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EU Expertise on Social Protection,
Labour and Employment

Terms of Reference for Experts

Terms of reference activities
and missions

SOCIEUX 2025-02
NIGERIA

*Activity 1 – Identification of strategic challenges and priorities
of the Ministry of Poverty Alleviation and Social Protection
of the Abia State*



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Terms of reference for remote activities and missions

Action code and partner country: *SOCIEUX 2025-02 Nigeria*

Action title: *Support to devising strategic orientations for the newborn Abia State Ministry of Poverty Alleviation and Social Protection*

Partner institution: *Ministry of Poverty Alleviation and Social Protection of the Abia State*

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

Activity 1 – Identification of strategic challenges and priorities of the Ministry of Poverty Alleviation and Social Protection of the Abia State – Distant Work (DW)

Tentative dates of implementation and location:

- *Activity 1 – June 9th - August 4th, 2025 (online)*

Expert positions and responsibilities (by activity):

- *Activity 1 : Expert 1 (principal) – Social Protection*
- *Activity 1 : Expert 2 – Social Protection*

Workload:

Activity1 - Expert 1 : Total 15 days (at distance)

Activity 1 - Expert 2 : Total 14 days (at distance)

Call for experts' reference: 25-02/NGA/1

Version - #: __

Draft

Final

Date: *April 22, 2024*

1. Background information

1.1. Country Overview

The Federal Republic of Nigeria is a multi-ethnic and culturally diverse federation of 36 autonomous states and the Federal Capital Territory. Its capital is Abuja. Total population is of roughly 200 million people, making it the most populous country in Africa. It represents nearly half of West Africa's population, and it has one of the largest youth populations in the world (70% of the population is under the age of 30). It is the largest economy in Sub-Saharan Africa, followed by South Africa. The country is highly dependent on oil, although revenues have declined in recent years. The agricultural sector and services are growing.

Nigeria's HDI value for 2021 is 0,535— which put the country in the low human development category—positioning it at 163 out of 191 countries and territories. The country continues to face massive development challenges, including the need to reduce the dependence on oil for exports and revenues, diversify its foreign exchange sources, close the infrastructure gap, build strong and effective institutions, as well as address governance issues and strengthen public financial management systems. Inequality, in terms of income and opportunities, remains high and has adversely affected poverty reduction. The lack of job opportunities is at the core of the high poverty levels, regional inequality, and social and political unrest. High inflation has also taken a toll on household's welfare and price increases in 2020-2022 have pushed more Nigerians into poverty. Key structural reforms include trade policy, addressing major constraints to productivity such as the large infrastructure gap (notably power), tackling insecurity, as well as addressing climate risk.

Since 2011, the security landscape has been shaped by the war against Boko Haram and other terrorist groups in the northeast in addition to incessant cases of banditry and kidnappings in the north-west and parts of the southwest. The southeast continues to witness unrest resulting from separatist agitations. General Elections to elect a new President, Federal and State Legislators and Governors were held in February and March 2023 and President Bola Tinubu is the 16th and current president of Nigeria, having assumed office on 29 May 2023.

The most recent ILO estimates show the effective coverage in Nigeria is at 14.8percent. In Nigeria social protection is a mix of policies and programmes designed for individuals and households throughout the life cycle to prevent and reduce poverty and socioeconomic shocks by promoting and enhancing sustainable livelihoods and a life of dignity. The government commitment to social protection is deeply rooted in its National Development Plan (2021-2025), The revised national social protection policy, and improved budget commitment to social protection witnessing an increase from 5 percent of the government total budget in 2024. To ensure swift and smooth implementation of the above commitment, there is need to put in place the required building blocks (infrastructure), clear institutional framework, and strengthen relevant capacity of the state.

1.2. Sector Situation

Abia State is located in southeastern Nigeria, bordered by Imo to the west, Ebonyi to the north, Akwa Ibom to the south, and Rivers State to the southwest. With Umuahia as its capital and Aba as its commercial hub, Abia occupies a strategic position in the Niger Delta region. The state covers an area of approximately 6,320 square kilometres and is home to an estimated population of about 4,5 million people as of 2025.

Economically, Abia is known for agriculture and small-scale manufacturing. Key economic activities include the cultivation of cassava, yams, and oil palm, and the vibrant artisan and commercial sector in Aba, particularly known for textiles, leatherwork, and metal fabrication. Despite its resource base, Abia's GDP remains modest relative to its potential, with structural issues such as inadequate infrastructure, power supply challenges, and a high unemployment rate (18.7% in 2023) limiting economic growth.

Income inequality is also a pressing issue in Abia, with a significant disparity between urban and rural areas. Urban centres like Aba have seen some industrial growth, particularly in trade and manufacturing sectors, but these developments have not been evenly distributed. Rural communities often lack access to essential services and infrastructure, exacerbating the wealth gap. Efforts to address these issues include the state's collaboration with the European Union, UNICEF, and the International Labour Organization to implement a Sustainable Social Protection System. This initiative aims to reduce poverty rates by improving social support mechanisms, enhancing data collection for better planning, and ensuring that interventions are inclusive and effectively targeted. Additionally, the Abia State Government has partnered with the Federal Government's Conditional Cash Transfer programme, benefiting over 22,000 vulnerable individuals in recent years. These measures reflect a concerted effort to mitigate poverty and reduce inequalities within the state.

1.3. Role of Partner Institution in the Sector

The Ministry of Poverty Alleviation and Social Protection in Abia State was created on 15 August 2024 with a mandate to oversee the welfare and management of persons with disabilities and all vulnerable groups in the state. The main goal is to ensure that more people residing in Abia State have increased access to social protection, during shocks. This can only be achieved if we have a reinforced policy framework and a financial mechanism that is integrated in the state budgeting and planning efforts.

