

## TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

**Action code and partner country:** *SOCIEUX 2025-03 MONGOLIA*

**Action title:** *Institutional capacities of the OSH Center are supported in view of the ongoing legislative and institutional developments in the area of OSH in Mongolia*

**Partner institution:** Occupational Health and Safety Center

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

- *Activity #4 - To develop the Terms of References describing the organizational structure and preliminary responsibilities of the [future] labour inspection team to be appointed/set-up within the OSH Center in line with the new OSH Law*

**Tentative dates of implementation and location:**

*Preparation phase: 09 – 27 February 2026*

*Onsite mission: 02 – 13 March 2026*

*Drafting of final deliverables by the experts: 16 – 27 March 2026*

*Revision & Validation of the deliverables by the partner institution: 30 March – 03 April 2026*

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

- *Activity # 4 : Expert #1 – Occupational Safety and Health / Labour inspection*
- *Activity # 4 : Expert #2 – Labour inspection*

**Workload:**

*Activity #4 - Expert #1 : Total\_16\_days*

*Activity #4 - Expert #2 : Total\_14\_days*

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

Draft

Final

Date: 24 *April 2025*

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## 1 BACKGROUND INFORMATION

### 1.1 Country overview

Mongolia established a parliamentary democracy in 1992 after decades of single-party rule, with tripled GDP per capita since 1991. Recent governance focuses on structural reforms outlined in the “Development Plan for 2025”, which aligns with long-term strategies like “Vision-2050” and the “New Revival Policy”. The plan emphasizes eight priorities, including sustainable growth, human development, green policies, and enhanced governance through science and technology.

#### Economic Growth:

- GDP growth reached 5.7% year-on-year in H1 2024, driven by mining and transportation. Projections stand at 5.3% for 2024 and 6.5% for 2025, with medium-term growth averaging 6.0% (2026–2027).
- Agriculture contracted due to harsh weather, while domestic demand and public investments underpin expansion<sup>1</sup>.

#### Human Development Index (HDI) & Sustainable Development Goals (SDGs):

HDI rose to 0.741 in 2022 (global average: 0.727). The government aims to advance Mongolia’s global HDI ranking by 10 positions by 2028, targeting GDP per capita of \$8,000–\$10,000<sup>2</sup>.

Mongolia’s “Sustainable Development Vision 2030” prioritizes poverty eradication, resilient agriculture, environmental protection, and economic diversification. Key SDG targets include:

- ✚ Universal social protection and healthcare access.
- ✚ Sustainable food production and genetic diversity preservation.
- ✚ Cultural heritage conservation and land restoration.<sup>3</sup>

#### Social Protection, Labour & Employment

Mongolia’s social welfare system has been critical in poverty reduction, though challenges like program fragmentation persist:

- COVID-19 relief measures, including Child Money Program top-ups, prevented a 3.5% poverty increase in 2020.
- Reforms since 2018 aim to improve targeting and reduce duplication, supported by a \$150 million ADB loan for welfare program consolidation.
- A *Central Provident Fund* (launched in 2024) directs 2% of social insurance premiums to health, education, and housing reserves<sup>4</sup>.

Over the past two decades, Mongolia has had sustained economic growth, labor productivity has increased, and a significant number of jobs have been created. Structural changes that mark a modernizing economy have been progressing—urbanization has increased substantially while an increasing number of workers has moved out of agriculture and into industry and especially services. At the same time, the country has also benefited from low dependency rates, and the working-age population is increasingly well-educated. Even though the COVID-19 pandemic had significant negative impacts, the economy has started to recover in 2022 and, with it, the prospects for resuming job creation.

