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EU Expertise on Social Protection,
Labour and Employment

Terms of Reference for Experts

Terms of reference activities
and missions

SOCIEUX 2025-28
ALBANIA



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Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2025-28 ALBANIA*

Action title: Enhancing Youth Project Impact: Strengthening Monitoring and Evaluation Capacities at the National Youth Agency to Improve Outcomes of CSO-Led Initiatives

Partner institution: National Youth Agency (NYA)

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

- *Activity # 1 – Designing internal scope, processes, roles, and methodological approaches to research and analysis on CSOs-implemented projects around young women’s employment*
- *Activity #2 – Designing analytical tools and formats for organizing and running research & analysis research and analysis on CSOs-implemented projects around young women’s employment*

Tentative dates of implementation and location:

- **Activity 1 (on-site)** –tentative dates from **January 5th to February 20th, 2026** (with an on-site mission from **January 26th to 30th, 2026**)
 - Preparation phase: from **January 5th to January 23rd, 2026**
 - On-site mission in **Tirana**: from **January 26th to 30th, 2026**
 - Reporting phase: from **February 2nd to February 20th, 2026**
- **Activity 2 (on-site)** –tentative dates from **March 9th to April 24th, 2026** (with an on-site mission from **March 30th to April 3rd, 2026**)
 - Preparation phase: from **March 9th to March 27th, 2026**
 - On-site mission in **Tirana**: from **March 30th to April 3rd, 2026**
 - Reporting phase: from **April 6th to April 24th, 2026**

Expert positions and responsibilities (by activity):

- Activity # 1 and 2: Expert # 1 (principal) – Expert in youth employability and gender-responsive employment strategies
- Activity # 1: Expert #2 – Human Resources Management & Development expert
- Activity # 2: Expert #2 – Data collection and analysis expert

Workload:

Activity #1 and 2 - Expert # 1 :Total 22 days (12 days at distance; and 10 days onsite)

Activity #1 - Expert # 2: Total_10_days (5 days at distance; and 5 days onsite)

Activity #2 - Expert # 2: Total_10_days (5 days at distance; and 5 days onsite)

Call for experts' reference: 25-28/ALB/1-2/1; 25-28/ALB/1/2; 25-28/ALB/2/2

Version - #: ____

☐ Draft

☒ Final

Date: October 30th , 2025

1. Background information

1.1. Country Overview

Albania, a Southeastern European country with a population of approximately 2.4 million, is a parliamentary democracy and NATO member committed to advancing its European Union integration process. The country applied for EU membership in 2009, was granted candidate status in 2014, and formally opened accession negotiations in July 2022. Its political system is characterised by a multi-party landscape and ongoing reform efforts aimed at strengthening democratic governance, enhancing judicial independence, and addressing corruption—key priorities within the EU accession framework.

Economically, Albania has transitioned from a centrally planned to a market-oriented economy since the early 1990s. Agriculture, tourism, and energy—particularly renewable energy—remain its main growth sectors. However, challenges such as high unemployment, youth emigration, and regional disparities persist. GDP per capita is estimated at around USD 8,300 in 2024. Emigration continues to significantly influence Albania's socio-economic context, with a large diaspora contributing vital remittances to household income and national stability.

Albania's Human Development Index (HDI) of 0.789 (2022) places it within the high human development category, ranking 74th globally. Education and health outcomes have gradually improved, though the systems continue to face structural and resource limitations. The country actively aligns its policy priorities with the UN Sustainable Development Goals (SDGs), focusing on poverty reduction, decent work, gender equality, quality education, and climate action.

Regionally, Albania plays a constructive role in promoting stability and cooperation in the Western Balkans, reflecting its strategic commitment to sustainable, inclusive growth and European integration.

Gender equality and youth employment remain key national priorities in Albania's labour and social policy agenda. In 2024, women represented 45% of the total labour force, with a labour force participation rate of 69.1% among women aged 15–64 and an employment rate of 61.9%. The female unemployment rate stood at 10.5%, while youth unemployment (15–24) remained high at around 25%, reflecting persistent barriers to labour-market entry. Despite progress, women and young women continue to face structural challenges, including care responsibilities, skills mismatch, and limited access to quality employment. Ongoing strategies such as the National Employment and Skills Strategy 2023–2030 and the Youth Guarantee Scheme aim to expand training, entrepreneurship, and job-placement measures for these groups. Policies under the Social Protection Strategy 2024–2030 further promote childcare, work–life balance, and local social services to facilitate women's return to employment. Together, these measures strengthen alignment with the European Pillar of Social Rights, supporting equal opportunities and inclusive labour-market participation for women and youth.

