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EU Expertise on Social Protection,
Labour and Employment

Terms of Reference for Experts

Terms of reference activities
and missions

SOCIEUX 2025-30
MOLDOVA

Activity 2– *Setting up a Financial Assessment
and Costing Framework*



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CONTENT INDEX

1. Background information.....	3
1.1. Country Overview	3
1.2. Sector Situation.....	3
1.3. Role of Partner Institution in the Sector	3
2. Action Description.....	4
2.1. Overall Objective.....	4
2.2. Specific Objective(s) (Purpose)	4
2.3. Expected Results	4
2.4. Final Deliverables	4
3. Methodology	4
3.1. General Methodology (of the Action).....	4
3.2. Planned Activities (Work Plan of the Action)	4
3.3. Inclusion of cross-cutting issues	5
4. Activities description	5
4.1. Tasks.....	5
4.2. Deliverables	6
4.2.1. Pre-mission Deliverables	6
4.2.2. Final Deliverables.....	6
4.2.3. Deliverables expected from Regional or Non-EU Expert (if relevant)	7
4.2.4. In case triangular cooperation is part of the activity, the regional or non-EU expert shall elaborate distinct deliverables, namely:.....	7
5. Reporting and submission of deliverables	7
5.1. Formats	7
5.2. Submission and approval	8
5.2.1. Pre-mission deliverables	8
5.2.2. Final deliverables	8
6. Required expertise	8
6.1. Expertise profile	8
6.2. Estimated workload.....	10
7. Applications	11
7.1. Call for Experts	11
7.2. Selection of Experts	11
7.3. Contracting of public experts	12
7.4. Financial compensations	13
7.5. Travel costs.....	13
8. Communication & Visibility	13
9. Code of conduct.....	13
10. Other considerations	14
11. Annexes.....	15
About SOCIEUX+.....	17

Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2025-30 MOLDOVA*

Action title: Support for the Development of Transitional Apartments for Women Victims/Survivors of Violence

Partner institution: Agency for Prevention and Combating Violence against Women and Domestic Violence (NAPCV)

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

- *Activity 2 – Setting up a Financial Assessment and Costing Framework*

Tentative dates of implementation and location:

- *Activity 2 – April 20, 2026 – June 15, 2026 (onsite mission 18-22 May 2026 TBC)*

Expert positions and responsibilities (by activity):

- Activity 2 : Expert 1 (principal) – Gender Equality (GBV prevention and response); Access to Basic Social Services (social housing) Organisational structures, roles and arrangements; Service delivery
- Activity 2 : Expert 2 – Gender Equality (GBV prevention and response); Access to Basic Social Services Planning, budgeting & costing

Workload:

Activity 2 - Expert 1 : Total 15 days (10 days at distance; and 5 days onsite)

Activity 2 - Expert 2 : Total 14 days (9 days at distance; and 5 days onsite)

Call for experts' reference: 25-30/MDA/2

Version - #: ____

☐ Draft

☐ Final

Date: *January 20, 2026*

1. Background information

1.1. Country Overview

Briefly describe:

Moldova is a landlocked country in Eastern Europe, situated between Romania and Ukraine. A former Soviet republic, it is currently a candidate country for accession to the European Union.

As of 2023, Moldova has a usual resident population of 2.49 million, excluding the Transnistria region (approximately 460,000 inhabitants), which remains outside the control of the central government. In addition, an estimated 1.2 million Moldovan citizens live abroad permanently, reflecting high emigration levels.

The country has a predominantly rural population (58%), with the largest urban centres being Chişinău (640,000 residents) and Bălţi (100,000 residents). Moldova faces significant demographic challenges, including a declining and ageing population. The fertility rate stands at 1.7 (2023)¹, and while people aged 65 and over currently make up only 10% of the population, ageing is expected to accelerate. Children under 15 account for 16% of the population.

Socioeconomic indicators reflect both progress and ongoing vulnerabilities:

- 31.1% of the population lived below the national poverty line (2022); multidimensional poverty accounts for 27.5% of the population² ;
- Moldova's Human Development Index (HDI) was 0.763 in 2022, ranking 86th globally³;
- The Gender Inequality Index (GII) was 0.146 in 2023, placing Moldova 42nd globally⁴
- The Gender Development Index (GDI) was 1.033, one of the highest in the Europe and Central Asia region, reflecting higher HDI values for women (0.776) than men (0.751)⁵.

Moldova is classified as an upper-middle-income country, with a Gross National Income (GNI) per capita of USD 6,940 (2024)⁶. The economy is service-dominated (around 60%), though agriculture remains a key sector, particularly for exports. Despite being the poorest country in Europe by GDP per capita, Moldova has made notable progress in poverty reduction and inclusive growth since the early 2000s.

