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EU Expertise on Social Protection,
Labour and Employment

Terms of Reference for Experts

Terms of reference activities
and missions

SOCIEUX 2025-25
Ukraine



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Terms of reference for on-site activities and missions

Action code and partner country: SOCIEUX 2025-25 UKRAINE

Action title: Strengthening the Capacities of the Fund for Social Protection of Persons with Disabilities of Ukraine to Increase Employment of PwDs

Partner institution: Fund for Social Protection of Persons with Disabilities (Ministry for Social Policy)

Activity 1: Diagnosis of current services and incentives provided to employers and exchange of EU practices on workplace adaptation measures for PwDs (online)

Tentative dates of implementation and location:

- Preparation (desk research, preparation of methodological note)
17 November until 5 October 2025
- Unfolding of the activity (online exchanges and meetings)
8-12 December 2025
- Drafting of reports: 15-19 December 2025

Expert positions and responsibilities (by activity):

Principal expert (Expert 1): EU Specialist on Employer Incentives for Inclusive Employment

Areas of expertise: Employment policy, Employment services, Employment Guarantee Schemes

Specific skills and competencies of expertise: P&S steering and implementation, L&R implementation and enforcement

Expert 2: EU Specialist on Workplace Adaptation and Accessibility Measures

Areas of expertise: Workers with Disabilities, Rights of Disabled People

Specific skills and competencies of expertise: P&S steering and implementation, L&R implementation and enforcement

Workload:

Activity 1 - Expert 1 : Total 11 days (3 days at distance; and 5 days onsite)

Activity 1 - Expert 2 : Total 9 days (2 days at distance; and 5 days onsite)

Call for experts' reference: 25-25/UKR/1

Version 7 October 2025

1. Background information

1.1. Country Overview

Ukraine has been engaged in large-scale war since Russia's full-scale invasion in 2022, which has deeply affected governance, territorial control, infrastructure, and public services. The government remains committed to Euro-Atlantic integration and reforms, but war imposes heavy strain on institutional capacity, justice, rule of law, and provision of basic services. Displacement of populations, damage to health and education infrastructure, and disruptions to energy supply and logistics are major challenges. Corruption and oligarchic influence remain persistent, although some digitalisation and transparency reforms (e-governance, procurement) have seen progress.

Human Development Index (HDI): Ukraine's HDI is 0.734 (2022), placing it in the "high human development" category, ranking about 100th-out of ~193 countries. This represents a sharp drop to the lowest HDI level since 2004.

Inequality-Adjusted HDI (IHDI): 0.676, reflecting a loss of development due to inequalities across income, education, health.

Gender Inequality / Development: Ukraine has a Gender Inequality Index (GII) value of ~0.188 and ranks moderately well in gender development, although economic participation and political empowerment lags remain.

Poverty & Hunger (SDG 1 & 2): Before 2022, poverty was around 5.5%. Due to the war, poverty rate surged to ~24.1% in 2022, pushing millions into deprivation. Food insecurity is widespread, and the disruption of supply chains, damage to agriculture and infrastructure have amplified hunger risk.

Health, Education, and Infrastructure (SDGs 3-4, 7, 11): Many health facilities and schools have been damaged or destroyed; disruptions to schooling affect millions of children. Infrastructure damage (roads, energy, water) is severe, impairing access to clean water, electricity, and other essential services.

SDG Index & Reporting: Ukraine is ranked ~42 / 167 with an SDG Index score ~75.7. The country reports data for all relevant national SDG-indicators, showing full reporting across all 17 goals.

Ukraine has shown resilience in many domains, leveraging social protection, international aid, and reforms. But the war has reversed or stalled progress on many SDGs, particularly poverty, hunger, infrastructure, and healthcare. Continued conflict, displacement, and economic disruption pose serious risks to sustainable development unless peace or stability improves and reconstruction is well managed.