Mandate: Management of the welfare of Persons with Disabilities and other Vulnerable Groups

Mission: To reduce the incidence of poverty and address the social challenges of poverty, social inequality and social exclusion affecting vulnerable and marginalized groups such as women, children, persons with disabilities, the elderly, the poor/indigent, the socially displaced, deportees and victims of human trafficking in Abia state.

Vision: A citizen-focused and data driven ministry implementing policies and programmes that can directly eradicate poverty and provide social protection to vulnerable persons, including women, young people (including young offenders), families, the elderly, people with disabilities in Abia state.

2. Action Description

2.1. Overall Objective

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

2.2. Specific Objective(s) (Purpose)

S.1: To support the ministry in formulation of its strategic vision and missions

2.3. Expected Results

R.1: Strategic challenges and priority action domains for further operational intervention were identified

R.2: The Ministry is well prepared to be meaningfully engaged into the upcoming EU TA program

2.4. Final Deliverables

D.1: Strategic framework identifying main challenges, priorities and objectives for the Ministry by 2030

D.2: Beneficiary study methodology including the study design and tools for data collection

3. Methodology

3.1. General Methodology (of the Action)

The Ministry of Poverty Alleviation and Social Protection of the Abia State was created in 2024 following State elections. It partially inherited the mandate and the staff of the Ministry of social protection and women's rights. Presently its core activities include for the delivery of federal benefits and the provision of data contributions to the federal registry of persons in need managed by the federal ministry and NASSCO. Furthermore, the Ministry provides punctual assistance for infrastructure development (mostly the repair of roads so that small local producers can access markets) and punctual benefits in kind for festive occasions (old people day etc.).

Though the ministry partially continues the operations of its predecessor, as a new institution it needs to define its strategic vision and operational plan to promote social and human rights, respond to the needs and specificities of the population and follow the priorities of the state government.

In addition, Abia State, together with the federal government and several other Nigerian regions, will benefit from an EU action “Supporting Sustainable and Innovative Social Protection Programmes (SUSI)”. The action is focused on the expansion of the social Registry in order to expand population coverage as well as to allow for more efficient use by the federal and state administration to conceive safety nets and eventually reduce poverty in Nigeria.

The current action will thus support the partner institution in two regards: it will first help the Partner to define its strategic objectives and, secondly, it will aim to reinforce the capacity of the Ministry to target the delivery of social benefits, something will be also tackled by the new EU-funded project.

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- Activity 1 – *Identification of strategic challenges and priorities -DW*
- Activity 2 – *Methodology for beneficiary study - DW*

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

- Activity 1.

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:

- 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 first activity will be focused on identifying the strategic challenges and priorities of the State Ministry of Social Protection through a collaborative approach with the ministry’s focal points and a team of experts. This will involve in-depth peer-to-peer exchange with the ministry staff as well as possibly engaging other key stakeholders, conducting surveys and interviews, analyzing available data in terms of demography, economy, service or benefits delivery, and reviewing existing programs that were inherited from the previous ministry setting. The team will assess the political and institutional environment, including the priorities of the state and the federal governments in terms of

social development and poverty reduction, perform a SWOT analysis, and prioritize key challenges based on available resources and regional needs. They will then develop a strategic framework with clear objectives ensuring alignment with national policies and long-term sustainability.

The activity is fully implemented remotely. The experts may recourse to different means of communication with the Partner Institution and other stakeholders (email, Teams or Zoom, Whatsapp). The methodology should be adapted to remote cooperation.

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 other regional or federal authorities, development partners, representatives of communities. The EU delegation in Abuja as well as the representatives of the SUSI project shall be involved as well for better coordination and complementarity.

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+.

Minimum tasks expected from the experts shall include:

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 (MeN); then submits them for approval by the SOCIEUX+ Team.
- Participates in an initial briefing with the SOCIEUX+ Team (approximately one week before the remote 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 at the start of the remote mission; 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 remote 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 FFM 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 the remote activity 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 representing 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: *Strategic framework identifying main challenges, priorities and objectives for the Ministry by 2030*

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 as 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: *Social protection*

Specific skill(s) & competency(ies) *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: Fluent in English, written and oral
- d) Deep knowledge of the ministry’s focus area (social protection and poverty alleviation);
- e) Understanding of current challenges, stakeholders, institutional frameworks, and existing policies in the area of social protection and fight against poverty;
- f) Demonstrated experience in drafting strategic documents, policy frameworks, or development plans in the relevant areas.

Additional assets (advantageous in selection):

- g) A previous experience in delivering short-term technical assistance in international cooperation;
- h) Strong digital literacy and adaptability, with demonstrated ability to collaborate effectively in situations of remote work environments;
- i) A previous professional experience in Nigeria and/or West Africa.

Expert #2:**Area(s) of expertise** *Social protection***Specific skill(s) & competence(s)** *Organizational management and administration***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): [...Text...]

c) Required language knowledge: [...Text...]

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

d) Deep knowledge of the ministry’s focus area (social protection and poverty alleviation);

e) Demonstrated experience in organizational management of social protection institutions;

f) Ability to gather, analyse, and interpret quantitative and qualitative data;

g) Skills in identifying trends, needs, gaps, and opportunities to inform strategic direction.

Additional assets (advantageous in selection):

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

i) Strong digital literacy and adaptability, with demonstrated ability to collaborate effectively in situations of remote work environments;

j) A previous professional experience in Nigeria and/or West Africa.

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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 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)	4	-	6	5	15
Expert (#2)	4	-	6	4	14
Total experts	8	-	12	9	29

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 FIAP 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.