However, Moldova's economy remains vulnerable to external shocks and is heavily dependent on international trade. It was significantly affected by the COVID-19 pandemic, with an 8% GDP decline in 2020, and further impacted by the war in Ukraine and the regional energy crisis in 2022–2023. Moldova received 1.2 million people from Ukraine, with around 124,000 refugees remaining in the country. The crisis led to record-high inflation, reaching 28.7% in 2022.

In recent years, Moldova has begun showing signs of economic recovery, including a decline in inflation and modest economic growth, despite the ongoing challenges related to energy security, demographic trends, and regional instability.

¹ <https://data.worldbank.org/indicator/SP.DYN.TFRT.IN?locations=MD>

² https://www.undp.org/sites/g/files/zskgke326/files/2024-11/mpi-statist_en.pdf

³ <https://moldova.un.org/en/265691-human-development-report-2023-2024>

⁴ <https://hdr.undp.org/data-center/thematic-composite-indices/gender-inequality-index#/indicies/GII>

⁵ <https://moldova.un.org/en/265691-human-development-report-2023-2024>

⁶ <https://data.worldbank.org/indicator/NY.GNP.PCAP.CD?locations=MD>

Ongoing reforms supported by EU instruments—including the EU Association Agenda and the EU-Moldova Accession Plan—prioritize digitalization, governance reform, and social sector alignment with EU acquis.

1.2. Sector Situation

Briefly describe:

The Republic of Moldova continues to face high levels of violence against women and domestic violence. In 2024, the number of reported family-related offenses increased by 13% compared to the previous year, reaching 1,575 cases. Although progress has been made in strengthening the legal framework including significant the ratification of the Istanbul Convention and the adoption of the National Programme for the Prevention and Combating of Violence Against Women and Domestic Violence (2023-2027) efforts are still needed to fully implement the assumed responsibilities.

According to Article 23 of the Istanbul Convention, state parties are required to ensure the availability of adequate and accessible shelters for victims. Furthermore, GREVIO recommendations to other countries emphasize the importance of long-term services, including social housing, as an essential component of support for survivors in their socio-economic reintegration.

Currently, Moldova provides only 182 places in specialized shelters well below the minimum standard of 356 places (1 place per 10,000 inhabitants) required by the Convention. Additionally, the lack of long-term alternative sustainable services, such as social apartments, limits the state's ability to ensure a safe and pathway for women exiting situations of violence.

In this context, the Agency for the Prevention and Combating of Violence against Women and Domestic Violence (NAPCV), as the institution responsible for coordinating public policy in the field, has the legal mandate (under Law No. 45/2007, Article 10 paragraph (5)) to propose the creation of specialized Social services.

Therefore, violence NAPCV aims to develop a new type of service Social apartments for women victims of as part of an integrated, sustainable approach aligned with international standards. This initiative is essential for the effective implementation of the Istanbul Convention and for responding to GREVIO recommendations, while also contributing to the economic autonomy and social inclusion of affected women.

GREVIO report was mentioned in Moldova 2024 EU assessment report which recognises the country's effort to promote gender equality and to combat gender-based violence and encourages Moldova to continue implementation of the national programmes on preventing and combating domestic violence and violence against women.

1.3. Role of Partner Institution in the Sector

Briefly describe:

Established on 1 January 2024, the Agency for Prevention and Combating Violence against Women and Domestic Violence (NAPCV) is the national authority responsible for implementing public policies in this domain in the Republic of Moldova. The Agency's mission is to ensure the national implementation of the Council of Europe Convention on preventing and combating violence against women and domestic violence (herein: Istanbul Convention), ratified by Law No. 144/2021, as well as other relevant international instruments promoting women's rights and protection against violence.

As a central public administration body, the Agency coordinates interinstitutional cooperation with civil society and international efforts, facilitates partners, and supports policy development and monitoring. It plays a pivotal role in the national institutional framework, leading the Coordinating Council on Violence against Women and Domestic Violence and being part of Commission for Monitoring and Analysing Cases of Domestic Violence Resulting in Death or Serious Bodily Harm.

The Agency's core functions include policy implementation, intersectoral methodological support, capacity analysis, building through multidisciplinary coordination, training, legal and data collection international and public awareness. It also advises on legislative initiatives and monitors the fulfilment of obligations.

Through its integrated approach, the Agency serves as a key driver of systemic change, promoting zero tolerance for violence and ensuring access to protection, support, and justice for survivors across Moldova.

The NAPCV receives punctual support through the TAEIX mechanisms and by the Council of Europe. This support focuses on the improvement of legal and policy frameworks, raising public awareness on issues related to women's rights and protection mechanisms as well as technical knowledge and capacity-building for specialized staff.