1.2. Sector Situation

Ukrainian law sets out the rules on the employment of Ukrainian citizens, including persons with disabilities. The institutions involved in this area include the following:

- **The Parliament of Ukraine** (Verkhovna Rada)
- **The Cabinet of Ministers of Ukraine**
- **The Ministry of Economy, Environment, and Agriculture** (hereinafter: the Ministry of Economy) designs and implements state policy in the field of labor, employment, labor migration, labor relations, and social dialogue.

- **The National Labour Service** is a central agency whose activities are directed and coordinated by the Cabinet of Ministers of Ukraine through the Minister of Economy. It implements state policy in the fields of industrial safety, occupational hygiene and safety, handling of explosives for industrial purposes, mine regulation, and monitoring and control of compliance with labor legislation, employment, compulsory state insurance against workplace accidents and occupational diseases causing incapacity, and unemployment benefits under compulsory state insurance (eligibility, calculation and payment of benefits, provision of social services, and material support to guarantee insured persons' rights).
The National Labour Service has 8 regional structures.

- **The National Employment Service** is a centralized system of state services whose activities are directed and coordinated by the Ministry of Economy. Its main tasks are:

- ✓ implementation of state policy in the field of employment, labor migration, and social protection against unemployment;
- ✓ analysis of the labor market;
- ✓ assisting citizens in finding suitable work;
- ✓ matching jobseekers with employers;
- ✓ organizing public works and other forms of temporary employment;
- ✓ supporting business creation, including individual and group counseling;
- ✓ measures to respond to and prevent mass layoffs, promote labor mobility, and employment in regions with high unemployment, single-industry towns, and areas of industrial concentration;
- ✓ training, retraining, and upskilling of the unemployed in line with current and future labor market needs, and certification of vocational training not provided by the Ministry of Education;
- ✓ career guidance;
- ✓ additional support for the employment of disadvantaged jobseekers;
- ✓ submitting proposals to the Ministry of Economy on state employment policy;
- ✓ monitoring and control of aid provided to employers and unemployed persons through the Fund.

The Service consists of the National Employment Center, regional employment centers (including those of the Autonomous Republic of Crimea, Kyiv, and Sevastopol), their subdivisions, a higher education institution, vocational and technical training institutions, other training bodies, as well as enterprises, institutions, and organizations created by the Service.

- **The Ministry of Social Policy, Family, and Unity of Ukraine** (hereinafter – the Ministry of Social Policy) designs and implements state policy in the fields of:
 - ✓ social policy, social insurance and mandatory pension insurance, volunteer activities, pension provision, and administration of public social insurance records;
 - ✓ social protection of the population, in particular persons with disabilities, veterans, victims of Nazi persecution, children of war, victims of political repression, citizens affected by the Chernobyl disaster, and military veterans for the payment of their pensions.
- **Ministry of Veterans Affairs**
The Ministry of Veterans Affairs designs and implements state policy in the field of social protection of veterans and their family members, particularly regarding psychological rehabilitation, social and professional adaptation, employment, enhancing competitiveness in the labor market, housing, and sanatorium treatment.

1.3.Role of Partner Institution in the Sector

The Fund for the Social Protection of Persons with Disabilities (hereinafter referred to as “the Fund”) is a non-profit budgetary institution whose activities are directed, coordinated, and supervised by the Ministry of Social Policy. It has 25 territorial branches located in the 24 regions of Ukraine and in the city of Kyiv. The main tasks of the Fund are:

1. financing social protection measures for persons with disabilities and children with disabilities in Ukraine;
2. implementing, within its competencies, measures to promote employment of persons with disabilities, in particular, encouraging the creation of jobs.

In particular, the Fund:

- ✓ provides financial assistance, targeted loans, and subsidies for the creation of jobs for persons with disabilities; allocates funds for material and technical investments (to support social and professional rehabilitation and employment of persons with disabilities and children with disabilities); finances physical and sports rehabilitation activities; covers training and retraining costs; supports the production of adapted literature and audio recordings (including for vocational training) for libraries; finances prosthetics and orthotics, as well as advanced rehabilitation aids (prosthetic and orthopaedic products of increased complexity);
- ✓ finances measures to promote the employment of persons with disabilities as defined by the Law “On Employment of the Population”;
- ✓ within its competencies, exercises internal control over the use of funds by lower-level managers and recipients of budgetary aid, as well as by enterprises, institutions, organizations (including associations of persons with disabilities), and individual employers receiving financial assistance, targeted loans, or subsidies for job creation for persons with disabilities.