1.2. Sector Situation

Albania is moderately prepared in the field of social policy and employment and has made measurable progress during the past year. The Government has started implementing the National Employment and Skills Strategy 2023–2030, which promotes quality job creation, skills upgrading, and inclusive participation of youth and women in the labour market. Priority measures include improving employability through vocational training, apprenticeships, and entrepreneurship support for young people and women in vulnerable regions.

The Youth Guarantee Scheme, piloted in three regions, is the main activation programme for young jobseekers under 29. It offers early registration, personalised counselling, and links to training and employment opportunities. The national rollout aims to ensure full territorial coverage by 2030.

Women's economic participation remains a central policy goal. The new National Social Protection Strategy 2024–2030 strengthens childcare services and promotes work–life balance to facilitate women's return to the labour market. It also expands local social services funded through the Social Fund, which improves support for single parents and low-income households.

Institutional coordination is led by the Ministry of Health and Social Protection (MoHSP) and the National Agency for Employment and Skills (NAES), with local governments implementing active labour-market measures. The European Commission recommends further efforts to adopt the Occupational Health and Safety Strategy 2023–2030, scale up the Youth Guarantee, and increase funding for social inclusion measures.

Albania's institutional framework for gender equality is anchored in strong governmental coordination and policy commitment. The Deputy Prime Minister acts as the National Coordinator for Gender Equality, while the Ministry of Health and Social Protection (MoHSP) serves as the lead institution overseeing implementation of gender-related policies and programmes, including through the National Council for Gender Equality (NCGE). Each ministry and municipality appoints a Gender Equality Officer (GEO) to ensure the integration of gender perspectives in policy and practice. The National Strategy for Gender Equality 2021–2030 and the Country Implementation Plan under the EU Gender Action Plan III (GAP III) guide these efforts, prioritising women's empowerment and equal participation in the labour market. Key challenges persist in women's access to formal employment and social protection, largely due to the unequal division of unpaid care responsibilities — over 90% of women, compared to less than 50% of men, engage in unpaid domestic work, limiting their economic participation. The government is addressing these inequalities through measures promoting shared care responsibilities, expansion of childcare and eldercare services, and targeted employment and entrepreneurship programmes for women, particularly in high-value sectors such as STEM. Efforts also focus on extending social protection coverage, supporting women's transition from informal to formal employment, and strengthening local gender equality mechanisms.

1.3. Role of Partner Institution in the Sector

The National Youth Agency (NYA) operates under Law No. 75/2025 “On Youth” as Albania's central public body responsible for youth development, participation, and empowerment. Functioning under the supervision of the Ministry of Tourism, Culture and Sports, it leads the implementation of the National Youth Strategy 2022–2029 and its related action plans. The NYA coordinates youth-related policies across ministries, municipalities, and civil society actors, ensuring policy coherence with the National Employment and Skills Strategy 2023–2030 and Albania's EU integration framework. The Agency manages youth-targeted programmes financed by both national and EU funds (notably IPA) and serves as the main intermediary for promoting structured dialogue with youth organisations. In this capacity, it facilitates evidence-based policy design, supports youth entrepreneurship, and promotes inclusion of vulnerable groups—

particularly young women, rural youth, and persons with disabilities—in education and employment. The NYA is therefore a cornerstone of Albania’s youth and employment governance ecosystem, linking national strategies with EU and international cooperation frameworks

Despite its expanding mandate, the NYA faces significant institutional and operational constraints. As identified during the SOCIEUX+ fact-finding mission, its internal monitoring and evaluation (M&E) capacity remains limited and largely administrative, focusing on compliance rather than assessing outcomes or impact. The Agency lacks standardized indicators, data-collection tools, and trained staff capable of conducting qualitative research, policy analysis, and evidence synthesis. Consequently, lessons learned from CSO-implemented projects—particularly those financed through national and IPA-funded youth-grant schemes—are seldom translated into actionable policy insights.

The mission also highlighted the limited technical capacity of local CSOs to design and report on results-based initiatives aligned with national priorities. This has constrained the NYA’s ability to systematically evaluate project effectiveness and to promote innovation and inclusion in youth employment and civic-engagement programmes. Coordination gaps between central and local institutions further weaken coherence in youth policy delivery.

