's supreme governing body is its Supervisory Board, which is chaired by the First Deputy State Counselor, and the members of the Supervisory Board are Deputy Ministers of Health and Finance, heads of the antimonopoly body and the national association of non-governmental non-profit organizations.

2. Action Description

As per approved RCL:

2.1. Overall Objective

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

2.2. Specific Objective(s) (Purpose)

To support the State Health Insurance Fund in the development of the drug reimbursement component of the UHC

2.3. Expected Results

Draft regulations for the extension of the drug reimbursement program are prepared

2.4. Final Deliverables

D.1.1: Technical report on the current state of the regulatory framework related to drug reimbursement in Uzbekistan in comparison to EU examples, containing gaps identification and recommendations

D.1.2: Action work plan (final)

D.2: Roadmap for drug reimbursement full-scale extension

D.3: Technical report with a focus on the recommendations for the improvement of the pricing and reimbursement mechanism

D.4: Technical report proposing measures to prevent, identify and combat fraud as well as guidelines for the integration of these measures in the pilot project

3. Methodology

3.1. General Methodology (of the Action)

The State Health Insurance Fund of Uzbekistan is the state institution in charge of mandatory health insurance in Uzbekistan.

Under the supervision of the Ministry of Health, the Fund is responsible for accumulating financial resources allocated to finance the state-guaranteed package of medical services and medicines, carrying out strategic procurement of medical services, introducing a system of state health insurance (based on general taxation) in all regions of Uzbekistan. The Fund's supreme governing body is its Supervisory Board, which is chaired by the First Deputy State Counselor, and the members of the Supervisory Board are Deputy Ministers of Health and Finance, heads of the antimonopoly body and the national association of non-governmental non-profit organizations.

After a pilot phase implemented in 2021-2024 in one region (and supported by SOCIEUX+ previous action 2022-01), a new health funding scheme is to be introduced throughout the country. In line with the Universal Health Coverage principles, the provision of a state-guaranteed package of medical services and medicines free of charge guarantees universal access for the entire population to the necessary medical care. Drug provision is part of the social protection of the population, in this regard, the Fund plans to introduce a system of reimbursement of medicines to the pharmacies that agree to provide medicines, at a given price, to the population.

Drug reimbursement was also an essential part of the pilot project, with 11 drugs provided free of charge through contracted pharmacies. The objective for the current phase (2025/2026) is to enlarge this list to 60 names, and generalize the distribution network up to 12 regions. Principles and procedures of the identification of the package of reimbursed drugs, for price setting, establishing relations with providers and overall reimbursement, including information flow should still be steered up or reviewed. The proposed action will support the Partner Institution in formalization of different components of the drug reimbursement programme through identification of a necessary regulations framework and then support to develop it. In particular, in the first activity the experts have conducted a comparative analysis of the existent legal framework (from national legislation to secondary acts of the SHIF) and identified needs. They have subsequently proposed further activities to complete this action.

The proposed next 3 activities should focus on capacity building of relevant staff of SHIF (but not only) in view of the above depicted strategy for extension of the benefit package (geographically and in number of medicines) in the areas. In particular they will support the Partner Institution in the definition of a long term strategy and road map for the generalization of the medicines benefits package, definition of prices setting methodology and related procedures of reimbursement as well as setting up an anti fraud policies.

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- Activity 1 – *Comparative analysis of the regulatory framework relative to drug reimbursement*

- Activity 2 – *Development of a consistent roadmap for extension of a new pricing and reimbursement system to the entire country*
- Activity 3 – *EU experience of the development of pricing and reimbursement mechanisms*
- Activity 4 – *Setting up a system to combat fraud throughout the chain of dispensing medicines to the country's entire population*

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 of including cross-cutting issues in social protection, labour and employment policies and systems. The following cross-cutting issues are duly taken into account *[remove individual bullets if necessary]*:

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

4. Activities description

4.1. Tasks

The principal expert will lead the on-site mission. He/she/they will be responsible for producing all activity deliverables (see Section **Error! Reference source not found.** below). He/she/they will be also responsible for preparing, coordinating, implementing and reporting the overall activity towards SOCIEUX+.

As a part of its mandate and obligations imposed by the government, the SHIF is responsible to define a strategy (roadmap) for further extension of the drug reimbursement package, both in terms of geographical coverage and in terms of the medicines included into the package. The strategy should take into consideration the achievements and conclusions of the two phases of pilot project (first in Syrdarya region 2021-2023, then in 8 regions in 2024-2025) and lead to a full-scale implementation of the drug coverage throughout 2026-2027.