There are two major labor market challenges in Mongolia. The first and overarching employment challenge is to create more and better jobs than have been created during the past decade. The growth of labor demand has not been strong enough to reduce unemployment. Many of the jobs that have been created are in relatively low-paying sectors. The second employment challenge relates to inclusion; this includes raising labor force participation for specific groups and creating

<sup>1</sup> <https://www.worldbank.org/en/country/mongolia/overview>

<sup>2</sup> [https://www.theglobaleconomy.com/Mongolia/human\\_development/](https://www.theglobaleconomy.com/Mongolia/human_development/)

<sup>3</sup> <https://www.un-page.org/static/e60cc65d06b528f49c255298ceefe8ee/mapping-of-national-development-policies-sdv-and-gdp-against-the-sdgs.pdf>

<sup>4</sup> <https://www.adb.org/news/mongolia-s-social-welfare-programs-be-supported-adb-150-million-loan>

more opportunities for young people. Mongolia’s labor force participation rate is particularly low for women, urban residents, and people with intermediate levels of education. The youth are facing difficulties in their transition into the labor market, and their unemployment rate is high<sup>5</sup>. As per an estimate, 46 percent of those working are working informally in both informal and formal economies, where 44 per cent were men and 56 per cent were women<sup>6</sup>.

## 1.2 Sector situation

In Mongolia, globalization has produced challenges in the world of work, including an increase in the number of small private businesses, diversity of new forms of employment, flexible work arrangements, and the expansion of economic sectors. Along with these developments come new occupational hazards and risks. The rampant use of old machines and inappropriate premises, lack of protective equipment and inadequate preventative safety measures have added to the occurrence of occupational accidents, injuries and diseases<sup>7</sup>.

Occupational safety and health (OSH) in Mongolia operates under a legal framework anchored by the Labor Safety and Hygiene Law (2008)<sup>8</sup>, which outlines employer obligations such as hazard elimination, protective equipment provision, and mandatory risk assessments. The country has ratified key International Labour Organization (ILO) conventions, including Convention No. 155 on occupational safety and health, Convention No. 176 on mine safety, and Convention No. 167 on construction safety.

Mongolia’s OSH sector is under significant strain due to rapid industrialization and increasing labour demand in high-risk sectors. Workers in mining, manufacturing, and construction—industries that employ a substantial proportion of the workforce—face heightened risks of occupational accidents and diseases (OAD). The country’s OSH system, however, lacks the necessary infrastructure, workforce, and mechanisms to effectively prevent and manage these risks.

### *Workforce Vulnerability*

As of November 2024, 20% of the workforce (272.8 thousand workers) is employed in high-risk jobs. Projections indicate labour demand will grow by 19.1% by 2035, especially in mining (32.5 thousand additional workers), manufacturing (63.3 thousand), and construction (55.9 thousand). This trend underscores the growing urgency to address worker safety in these sectors.

### *Challenges in OSH Capacity*

Despite the growing risks, Mongolia’s OSH capacity is severely limited:

- The country has only 485 OSH professionals, including occupational hygienists, safety specialists, and doctors.
- Infrastructure is critically insufficient, with just one specialized hospital—operated by the OSH Center—providing occupational medical services.
- There are no rehabilitation centers for workers affected by occupational accidents and diseases (OAD), leaving a significant gap in recovery and reintegration support.

### *Underdeveloped Systems and Reporting*

Mongolia’s recording and notification mechanisms for OAD are inadequate. In 2023, only 408 occupational accidents were officially recorded, while international benchmarks suggest the true figure could exceed 23,000 cases. Occupational disease reporting is equally limited, focusing only on severe cases leading to disability.

<sup>5</sup><https://documents1.worldbank.org/curated/en/099030001132333606/pdf/P17445302d04700790adb8066bc652052a1.pdf>

<sup>6</sup> International Labour Organization, Ministry of Labour and Social Protection of Mongolia and Research Institute of Labour and Social Protection. 2021. “The state of informal employment in Mongolia: Survey report”. 15 February 2023. <https://bit.ly/3xlcqbX>.