Additionally, gender and territorial disparities persist: young women and rural youth remain under-represented in formal employment and decision-making processes. While the Youth Strategy and GAP III implementation plan call for mainstreaming gender equality and youth participation, operational follow-through is slowed by budgetary and human-resource shortages. Strengthening NYA’s analytical and research functions—particularly to generate disaggregated data on young women’s employment—would significantly enhance its policy-advisory role.

The fact-finding mission concluded that the SOCIEUX+ intervention should focus on building NYA’s internal research and analysis capacities to transform project-level experiences into policy recommendations. This targeted approach would complement, rather than duplicate, existing EU-funded support under the EU4Youth Technical Assistance Programme, which prioritises civic engagement and volunteerism. By developing methodological tools, training staff, and institutionalising qualitative assessment, SOCIEUX+ support would enable the NYA to become a knowledge-driven policy actor contributing to evidence-based reforms in youth employment and gender equality.

The NYA benefits from a dynamic cooperation landscape. The European Union, through IPA III, provides financial and technical support for youth participation, social inclusion, and entrepreneurship. The forthcoming EU4Youth Programme (2026) aims to enhance structured dialogue, civic engagement, and gender-responsive youth policies—creating a strong platform for synergy with SOCIEUX+. The UNDP and UNICEF contribute to youth empowerment, inclusion of vulnerable groups, and digital skills initiatives. The ILO and GIZ support youth employment and social-dialogue components, while the Council of Europe promotes democratic participation through its Youth Department.

At the national level, the NYA collaborates closely with the Ministry of Health and Social Protection, the State Agency for Strategic Programming and Aid Coordination (SASPAC), and municipalities through Local Youth Councils established in all 61 municipalities. However, donor coordination remains fragmented, and limited analytical capacity hinders integration of external programme results into national policymaking. SOCIEUX+ cooperation thus provides an opportunity to strengthen complementarity among international partners by equipping the NYA with the tools and skills required to transform donor-funded project outcomes into coherent, evidence-based youth and gender-employment policies.

2. Action Description

As per approved RCL:

2.1. Overall Objective

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

2.2. Specific Objective(s) (Purpose)

To enable NYA to construct and provide evidence-based policy advice on Youth policies relating to the promotion of young women's employment

2.3. Expected Results

Internal research and analysis capacities for assessing and drawing actionable actions from CSO projects around young women's employment are built

2.4. Final Deliverables

- D. 1: An organizational chart and a methodology for defining, organizing and running research & qualitative analysis on CSO-implemented projects around young women's employment
- D. 2: Analytical tools and formats for organizing and running research & qualitative analysis on CSO-implemented projects around young women's employment

3. Methodology

3.1. General Methodology (of the Action)

The Action aims to enhance the National Youth Agency's (NYA) analytical and institutional capacity to transform results from civil-society projects into policy-relevant evidence, with a particular focus on young women's employment. It will do so through peer-to-peer cooperation

with EU public institutions experienced in youth, gender, and employment policy design and implementation.

The methodology combines institutional assessment, joint development, and practical peer learning. EU experts and NYA staff will jointly establish the structure, roles, and procedures of an internal research and analysis function within the Agency. This function will complement existing monitoring mechanisms by integrating qualitative data, policy interpretation, and synthesis of lessons learned from CSO-implemented projects funded under national and IPA schemes.

The first activity will define NYA's internal setup for research and analysis—clarifying responsibilities, workflows, and data-sharing arrangements with CSOs and local authorities. The second activity will design practical tools, analytical templates, and reporting formats to support evidence-based policymaking, ensuring alignment with EU standards.

A participatory and iterative approach will be applied, combining preparatory analysis, consultation meetings, and hands-on workshops. Deliverables will include a methodological and organisational framework and tailored instruments for data collection and analysis.

Gender-responsiveness will be mainstreamed throughout, ensuring that NYA's analytical work captures barriers and opportunities related to young women's participation in the labour market. Sustainability will be pursued through capacity transfer and institutional ownership: NYA personnel will be trained and actively involved in all steps, enabling autonomous use and replication of developed tools.