The Fund promotes job creation for persons with disabilities by providing financial assistance, targeted loans, or subsidies to prospective employers, in accordance with the law, after:

- ✓ analysing the information submitted by the applicant-employer and its compliance with the law, working capital, production capacity, personnel potential, and solvency;
- ✓ evaluating the applicant-employer’s business project in terms of relevance, return on investment, compliance of activities, and competitiveness of goods and services to be produced or provided;
- ✓ reviewing price offers for equipment, works, and services to be purchased;
- ✓ assessing the risk of non-repayment of funds in the case of renewable financial assistance or targeted loans;
- ✓ preparing a justification for acceptance or refusal;
- ✓ informing the applicant-employer and the Ministry of Social Policy of the decision;
- ✓ consolidating and analysing information provided by Fund structures on the use of funds;
- ✓ monitoring the implementation of decisions of the Ministry of Social Policy;
- ✓ providing financial assistance to cover the costs of training and retraining of persons with disabilities in educational institutions in accordance with current legislation (collecting, analysing, and consolidating information on aid provided, monitoring contracts, services, and fund transfers, maintaining a register of concluded contracts, and compiling records of services provided).

2. Action Description

2.1. Overall Objective

Equitable access to employment and social protection is expanded for poor and vulnerable groups

2.2. Specific Objective (Purpose)

To establish an incentive system encouraging employers to hire persons with disabilities.

2.3. Expected Results

- ✓ Assessment of current incentives and support mechanisms for employers hiring PwDs.
- ✓ Enhancement of the Fund staff's expertise in employer incentive systems, workplace adaptations for PwDs, and integrated approaches combining employment with supported housing.
- ✓ Agreement on an appropriate system of incentives to be adopted in Ukraine.

2.4. Final Deliverables

- ✓ A diagnosis of current incentives provided to employers
- ✓ Presentation of EU practices of workplace adaptation measures for PwDs
- ✓ A study visit report
- ✓ Assessment of possibilities of mechanisms to incentivize employers to employ PwDs

3. Methodology

3.1. General Methodology (of the Action)

The proposed action will unfold through three complementary activities, two of which will take place remotely and one as a study visit to France hosted by France Travail. The overall objective is to strengthen the Ukrainian Fund's capacity to promote the employment of persons with disabilities (PwDs) and to improve employer incentive mechanisms.

The first activity, conducted online, will focus on diagnosing the Fund's current incentives for employers and facilitating an exchange of European practices on workplace adaptations. Experts will apply a mixed-method approach combining a desk review (laws, regulations, internal procedures, eligibility criteria, budgets, forms), structured online surveys, key informant interviews, and focus groups. The exchange of European practices will be tailored to the Fund's needs, focusing on policies, funding mechanisms, employer incentives, assessment protocols, and assistive technologies. Sessions will be held on Zoom with simultaneous English-Ukrainian interpretation provided by SOCIEUX+. To mitigate risks linked to low digital literacy and connectivity issues, experts will provide preparatory materials, technical support, recordings, and options for asynchronous input. To avoid online fatigue, sessions will be limited to 90 minutes.

The second activity will be a study visit to France, aimed at observing and exchanging practices that support the labor market integration of PwDs, particularly through protected employment pathways. The visit will strengthen the Fund staff's expertise in employer incentive systems, workplace adaptations, and integrated approaches that combine employment with supported housing. Learning objectives will be jointly developed with the Fund and included in the Terms of Reference of the activity. Hosted by France Travail in collaboration with CAP Emploi, the visit will include meetings with Agefiph (supporting the employment of PwDs in the private sector), FIPHP (focused on the civil service), and Athos (a psychosocial rehabilitation program for service members with psychological injuries).