The second activity will support the Partner Institution in the definition of this roadmap. In view of a considerable increase of the number and volumes of reimbursed medicines as well as beneficiaries covered, the roadmap should identify challenges related to the extension, ways and necessary resources to tackle them, as well as propose gradual steps that the SHIF should take. The road map shall focus on the organizational, financial, and legal aspects, as well as on relations with providers (pharmacies), reinforcement of human and IT capacities needed.

A support in the development of this strategy is considered as a priority by international partners and it would be very synergetic with their interventions. International partners (namely, WHO and GIZ) also expressed their interest in being actively engaged into implementation of this activity by participating in a workshop or another event together with the experts mobilized by SOCIEUX+. This

event would also involve participation of the Ministry of Health, Ministry of Finance as well as the National Medicines Agency.

The experts shall co-develop a proposal for peer-to-peer methodology and agenda together with the Partner institution, to be discussed and validated ahead of the mission. Without prejudice to the choice of tools by experts, methodological approaches may include peer-to-peer consultations, presentation of EU good practices, focus groups and questionnaires, setting and verification of hypothesis, collecting and processing quantitative data. Broader network of stakeholders can be involved into this activity, including the line ministry, patients' and professional organizations as well as social partners.

Task 1 – Preparation of the Mission

The Experts Team:

- Gains substantial knowledge of the local context; reviews any relevant background document provided by the SOCIEUX+ Team and/or the Partner institution (PI).
- Establishes in close consultation with the PI the mission's methodology and agenda (TMT – for training – and MeN); then submits them for approval by the SOCIEUX+ Team.
- Participates in a pre-departure briefing with the SOCIEUX+ Team (approximately one week before the mission).

Task 2 – Implementation of the Mission

The Experts Team:

- Reviews and finalises the mission agenda and the list of stakeholders to be consulted with the PI upon arrival; any changes to the MeN shall be communicated to the SOCIEUX+ Team in a timely manner.
- Organises, as necessary, a brief presentation of the mission's objectives and methodology for the PI and relevant stakeholders.
- Provides a briefing on the background of the request and mission's objectives to the EU Delegation, if applicable.
- Conducts consultations with the PI's executives and staff, as well as relevant stakeholders, including the EU Delegation, as per the agenda.
- Compiles the initial findings and main conclusions emerging from the peer-to-peer technical exchange in a brief presentation that will be used for the final consultation and on-site debriefing.
- Channels any material that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles).
- Liaises with the SOCIEUX+ Team at every stage of the implementation regarding doubts about the eligibility of proposals raised by the PI, politically sensitive developments, or any other relevant issue that may require a formal position from SOCIEUX+.

Task 3 – Final Consultation and Debriefing.

The Experts Team:

- Presents the initial findings and main recommendations emerging from the peer-to-peer technical exchange to the PI, relevant stakeholders and the EU Delegation.
- Collects the feedback of the PI, relevant stakeholders and the EU Delegation for inclusion, as possible, in their final draft of the activity's final deliverables.

Task 4 – Finalisation and Submission of the Deliverables.

The Expert Team:

- Prepares the final deliverables for review and feedback by SOCIEUX+, the PI and eventually other stakeholders.

4.2. Deliverables

4.2.1. Pre-mission Deliverables

- MeN: A methodological note, detailing the working approach, tools and methods to be employed, a risks analysis, etc.; and an activity/mission agenda, specifying meetings and working sessions to be held, persons to meet, etc. The Methodological Note shall not exceed five pages (excluding the cover page and annexes).

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 SOCIEUX+'s use. 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). The mission team will produce this AcR jointly. It is intended for the Partner Institution but will probably be shared 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.
- D4: A Technical report containing a roadmap for drug reimbursement full-scale extension (The report represents the experts' contribution to the PI regarding the content of the peer-to-peer exchanges to attain the action's expected results and contribute to achieving its specific objectives. It is a piece of technical work on the subject of peer-to-peer cooperation. The technical report shall comply with the description provided in the ToREx and further agreed upon in the MeN).

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 editable versions (Microsoft Word 97-2003 [doc], PowerPoint 97-2003 [ppt] and Excel 97-2003 [xls]; or equivalent OpenDocument format). Non-editable electronic documents, such Portable Document Format (PDF), will 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 is 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 lies solely with its authors. Neither the European Union, the European Commission, the implementation partners of SOCIEUX+, nor the SOCIEUX+ Staff are 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 must be provided in English, or in the language of the Partner Institution.