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- **Activity 1 – Institutional Analysis and Definition of Research Function within NYA**

Assessment of NYA's current structure, roles, and monitoring practices. Experts will identify institutional gaps and define the internal setup for a research and analysis function, including mandates, workflows, and coordination mechanisms with other public and civil-society actors. The activity will also map data sources and establish cooperation modalities for systematic information exchange.

- **Activity 2 – Development of Analytical Framework and Tools**

Design of methodological instruments and templates to capture, process, and analyse data generated by CSO projects. Tools will include qualitative and quantitative indicators, reporting formats, and guidance notes for evidence-based policy formulation. Emphasis will be placed on gender-sensitive and youth-focused dimensions, aligned with EU standards and the forthcoming EU4Youth programme.

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

- Activity # 1&2

3.3. Inclusion of cross-cutting issues

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

- Gender equality.
- Good governance.
- 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

Activity 1 – Institutional Analysis and Definition of Research and Analysis Function within NYA

The principal expert will lead the on-site mission and coordinate the full activity cycle, ensuring quality control and coherence across deliverables. Both experts will be jointly responsible for the preparatory analysis, implementation, and reporting toward SOCIEUX+.

Prior to the on-site mission, experts will conduct a desk review of the National Youth Agency's (NYA) institutional setup, operational procedures, and current practices in project monitoring and evaluation. The review will cover internal guidelines, coordination mechanisms, reporting templates, and selected examples of CSO projects funded through the NYA grant schemes. This preparatory work will allow experts to identify capacity gaps, overlaps, and opportunities for establishing a dedicated internal function for research and analysis within NYA.

During the mission, experts will carry out consultations and working sessions with NYA management, technical departments, and selected stakeholders (youth organisations, local governments, and donor programmes). These discussions will aim to define the scope, purpose, and operational model of the new function, ensuring it aligns with NYA's legal mandate under Law No. 75/2025 "On Youth" and the objectives of the National Youth Strategy 2022–2029.

The outcome of Activity 1 will be the definition of an organisational and operational framework for the research and analysis function, specifying:

- Mandate, objectives, and contribution to policy design;
- Governance and reporting lines within NYA;
- Internal coordination mechanisms with programme, M&E, and finance units;
- Proposed staffing profiles and competence requirements;
- Data-management and cooperation protocols with CSOs and local partners.

In parallel, experts will prepare a baseline assessment report summarising NYA's institutional strengths, weaknesses, and resource needs to operationalise the proposed function. This will include a mapping of data flows, existing information systems, and recommendations for improvement.

The mission will conclude with a validation session involving NYA management and relevant ministries, ensuring ownership and alignment with national youth-policy coordination mechanisms.

Activity 2 – Development of Analytical Framework and Tools

The principal expert will coordinate and supervise the activity, ensuring that all deliverables meet SOCIEUX+ quality standards and align with NYA's institutional framework and the National Youth Strategy 2022-2029.

Before the on-site mission, experts will review existing NYA monitoring tools, reporting templates, and data sources used for evaluating CSO projects funded through national or IPA grant schemes. They will identify methodological gaps and propose improvements to ensure coherence, gender-responsiveness, and comparability across project results.

During the mission, experts will work with NYA technical staff to co-design an analytical framework that transforms quantitative and qualitative data into policy-relevant evidence. The framework will include:

- A structured methodology for collecting, validating, and interpreting project data;
- Analytical templates (situation brief, project impact sheet, policy summary);
- A matrix of key indicators aligned with the Employment and Skills Strategy 2023-2030 and the EU4Youth standards;
- Guidelines for integrating gender- and youth-sensitive perspectives into research outputs.

The activity will also include practical sessions for NYA staff to pilot the new tools, using real cases from ongoing CSO projects. Experts will facilitate exercises on data interpretation, evidence synthesis, and translation of analytical findings into policy recommendations.

Deliverables will comprise a draft Analytical Framework Manual containing procedures, templates, and reference materials, accompanied by an Action Plan for gradual institutional adoption.

The principal expert will lead the on-site mission. He/she/they will be responsible for producing all activity deliverables (see Section **Erreur ! Source du renvoi introuvable.** 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.
- Participates in a pre-departure briefing with the SOCIEUX+ Team (approximately one week before the mission).

Task 2 – Implementation of the Mission

The Experts Team:

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

Task 3 – Final Consultation and Debriefing.

The Experts Team:

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

Task 4 – Finalisation and Submission of the Deliverables.