2. Action Description

As per approved RCL:

2.1. Overall Objective

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

2.2. Specific Objective(s) (Purpose)

To support a comprehensive process of the development of transitional housing services for women survivors of violence

2.3. Expected Results

R. 1: A technical framework for the 'Women's House' project is developed, including an overview of the international best practices, an analysis of the national context, detailed specifications of the transitional housing service and support services

R. 2: A financial assessment framework for the transitional housing services 'Women's House' project is elaborated

R.3 : The PI has a clear understanding of operational requirements, key steps, timelines, and institutional responsibilities for the introduction and scaling of transitional housing services

2.4. Final Deliverables

D. 1.1: Summary of international best practices and lessons learned

D. 1.2 : Technical framework outline

D. 2: Financial framework for Women's House project

3. Methodology

3.1. General Methodology (of the Action)

The proposed action will address the challenges faced by the Partner Institution in view of establishing a transition housing service for women survivors of violence. First, by combining an in-depth assessment of the national context with a review of international best practices, the action will lay the foundation for a tailored, evidence-based approach to social housing as protection strategy that reflects both global standards and local realities. As a second step, the development of a financial assessment framework will help to display the budgeting exercise aiming to sustainability by proposing a clear methodology and structure for future cost analysis with recommendations for the sources and use of funds.

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- Activity 1 – *Setting up a Technical Framework for transitional housing model for women survivors of violence*
- Activity 2 – *Setting up a Financial Assessment and Costing Framework*

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

- Activity 2.

3.3. Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance of including cross-cutting issues in social protection, labour and employment policies and systems. The following cross-cutting issues are duly taken into account:

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

4. Activities description

4.1. Tasks

The principal expert will lead the on-site mission. He/she/they will be responsible for producing all activity deliverables (see Section 4.2 below). He/she/they will be also responsible for preparing, coordinating, implementing and reporting the overall activity towards SOCIEUX+.

The second activity focuses on the costing and financial aspects of the Women's House project. It will develop a financial assessment framework and methodology to guide future cost analysis for the Women's House transitional housing model. Rather than calculating actual costs, the mission will propose a structured approach to financial planning, including key budget categories, cost elements, and funding needs considerations. The team of experts will also engage with relevant stakeholders—such as government administrations responsible for finance, social welfare, and housing, as well as possibly donor agencies and NGOs.

The mission will result in a financial framework that outlines indicative budget lines required for the establishment and operation of the Women's House, covering areas such as infrastructure, staffing, support services, utilities, and program management. It will also propose a methodology for cost estimation, including key assumptions, cost categories, data requirements, and guidance for future analysis. In addition, the experts will present typical financing arrangement from the experience of EU countries and provide general recommendation on the search for and the use of funds including blended funding approaches. This structured financial tool will serve as a foundational document for the partner institution to conduct detailed cost analysis and plan for the long-term sustainability of the service.

The activity will be implemented in a hybrid format and includes a 5 working days mission to Chisinau as well as 2 days for backstopping. The methodological note shall reflect the hybrid format. A debriefing session with the Partner Institution and other relevant stakeholders may be organized in a remote format after the onsite mission.

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

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 Expert Team:

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

4.2. Deliverables

4.2.1. Pre-mission Deliverables

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

4.2.2. Final Deliverables

- D1: An individual Expert Mission Report (ExMR) in SOCIEUX+ format (template provided). This report is a confidential product intended solely for SOCIEUX+'s use. The expert team may also submit a single-joint ExMR report if they prefer to do so (see instructions on the template).
- D2: An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- D3: A collective Activity Report (AcR) in SOCIEUX+ format (template provided). The mission team will produce this AcR jointly. It is intended for the Partner Institution but will probably be shared with key stakeholders of the action. The report will reflect the tasks conducted during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.
- D4: A technical report 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: **Technical report containing a financial framework for Women's House project**

4.2.3. Deliverables expected from Regional or Non-EU Expert (if relevant)

In case triangular cooperation is part of the activity, the regional or non-EU expert shall elaborate distinct deliverables, namely:

- Contribute to Expert Mission Report (ExMR; dedicated section on the sharing on international and regional experiences). Additionally, an individual completed Expert Feedback Form (ExF) shall be completed online (see instructions and link on the ExMR template).
- A technical report compiling the regional models and practices showcased during the activity.

5. Reporting and submission of deliverables

5.1. Formats

All deliverables and products of the activity (notes, reports, presentations, etc) shall comply with the formats and templates provided by the SOCIEUX+ Team.

All deliverables are to be submitted in electronic editable versions (Microsoft Word 97-2003 [doc], PowerPoint 97-2003 [ppt] and Excel 97-2003 [xls]; or equivalent OpenDocument format). Non-editable electronic documents, such as Portable Document Format (PDF), will not be accepted.