The third and final activity, conducted remotely, will focus on drafting options to develop employer incentive mechanisms adapted to the Ukrainian context. The insights gained during the study visit will directly feed into this process. The methodology will be participatory, multi-stakeholder, and evidence-based, ensuring the perspectives of government, employers, PwDs, and civil society are included. It will involve validating findings, prioritizing actions by impact and feasibility, estimating costs and financing, and defining monitoring and evaluation indicators (sources, ownership, baselines, and targets).

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- Activity 1 – Diagnosis of current services and incentives provided to employers and exchange of EU practices on workplace adaptation measures for PwDs (online)
- Activity 2 – A study visit in France with hosting institution France Travail, to observe, document, and exchange practices that improve labour market integration of persons with disabilities through protected employment pathways
- Activity 3 – Assessment of possibilities of mechanisms to incentivize employers to employ PwDs

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.
- 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+.

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 (TMT – for training – and MeN); then submits them for approval by the SOCIEUX+ Team.
- takes part in a briefing before the distance activity unfolds to agree on the MeN.

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 Experts Team:

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

Minimum tasks expected from the **Partner Institution** shall include:

- provide documentation (laws, regulations, internal SOPs if available, eligibility criteria, budgets, forms, service standards...) and mapping of relevant actors before the start of the activity
- 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 organization of the activity, including sharing relevant background documents (including relevant strategic documents and reports), contacts and technical inputs with the experts
- convening participants and ensuring their participation

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 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: "a diagnosis of current services provided to employers, and sharing of best practices on adaptation measures and incentives for employers to employ PwDs".

Below is a suggestion of the report (D4) content and outline:

1. Executive Summary

- Brief overview of the report's objectives, scope, and key findings
- Highlights of current services and incentives for employers
- Summary of EU best practices in workplace adaptation
- Main recommendations.

2. Introduction

- Background & Context (Importance of workplace adaptation for PwDs, EU priorities on inclusion and accessibility in employment)
- Objectives of the Report (Diagnose existing services and incentives for employers, Identify gaps and challenges, Compare and exchange EU practices)
- Scope & Methodology (Online consultations, literature review, surveys, stakeholder interviews, Geographic coverage, i.e. national vs. EU-wide)

3. Diagnosis of Current Services and Incentives

- 3.1. Overview of Legal and Policy Framework (National laws on disability inclusion, EU directives influencing workplace adaptation)
- 3.2. Current Services for Employers (Job coaching, training programs, online resources, Advisory services for inclusive recruitment)
- 3.3. Financial Incentives and Support (Subsidies for workplace adaptations, Tax incentives for hiring PwDs, Grants for accessibility improvements)
- 3.4. Gaps and Challenges (Low employer awareness, Complex administrative procedures, Insufficient funding or technical support)

4. Exchange of EU Practices on Workplace Adaptation

- 4.1. Overview of Best Practices (Examples from EU countries leading in PwD employment inclusion)
- 4.2. Online Platforms and Tools (Digital resources for employers on workplace adjustments, EU-wide knowledge-sharing hubs)
- 4.3. Case Studies (Successful workplace adaptation initiatives, Innovative funding models and employer engagement strategies)
- 4.4. Lessons Learned (Key takeaways relevant to national adaptation policies)

5. Stakeholder Perspectives (if available)

- Feedback from: Employers, PwDs and advocacy groups, Government agencies, EU-level organizations.

6. Conclusions

7. Recommendations

- Policy Recommendations (Harmonization with EU standards, Enhanced funding schemes)
- Employer Support Measures (Simplified access to services and incentives, Development of online toolkits and resources)
- Capacity Building (Training employers on workplace adaptation, Promoting best practices via online exchanges)

8. Annexes

- List of online resources and tools
- Comparative table of incentives across EU countries
- Glossary of key terms
- References and bibliography

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): EU Specialist on Employer Incentives for Inclusive Employment

Area(s) of expertise: Employment policy, Employment services, Employment Guarantee Schemes

Specific skill(s) and competency(ies) of expertise: P&S steering and implementation, L&R implementation and enforcement

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 (economics, social policy, labor market studies). 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 years**

- c) Required language knowledge: **English**

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

- d) Other essential qualification(s):