<sup>7</sup> National Occupational Safety and Health Profile of Mongolia, ILO, 2006

<sup>8</sup>[https://natlex.ilo.org/dyn/natlex2/r/natlex/fe/details?p3\\_isn=82767&cs=1-s\\_ApA8pwA5a0i4o1oi8BSA0p3nolMqPsJeGUEEPasTDuCVqZcdWWGvhOmt2-n-PI0w0IvO7Wlx4nP4-rs5guA](https://natlex.ilo.org/dyn/natlex2/r/natlex/fe/details?p3_isn=82767&cs=1-s_ApA8pwA5a0i4o1oi8BSA0p3nolMqPsJeGUEEPasTDuCVqZcdWWGvhOmt2-n-PI0w0IvO7Wlx4nP4-rs5guA)

The lack of capacity in infrastructure, workforce, and data systems hampers Mongolia’s ability to protect its workers from occupational hazards. Addressing these gaps is vital for ensuring workplace safety and minimizing the health, social, and economic impacts of OAD.

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

The Occupational Safety and Health (OSH) Center is a governmental organization, sub-ordinate unit of the Ministry of Family, Labour and Social Protection, Mongolia. It is responsible for implementing the Law of Occupational Safety and Hygiene to prevent occupational accidents and diseases, and providing occupational health care services to all the workforce at the national level.

The OSH Center’s main functional units are the departments of OSH, training and awareness raising, and the Occupational Medical Hospital. These units are responsible for conducting health and safety risk assessments in workplaces, organizing OSH training for employees, employers, and OSH practitioners, and conducting medical check-ups for workers in high-risk workplaces.

In 2024, the OSH Center is operated with 97 employees including occupational hygienists, safety specialist and occupational medical professionals and others. Moreover, it provides certification for private training institutions and carries out the workplace assessments from the OSH aspects.

## **2 ACTION DESCRIPTION**

### **2.1 Overall objective**

The institutional capacities of employment, labour and social protection institutions are strengthened and consolidated

### **2.2 Specific objective (purpose)**

Institutional capacities of the OSH Center are supported in view of the ongoing legislative and institutional developments in the area of OSH in Mongolia

### **2.3 Expected results**

R1: Capacities of OSH Specialists of the OSH Center are enhanced so as to better fulfil their mandate of creating safe and healthy workplaces and in preventing occupational accidents and diseases at the enterprise level

R2: OSH Center is supported in enhancing its data collection system to record occupational accidents and diseases

R3: Capacities are in place to set-up a rehabilitation centre

R4: Institutional framework is in place to embrace an extended mandate of the OSH Center (to include labour inspection)

### **2.4 Final deliverables**

D.1: Training materials/modules for OSH specialists of the OSH Center on advanced risk assessment and hazard control [[Act 1](#)]

D.2: Seminar materials (presentations) for public-private sessions on EU best practices on social partnership engagement at the enterprise level in OSH management systems and safety culture (including on preventive risk assessments) for enhanced collaboration (in line with objective 5.10 of the Implementing Plan of Reform of National System of OSH 2025-2028) [[Act 1](#)]

D.3: Analytical report & related Action Plan/roadmap for an improved registration system for enhanced data collection and monitoring capacities of the OSH Center in recording and reporting on occupational accidents and diseases for evidence-based decision-making [[Act 2](#)]

D.4: Learning objectives & Study visit report (with key takeaways) of the study visit to an EU country to gain practical knowledge on the technical requirements, capacities and conditions to set-up/manage a rehabilitation centre, in line with OSH Center strategic planning & reforms [[Act 3](#)]

D.5: Terms of references describing the organizational structure and preliminary responsibilities of the [future] labour inspection team to be appointed/set-up within the OSH Center in line with the new OSH Law [Act 4]

### 3 METHODOLOGY

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

In view of the ongoing legislative and institutional developments in the area of OSH in Mongolia, the present Action aims at supporting the Occupational Health and Safety Center in the following areas:

- ❖ Capacities of OSH Specialists of the OSH Center are enhanced so as to better fulfil their mandate of creating safe and healthy workplaces and in preventing occupational accidents and diseases at the enterprise level
- ❖ OSH Center is supported in enhancing its data collection system to record occupational accidents and diseases
- ❖ Capacities are in place to set-up rehabilitation centre
- ❖ Institutional framework is in place to embrace an extended mandate of the OSH Center (to include labour inspection)

Such support aims at bringing a capacity-building component to the OSH Center, complementary to the strengthening of its management tools and in view of the current legislative & institutional reforms, with the upcoming adoption of the new OSH Law (expected to be adopted in June 2025 by the Parliament); and with the new Improvement Plan of the OSH Center (as of April 2025). Both legislative and institutional changes will bring new challenges for the OSH Center, and an extended mandate and competencies. The present Action will thus aim at better equipping the OSH Center with the necessary capacity building, technical preparation and strengthening of its organizational tools to embrace such changes.