5.2. Submission and approval

All deliverables' versions (drafts, final or other) shall be submitted directly and only to the 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 first agreed upon with the Partner Institution and then submitted to the SOCIEUX+ Team no later than five working days before the departure on mission of the Experts Team.
- Pre-mission deliverables will be shared with and reviewed by SOCIEUX+. Feedback on the deliverables should be provided to the FFM Team no later than two working days before the departure on the mission of the experts. Comments and recommendations from this feedback shall be taken into account for the implementation of the activity/mission by the experts. An updated version of the MeN, integrating the SOCIEUX+ Team's feedbacks and recommendations shall be resubmitted by the Experts Team at the earliest possible occurrence.

5.2.2. Final deliverables

- The first draft versions of the final deliverables must be submitted by the Experts Team to the SOCIEUX+ Team no later than ten working days after the completion of the Experts Team's mission.
- Feedback from the SOCIEUX+ Team on the first draft version of the report should be provided within five working days of its submission.
- The Experts Team is expected to incorporate this feedback into the draft versions within five working days of receiving the comments.
- The second draft version of the deliverables shall be submitted by the SOCIEUX+ Team to the PI for review and approval. The PI must approve or provide comments and/or requests for amendments within five working days of receipt.
- If comments and/or requests for amendments are received, the Experts Team will have an additional five working days to finalize the deliverables. Generally, only one round of feedback and revision is permitted.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by the PI and SOCIEUX+.

6. Required expertise

6.1. Expertise profile

Principal expert (Expert #1):

Area(s) of expertise Health Insurance (including drug reimbursement and/or pharmacology); Health Policy; Access to Health

Specific skill(s) & competency(ies) 2.1.Legislation and regulation making and development; 1.2 Policy and strategy making and development

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 combining the area(s) of expertise and demonstrated specific skill(s) & competence(s): **10**

c) Required language knowledge: proficiency in English, written and oral

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

d) Other essential qualification(s):

- Substantial knowledge of legislative and administrative mechanisms involved into Universal Health Coverage and drug reimbursement procedures (including in the conditions of tax-based health funding system) ;
- Relevant experience in the development of legislation and/or strategies in the area of health insurance/drug reimbursement;
- Good understanding of organizational and regulatory processes needed for setting up and operating drug reimbursement program, especially in the context of tax-based healthcare funding system.

Additional assets (advantageous in selection):

- e) A previous experience in delivering short-term technical assistance in international cooperation;
- f) A previous professional experience in Central Asia and/or Eastern and Central Europe;
- g) Language(s): command of Uzbek or Russian language

Expert #2:

Area(s) of expertise *Health Insurance (including drug reimbursement and/or pharmacology); Health Policy; Access to Health*

Specific skill(s) & competence(s) *Finance & budgeting; procurement*

Requirements (essential/required):

a) The education type and level required:

“Master’s” degree (or equivalent advanced academic degree or diploma requiring four 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 substituted with a combination of academic degree(s) and relevant years of work/professional experience combining the area of expertise and specific skills requested:

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

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

b) Number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s): **7**

c) Required language knowledge: proficiency in English, written and oral

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

d) Other essential qualification(s):

- Substantial knowledge of financial and budget mechanisms involved into the set up and implementation of drug reimbursement, especially in the context of tax-based health funding system and drug reimbursement procedures involving reimbursement to pharmacies;
- Relevant experience in long-term implementation of strategies in the area of health insurance/drug reimbursement/social security;
- Significant experience and proved capacities in individual and organizational capacity building of public administrations.

Additional assets (advantageous in selection):

e) A previous experience in delivering short-term technical assistance in international cooperation;

f) A previous professional experience in Central Asia and/or Eastern and Central Europe;

g) Language(s): command of Uzbek or Russian language

!!!!!!!

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 contact the SOCIEUX+ Team at experts@socioux.eu, indicating the reference of the call for experts.

6.2. Estimated workload

	Preparation	On-site work	Distance work	Reporting & deliverables	Total
Principal expert (#1)	3	10		5	18
Expert (#2)	3	10		4	17
Total experts	6	20		9	35

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 available only in English). The application process is as follows:

1. If they have not already done so, experts must create a SOCIEUX+ account by clicking “Create an account” and providing a valid email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by¹:
 - a. Providing contact details
 - b. Providing information on the 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 the 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 format².
3. Once the SOCIEUX+ Team approves their profile, they can apply to any available calls for experts accessible under the tab “Call for Experts” and click on “Apply”.