- At least 10 years of professional experience in **labor market inclusion, employment policy design, or social protection** with a focus on **vulnerable groups** (e.g., persons with disabilities, long-term unemployed, youth, women, or migrants).
- Proven expertise in **designing and implementing employer incentive schemes** (e.g., wage subsidies, tax reliefs, social security exemptions, quota systems, grants for inclusive hiring).
- Demonstrated **knowledge of EU employment policies, directives, and funding mechanisms** (e.g., ESF+, EaSI, Disability Rights Strategy, European Pillar of Social Rights).
- Strong understanding of **comparative EU practices on employer engagement in inclusive employment**.
- Experience providing technical assistance, policy advice, and capacity-building to governments, employer associations, or social partners.
- Excellent communication, report-writing, and stakeholder facilitation skills.

Additional assets (advantageous in selection):

- e) Language(s): Ukrainian or French

- f) Having passed the SOCIEUX+ e-learning '[Acting upon inequality](#)'. SOCIEUX+ aims to do no harm and contribute to the reduction of inequalities. Hence, we highly recommend doing this short e-course. It takes about 2h30.

Expert 2: EU Specialist on Workplace Adaptation and Accessibility Measures

Area(s) of expertise: Workers with Disabilities, Rights of Disabled People

Specific skill(s) of expertise: P&S steering and implementation, L&R implementation and enforcement

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 (occupational health, ergonomics, accessibility studies, social policy). 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 years of experience**
- c) Required language knowledge: **English**
- N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.*
- d) Other essential qualification(s):

- Minimum **7 years** of professional experience in **workplace adaptation and accessibility measures** for persons with disabilities and other vulnerable groups.
- Proven knowledge of **EU legal and policy frameworks on accessibility and non-discrimination**, including the European Accessibility Act, Employment Equality Directive, and relevant international standards (e.g., UNCRPD, ISO standards).
- Hands-on experience in conducting **workplace accessibility audits and advising employers on reasonable accommodations** (e.g., assistive technologies, ergonomic adjustments, workplace design, ICT solutions, flexible work arrangements).
- Strong analytical, advisory, and training skills, with the ability to engage diverse stakeholders (employers, employees, disability organizations, inspectors).
- Direct involvement in EU-funded projects or technical assistance related to accessibility, workplace health and safety, or inclusive employment.

Additional assets (advantageous in selection):

- e) Language(s): Ukrainian or French
- f) Having passed the SOCIEUX+ e-learning '[Acting upon inequality](#)'. SOCIEUX+ aims to do no harm and contribute to the reduction of inequalities. Hence, we highly recommend doing this short e-course. It takes about 2h30.

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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@socieux.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	N/A	5	3	11
Expert (#2)	2	N/A	5	2	9
Total experts	5	N/A	10	5	20

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.



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About SOCIEUX+

SOCIEUX+ EU Expertise on Social Protection, Labour and Employment is a technical cooperation facility established and co-funded by the European Union (EU), France, Belgium and Spain. It aims to enhance access to better employment opportunities and inclusive social protection systems, with a particular focus on women, youth, and vulnerable groups.

The Facility focuses on strengthening institutional capacities in partner countries, promoting social protection, decent work and responsible business practices. It also supports public institutions in preparing for and responding to EU directives and Member States' legislation on Corporate Sustainability Due Diligence expectations.

SOCIEUX+ targets partner countries' public authorities responsible for labour, employment, and social protection, as well as social partners, including employers' and workers' organizations involved in social dialogue. These entities are encouraged to apply for SOCIEUX+ technical cooperation.

Activities carried out by SOCIEUX+ are demand-driven, short-term, and primarily based on peer-to-peer cooperation between experts from EU Member States and partner countries.

SOCIEUX+ is implemented by a partnership composed of Expertise France (the partnership lead), France Travail, the Belgian Federal Public Service for Social Security through the Belgian International Cooperation on Social Protection (BELINCOSOC), the Belgian Development Agency (Enabel), and the Fundación para la Internacionalización de las Administraciones Públicas (FIAP) from Spain.

More information: www.socieux.eu



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