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

The following activities are currently planned for the action:

Activity 1 – To train the OSH specialists of the OSH Center on advanced risk assessment and hazard control, and to organize public-private sessions on EU best practices on social partnership engagement at the enterprise level in OSH management systems and safety culture (including on preventive risk assessments) for enhanced collaboration

Activity 2 – To produce an Analytical report & related Action Plan/roadmap for an improved registration system for enhanced data collection and monitoring capacities of the OSH Center in recording and reporting on occupational accidents and diseases for evidence-based decision-making

Activity 3 – Study visit to an EU country to gain practical knowledge on the technical requirements, capacities and conditions to set-up/manage a rehabilitation centre, in line with OSH Center strategic planning & reforms

Activity 4 – To develop the Terms of References describing the organizational structure and preliminary responsibilities of the [future] labour inspection team to be appointed/set-up within the OSH Center in line with the new OSH Law

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

- Activity #4.

#### 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; Human rights.*

### 4 ACTIVITIES DESCRIPTION

## 4.1 Tasks

### Methodology

With the adoption of the new OSH Law, the OSH Center will have an extended mandate with responsibilities of labour inspection. Under this activity, the team of experts will support the OSH Center by analyzing the current mandate/responsibilities of the OSH Center, field of competencies vis-à-vis the Ministry of Labour and other relevant authorities, analyze the scope and extent of the institutional changes required under the new Law and formulate relevant recommendations/develop final deliverables accordingly and jointly with the OSH Center with regards to adaptations to be made with regards to its organizational structure and preliminary responsibilities of the [future] labour inspection team to be appointed/set-up within the OSH Center. The format of this activity will consist of onsite technical working meetings with the OSH Center, as well as other meetings with relevant stakeholders (Ministry of Labour, ...) as required/relevant, while the exact methodology of the activity will be described in the methodological note and upon consultation with the OSH Center.

Activity 4 will thus be about jointly preparing the Terms of Reference (ToRs) of the new team/unit responsible for labour inspection within the OSH Center, including the definition of its role, functioning and relations with other competent authorities. The ToRs shall also include job descriptions of the members of the team, in a way to define the nature of competences that shall be incorporated.

Note. Translation/interpretation costs will be foreseen for this Activity. These will include interpretation costs of onsite meetings foreseen in the agenda (excluding preparatory meetings and debriefing meetings) – as well as translation costs of the final version of the final deliverables foreseen by the Work Plan.

### Tasks:

Minimum tasks expected from the experts shall include:

*Task 1 – Preparation of the mission.* The Experts Team:

- gets 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);
- submits the MeN for approval by the SOCIEUX+ Team;
- takes part in the pre-departure briefing with the SOCIEUX+ Team (around 1 week before the mission);

*Task 2 – Implementation of the mission.* The Experts Team:

- reviews and finalises the agenda of the mission and the list of stakeholders to be consulted with the PI upon arrival; any changes to the MeN shall be timely communicated to the SOCIEUX+ Team;
- organises, as necessary, a brief presentation of the objectives and methodology of the mission for the PI and relevant stakeholders;
- provides a briefing on the background of the request and objectives of the mission to the EU Delegation, if applicable;
- as per agenda, conduct consultations with the PI's executives and staff, and relevant stakeholders, including the EU Delegation;
- 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 debriefing on-site;
- channels to SOCIEUX+ Communication officer any material that can be useful to inform the public about the activity (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.* 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; and,
- 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:

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

#### **Partner Institution:**

- The partner institution shall work in collaboration with experts supporting the preparation and implementation of the activity. The partner institution shall facilitate the organisation of the activity with regards to the following aspects:
- providing one or more resource-persons to support the experts in the material and technical organisation, as well as in brainstorming sessions and in elaboration of recommendations
- contributing to the technical organisation of the activity, including sharing relevant background documents (including relevant OSH strategic documents and reports), contacts and technical inputs with the experts
- mobilizing relevant staff for the technical meetings/workshops and ensuring their participation
- facilitating meetings for EU experts with national stakeholders as relevant/needed in the framework of the activity;
- the material organisation on site (including logistics).