Applications are reviewed on a rolling basis, and positions may be filled as soon as suitable candidates are identified.

Experts can be identified and selected following a non-competitive procedure, which applies only in four specific circumstances:

- Experts to be mobilized from a ‘preferred institution’, i.e. the EU MS public entity indicated by the PI in the REF as the desired and most suitable learning model and source of expertise;
- Experts to be mobilized, on the request of the PI, from a ‘supporting entity’, i.e. a national or international development partner that supports the PI on the same or a similar area of work concerned by the request;
- Experts to be mobilized to accompany a study-visit by a PI’s delegation to an EUMS, i.e. a public expert from one of the EUMS’ hosting institution;
- Experts to be mobilized from PCs or former PIs for triangular cooperation.

For more information, 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

SOCIEUX+ primarily mobilises experts from the public administrations and mandated bodies of EU Member States, as well as practitioners working for social partners, including:

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

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

- 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.
- Regional experts: they provide significant added value, since they belong to the institutions with which SOCIEUX has already worked in the region where the action will be carried out. In addition, regional experts/s can provide a contextualized perspective on the socio-political, economic and cultural realities of the region, which reinforces the relevance, feasibility and sustainability of proposals and outcomes.

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, indicated as the "Supporting Entity" in the Request.

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

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

At SOCIEUX+ we value all experts as unique individuals, and we welcome the variety of experiences they bring to the Facility. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let the SOCIEUX+ team know as soon as possible. Every complaint will be appropriately investigated.

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, regardless of whether their former employer collaborates with SOCIEUX+ on a specific action. Retired experts are considered public experts for all purposes, benefits, and financial compensation provided by SOCIEUX+.

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

Contracting Options:

- **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 servants 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 (+ Authorisation 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 authorised to sign temporary employment contracts under local legislation; or
- > Service contract with institution: experts without a TIN and unable to sign an employment contract under local legislation.
- **Regional expert:** Depending on local legislation and the preferences of the expert's institution, the contract will be signed either directly with the expert or with the institution to which he/she belongs.

7.4. Financial compensations

Contracted 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 treated as public employees for all intents, purposes, benefits and financial compensation 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+. Compliance and verification are the responsibility of individual experts and their institutions of origin. The payment of income or other taxes is the sole responsibility of the mobilised experts and/or their organisations.

7.5. Travel costs

All travel expenses for the mobilised experts (public, private or international institutions) are covered by SOCIEUX in accordance with the [Guide for Experts and Collaborative institutions](#) (version as of the date of the contract signature), which provides detailed information on contracting with SOCIEUX+.

8. Communication & Visibility

SOCIEUX+ may use its communication channels, such as its website, newsletter and other media to share information on the implementation and results of the activities. To this end, contributions from mobilised experts are envisaged.

Small contributions for communication and visibility purposes, such as photographs, short texts and interviews, may be requested. Before and after the mission, short briefings may be organised with the SOCIEUX+ Communication Officer. These briefings will provide an opportunity to identify communication opportunities and strategies.

The correct use of SOCIEUX+ templates and visibility elements will be ensured in accordance with EU visibility guidelines.

For specific activities and events and under certain circumstances, visibility products such as brochures, folders, USB sticks, notebooks and other products may be made available to experts for face-to-face distribution.

9. Code of conduct

Experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity through the delivery of products. The SOCIEUX+ Team will support experts in fulfilling their assignments by assisting and advising on the preparation of background materials before meetings. The SOCIEUX+ Team will also collect feedback from partner institutions and relevant stakeholders to ensure that mission reports and recommendations are delivered to national authorities, EU Delegations in partner countries, and the European Commission.

Experts mobilized do not represent SOCIEUX+ or the EU. Their technical opinions and recommendations are their own and do not reflect the official stance of SOCIEUX+ or the EU. They shall refrain from expressing negative opinions about the implementation of actions supported by SOCIEUX+ to third parties. However, they should be familiar with SOCIEUX+'s objectives and operations and promote its services to the best of their knowledge, whenever possible and feasible.

Experts shall perform their duties in the partner country in a manner that fully respects local institutions, policies, and cultural norms. They shall adopt culturally sensitive behavior when interacting with their local counterparts.