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

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

“Disclaimer:

The responsibility of this publication lies solely with its authors. Neither the European Union, the European Commission, the implementation partners of SOCIEUX+, nor the SOCIEUX+ Staff are responsible for any use that may be made of the information contained therein.”

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

All deliverables must be provided in English, or in the language of the Partner Institution.

5.2. Submission and approval

All deliverables' versions (drafts, final or other) shall be submitted directly and only to the SOCIEUX+ Team, unless otherwise instructed in writing [by email] to the experts by the SOCIEUX+ Team.

5.2.1. Pre-mission deliverables

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

5.2.2. Final deliverables

- The first draft versions of the final deliverables must be submitted by the Experts Team to the SOCIEUX+ Team no later than ten working days after the completion of the Experts Team's mission.
- Feedback from the SOCIEUX+ Team on the first draft version of the report should be provided within five working days of its submission.
- The Experts Team is expected to incorporate this feedback into the draft versions within five working days of receiving the comments.
- The second draft version of the deliverables shall be submitted by the SOCIEUX+ Team to the PI for review and approval. The PI must approve or provide comments and/or requests for amendments within five working days of receipt.

- If comments and/or requests for amendments are received, the Experts Team will have an additional five working days to finalize the deliverables. Generally, only one round of feedback and revision is permitted.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by the PI and SOCIEUX+.

6. Required expertise

6.1. Expertise profile

Principal expert (Expert #1):

Area(s) of expertise:

Gender Equality (gender-based violence prevention and response); Access to Basic Social Services (social housing)

Specific skill(s) and competency(ies) of expertise:

Organisational structures, roles and arrangements; Service delivery

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 (social work, gender studies, public policy, sociology), or another directly related discipline. In its absence, the master’s degree can be replaced by a combination of academic degree(s) with relevant years of work/professional experience combining the area of expertise and specific skills requested:

- An intermediate academic degree (“Bachelor”, equivalent degree or diploma requiring three (3) years of formal education) with an additional three (3) years of working/professional experience; or,
- A first-level academic degree (“License”, equivalent degree or diploma requiring two (2) years of formal education) with an additional five (5) years of working/professional experience.

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

b) The number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s): 10

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

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

d) Other essential qualification(s):

- Demonstrated experience in designing or managing gender-based violence response services ;
- Proven experience in developing and/or implementation of transitional or emergency housing models ;
- Strong knowledge of EU financing models, public funding mechanisms and blended funding approaches for social services;

- Experience in working with public authorities, NGOs and donor-funded (including EU) programmes to support sustainable financial planning and service delivery;
- Experience in survivor-centered, trauma-informed, and rights-based approaches;
- Excellent skills in stakeholder consultation, policy analysis, and report writing.

Additional assets (advantageous in selection):

- a) A previous experience in delivering short-term technical assistance in international cooperation;
- b) Knowledge of Romanian language
- c) A previous professional experience in Moldova and/or Eastern and Central Europe.

Expert #2:

Area(s) of expertise:

Gender Equality (gender-based violence prevention and response); Access to Basic Social Services (social housing)

Specific skill(s) and competency(ies) of expertise:

Planning, budgeting & costing

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 (social work, gender studies, public policy, sociology), or another directly related discipline. In its absence, the Master’s degree can be substituted with a combination of academic degree(s) and relevant years of work/professional experience combining the area of expertise and specific skills requested:

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

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

- b) Number of years of relevant work/professional experience combining the area(s) of expertise and demonstrated specific skill(s) & competence(s): 7
- c) Required language knowledge: Flency in English, written and oral
N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.
- d) Other essential qualification(s):
 - Proven experience in financial planning, budgeting and costing of social services, particularly in housing and/or GBV response systems;
 - Demonstrated ability to develop structured financial frameworks and costing methodologies, including budget categories, assumptions, and data requirements;
 - Experience in working with public authorities, NGOs and donor-funded programmes to support sustainable financial planning and service delivery;

- Good awareness in the area of women's rights and gender-based violence programming ;
- Experience in survivor-centered, trauma-informed, and rights-based approaches.

Additional assets (advantageous in selection):

- d) A previous experience in delivering short-term technical assistance in international cooperation;
- e) Knowledge of Romanian language
- f) A previous professional experience in Moldova and/or Eastern and Central Europe.

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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	5	2	5	15
Expert (#2)	3	5	2	4	14
Total experts	6	10	4	9	29

7. Applications

7.1. Call for Experts

All calls for experts for SOCIEUX+ activities are published online on the SOCIEUX+ website. Interested experts should submit their application on the SOCIEUX+ online expert database: <https://pmt.socieux.eu> (currently available only in English). The application process is as follows:

1. If they have not already done so, experts must create a SOCIEUX+ account by clicking “Create an account” and providing a valid email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by⁷:
 - 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 format⁸.
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 SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) - Regulation (EU) 2016/679.

⁸ 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 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.

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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