## **4.2 Deliverables**

**Intermediary deliverables** (to be transmitted to SOCIEUX+ FMT at least 5 working days ahead of the activity)

- MeN: **A methodological note**, detailing the working approach, tools and methods to be employed, a risks analysis, etc.; and an activity/mission agenda, detailing the meetings and working sessions to be held, persons to meet, etc. The Methodological Note shall not exceed 5 pages (excluding the cover page and annexes).

**Final deliverables** (to be transmitted to SOCIEUX+ FMT no later than 10 working days after the activity's completion):

- D1: **An individual Expert Mission Report** (ExMR) in SOCIEUX+ format (template provided). This report is a confidential product intended solely for and use by SOCIEUX+. The expert team may also submit a single-joint ExMR report if they prefer to do so (see instructions on the template).
- D2: **An individual completed Expert Feedback Form** (ExF) completed online (see instructions and link on the ExMR template).
- D.4: **Terms of references describing the organizational structure and preliminary responsibilities of the [future] labour inspection team to be appointed/set-up within the OSH Center in line with the new OSH Law**

## **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 in equivalent OpenDocument format). Non-editable electronic documents, such as Portable Document Format (PDF), shall not be accepted.

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

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

*"Disclaimer:*

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

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

All deliverables are to be provided in English, 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 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 with the Partner Institution, then submitted to the SOCIEUX+ Team no later than 5 working days before the departure on mission of the Experts Team.
- Pre-mission deliverables will be shared and reviewed by SOCIEUX+. Feedback on the deliverables should be provided to the FFM Team at the latest 2 days before the departure on the mission of the experts. Comments and recommendations of 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 re-submitted by the Experts Team at the earliest possible occurrence.

### **5.2.2 Final deliverables**

- The first draft versions of the final deliverables are to be submitted by the Experts Team to the SOCIEUX+ Team no later than 10 working days upon completion of the Experts Team's mission.
- Feedback by the SOCIEUX+ Team on the first draft version of the report should be provided 5 working days after its submission.
- Inclusion of the feedback by the Experts Team in the draft versions is expected 5 working days upon reception of 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 should approve or formulate comments and/or requests of amendments no later than 5 working days after having received them.
- In case of comments and/or requests of amendments, the Experts Team will have 5 additional working days to achieve a final version of the deliverables. Generally, no more than one round of feedback and revision is accepted.
- 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**



### **Expert 1: Expert in Labour Inspection**

**Area(s) of expertise:** Labour Inspection / Occupational Safety and Health

**Specific skill(s) and competency(ies) of expertise:** Legislation & Regulation and enforcement /Quality assurance, inspection & audit / Organizational management & administration

#### **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) At least seven (7) years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society – on **labour inspection / occupational health and safety**;

- c) Required language knowledge:

- Fluent in English, written and oral;

N.B.: Translation and interpretation services may be commissioned by SOCIEUX+ (EN-Mongolian-EN).

- d) Other essential qualification(s):

- **Relevant experience in capacity-building methods/tools;**
- Acute sense of diplomacy and institutional relations.

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

- e) Experience in labour inspection/OSH in the area of **agriculture/construction/services**;
- f) A previous experience in delivering short-term technical assistance in international cooperation;
- g) Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.

### **Expert 2: Expert in Labour Inspection**

**Area(s) of expertise:** Labour Inspection / Occupational Safety and Health

**Specific skill(s) and competency(ies) of expertise:** Legislation & Regulation and enforcement /Quality assurance, inspection & audit / Organizational management & administration

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

- h) 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.