The 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 an activity/mission agenda, specifying meetings and working sessions to be held, persons to meet, etc. The Methodological Note shall not exceed five pages (excluding the cover page and annexes).

4.2.2. Final Deliverables

- D1: An individual Expert Mission Report (ExMR) in SOCIEUX+ format (template provided). This report is a confidential product intended solely for SOCIEUX+'s use. The expert team may also submit a single-joint ExMR report if they prefer to do so (see instructions on the template).
- D2: An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- D3: A collective Activity Report (AcR) in SOCIEUX+ format (template provided). The mission team will produce this AcR jointly. It is intended for the Partner Institution but will probably be shared with key stakeholders of the action. The report will reflect the tasks conducted during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.
- D4: A technical report 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:
 - **For Activity 1: An organizational chart and a methodology for organizing and running research & qualitative analysis on CSO-implemented projects around young women's employment** - Designing internal scope, processes, roles, and methodological approaches to research and analysis on CSOs-implemented projects around young women's employment
 - **For Activity 2: Analytical tools and formats for organizing and running research & qualitative analysis on CSO-implemented projects around young women's employment** - A set of practical instruments and templates designed to

collect, systematise, and analyse data from CSO projects, enabling NYA to produce evidence-based insights and policy inputs on young women's employment

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

Activity 1&2

Principal expert (Expert #1): Expert in youth employability and gender-responsive employment strategies

Area(s) of expertise: Youth employment; Women workers; Gender Equality;

Specific skill(s) of expertise: Organ. structures, roles and arrangements

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): **5**
- c) Required language knowledge: **English**

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

d) Other essential qualification(s):

- Demonstrated ability to develop and operationalise organisational structures, define internal roles, and establish coordination mechanisms within public institutions or youth agencies.
- Extensive knowledge of labour-market dynamics affecting young people and women, including experience in integrating gender and youth perspectives into institutional reforms and programme design.

Additional assets (advantageous in selection):

e) A previous experience in delivering short-term technical assistance in international cooperation and/or professional experience in Western Balkans

f) Language(s): command of Albanian

g) 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.

Activity 1

Expert #2: Human Resources Management & Development expert

Area(s) of expertise: Human Resources Management & Development

Specific skill(s) of expertise: Information management systems

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): **5**

c) Required language knowledge: **English**

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

d) Other essential qualification(s):

- Demonstrated capacity to design and optimise HR structures, procedures, and performance frameworks, with a focus on institutional capacity development and workforce planning.

- Practical experience in developing, implementing, or managing digital HR and information management tools to support evidence-based decision-making, staff coordination, and monitoring of institutional performance.

Additional assets (advantageous in selection):

- e) A previous experience in delivering short-term technical assistance in international cooperation and/or professional experience in Western Balkans
- f) Language(s): command of Albanian
- g) 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.

Activity 2

Expert #2: Data collection and analysis expert

Area(s) of expertise: *Data analysis; Data collection*

Specific skill(s) of expertise: *Information management systems*

Requirements (essential/required):

- e) 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.

- f) Number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s): **5**
- g) Required language knowledge: **English**
N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.
- h) Other essential qualification(s):
 - Proven experience in quantitative and qualitative data collection and analysis — Demonstrated ability to design and apply research tools, analyse datasets, and translate findings into actionable insights to support evidence-based policymaking.
 - Expertise in information management systems and digital data tools — Hands-on experience with developing or managing databases, dashboards, and monitoring frameworks to ensure data accuracy, consistency, and effective reporting within institutional or project settings.

Additional assets (advantageous in selection):

- e) A previous experience in delivering short-term technical assistance in international cooperation and/or professional experience in Western Balkans

f) Language(s): command of Albanian

g) 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.

!!!!!!

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

Activity 1&2

	Preparation	On-site work	Distance work	Reporting & deliverables	Total
Principal expert (#1)	6	10	0	6	22
Total experts	6	10	0	6	22

Activity 1

	Preparation	On-site work	Distance work	Reporting & deliverables	Total
Expert (#2)	3	5	0	2	10
Total experts	3	5	0	2	10

Activity 2

	Preparation	On-site work	Distance work	Reporting & deliverables	Total
Expert (#2)	3	5	0	2	10
Total experts	3	5	0	2	10

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.

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>

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:

- 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 FIAPP 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.

10. Other considerations

[.....]

11. Annexes

[...Text...]



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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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Partnership led by