- i) At least seven (7) years of professional experience within EU public administrations or, international organisations, academia, social partners, civil society – on **labour inspection / occupational health and safety**;
- j) Required language knowledge:
  - Fluent in English, written and oral;N.B.: Translation and interpretation services may be commissioned by SOCIEUX+ (EN-Mongolian-EN).
- k) Other essential qualification(s):
  - **Relevant experience in capacity-building methods/tools**;
  - Acute sense of diplomacy and institutional relations.

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

- l) Experience in labour inspection/OSH in the area of **agriculture/construction/services**;
- m) A previous experience in delivering short-term technical assistance in international cooperation;
- n) Computer fluency (Zoom, PowerPoint etc.) and good presentation skills.

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**Collaborative institutions:**

*Public or publicly mandated institutions from European Union Member States with relevant expertise and competencies as outlined above are also encouraged to directly apply and contact SOCIEUX+ to provide expertise and participate in these/this activity. Focal points and responsible staff may directly contact the SOCIEUX+ Team at:*

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

## 6.2 Estimated workload

Estimated workload [in days]					
	Preparation	Onsite work	Distance work	Reporting & deliverables	Total
Principal expert (#1)	3	10		3	16
Expert (#2)	2	10		2	14
<b>Total experts</b>	<b>5</b>	<b>20</b>		<b>5</b>	<b>30</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 need to create their SOCIEUX+ account by clicking on "Create an account" using a valide 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>9</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 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 format<sup>10</sup>.
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."
4. Regional experts: If regional experts are part of the team, they will be selected through a non-competitive process.

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

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

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

### 7.2 Selection of experts

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

- Practitioners, civil servants and employees from publicly mandated bodies;

<sup>9</sup> SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

<sup>10</sup> Europass templates for CVs are available here:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

- 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 'Supporting Entity' in the Request.

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)

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, 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 servant or public employee.

Various options for contracting:

- **Active French Public Expert** (Contracted by Expertise France)

Engagement letter (+ Cumulation of activities form signed by the hierarchical superior)

- **Active Spanish Public Expert**

Spanish public servant will be contracted by FIIAPP according to its internal rules.

- **UE Public Expert** (including French and Spanish retired or private experts)
  - Service contract with expert (+ 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 according to local legislation, or
  - Service contract with institution: experts who do not have a tax identification number that allows them to work in their country and cannot sign an employment contract according to local legislation.
- **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

Contract officials or active-duty or retired employees are entitled to standard fixed allowances of 350 euros per working day worked. The fees of private consultants are negotiated according to their number of years of relevant expertise and the standard scale of SOCIEUX+.

Retired experts are assimilated 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.

## 7.5 Travel costs

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

## 8 COMMUNICATION & VISIBILITY

SOCIEUX + can use its communication channels, such as the web, newsletter and other media, to share information about the implementation and results of the activities. For this, contributions of the experts mobilised are expected. The experts may be requested to provide contributions for communication and visibility, such as photographs, short texts, and interviews.

Before and after the mission, short briefings can be organised with the Communication Officer of SOCIEUX+. These briefings will provide the opportunity to identify communication opportunities and strategies.

For specific activities, visibility products, such as brochures, USB sticks, notebooks and pens, can be made available to experts for on-site distribution.

## 9 CODE OF CONDUCT

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

The experts mobilised are not representing SOCIEUX+ nor 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 fully complies with and respects the local institutions, policies and cultural behaviours. They shall particularly adopt culturally sensitive behaviour when dealing with their local counterparts.

## 10 OTHER CONSIDERATIONS

[.....]

## **11 ANNEXES**

[...Text...]

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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), the French Ministry for Europe and Foreign Affairs, France Travail, the Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) from Spain, the Federal Public Service for Social Security of Belgium / Belgian International Cooperation on Social Protection (BELINCOSOC), and the Belgian Development Agency (Enabel).

The Facility's general objective is to increase employment opportunities and inclusive social protection systems in Partner Countries. Its specific objective is to improve policy and institutional frameworks for the development of labour, employment and social protection in Partner Countries, based on an inclusive and sustainable approach.

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.

More information: [www.socieux.eu](http://www.socieux.eu)