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EU Expertise on Social Protection,
Labour and Employment

Terms of Reference for Experts

Terms of reference activities
and missions

SOCIEUX 2025-43
ALBANIA ACT.1



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Terms of reference for on-site activities and missions

Action code and partner country: *SOCIEUX 2025-43 ALBANIA*

Action title: Strengthening the State Labour Inspectorate of Albania for effective, EU-aligned and gender-responsive occupational safety and health enforcement

Partner institution: State Labour Inspectorate of Albania (SLI)

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

- *Activity 1 – Diagnostic assessment of inspection functions, competencies and supporting tools (to inform training and procedures/tools harmonisation)*

Tentative dates of implementation and location:

- *Remote Preparation: April 13 – May 1, 2026*
- *On-site Implementation: May 4 – May 15, 2026*
- *Remote Reporting: May 18 – June 5, 2026*

Expert positions and responsibilities (by activity):

- Expert 1 (principal) – OSH Inspection Governance & Training
- Expert 2 – OSH Technical Enforcement & Investigation

Workload:

Expert 1: Total 19 days (9 days at distance; and 10 days onsite)

Expert 2: Total 18 days (8 days at distance; and 10 days onsite)

Call for experts' reference: 25-43/ALB/1

Version - #: 1 Draft

Final

Date: February 26th, 2026

1. Background information

1.1. Country Overview

Albania is an upper-middle-income economy and an official candidate for European Union (EU) membership, currently navigating a decisive phase of accession negotiations. In October 2024, the country reached a milestone by opening the "Fundamentals" cluster, which focuses on the rule of law, economic criteria, and public administration reform (European Commission, 2025).

Economically, Albania has shown resilience with a GDP growth rate of approximately 3.9% in 2024, though it faces structural challenges including a shrinking labor force due to persistent emigration and a substantial informal economy estimated to account for nearly one-third of total employment (IMF, 2025; Republic of Albania, 2024).

The country maintains a "Very High" human development status, with a Human Development Index (HDI) value of 0.810, ranking 71st globally (UNDP, 2024). Progress toward the Sustainable Development Goals (SDGs) is high, with approximately 79% of SDG targets aligned with national policies (Republic of Albania, 2024).

Gender equality is a core reform priority governed by the National Strategy for Gender Equality (NSGE) 2021–2030 (Republic of Albania, 2021). According to the 2024 Albania Gender Equality Index, the country scored 64.1 points, reflecting gains in political representation but persistent stagnation in economic empowerment (INSTAT, 2024). The Country-level Implementation Plan (CLIP) for the EU Gender Action Plan (GAP III) highlights that women's labor market participation (61.8%) remains significantly lower than men's (74.8%), further exacerbated by a gender pay gap of 10.1% and a disproportionate burden of unpaid care work (European Union Delegation, 2024; UN Women, 2025). Notably, gender-responsive budgeting has been institutionalized, with 59% of 2025 budgetary programs incorporating gender-specific objectives (UN Women, 2025).

1.2. Sector Situation¹

The labor and employment sector is currently undergoing a systemic modernization aimed at full alignment with Chapter 19 (Social Policy and Employment) of the EU acquis. The institutional

- **European Commission.** (2025). *Albania 2025 Report: Commission Staff Working Document*. https://enlargement.ec.europa.eu/albania-report-2025_en
- **European Union Delegation.** (2024). *Country-level Implementation Plan (CLIP) Albania: EU Gender Action Plan III (2021-2025)*. https://www.eeas.europa.eu/albania/gender-equality_en.
- **INSTAT.** (2024). *Gender Equality Index for Albania 2024*. Institute of Statistics of Albania. <https://www.instat.gov.al/en/themes/demography-and-social-indicators/gender-equality/>
- **International Monetary Fund.** (2025). *Albania: 2024 Article IV Consultation-Press Release; and Staff Report*. (IMF Country Report No. 25/01). <https://www.imf.org/-/media/files/publications/cr/2025/english/1albea2025001-print-pdf.pdf>
- **Republic of Albania.** (2021). *National Strategy for Gender Equality 2021–2030*. Ministry of Health and Social Protection. <https://albania.unwomen.org/en/digital-library/publications/2022/02/national-strategy-for-gender-equality-2021-2030>

framework is lead by the Ministry of Economy, Culture and Innovation (MECI) and is strategically guided by the Occupational Safety and Health (OSH) Policy Document and Action Plan 2024–2030 (Republic of Albania, 2024).

Institutional and Legal Framework: The primary legal cornerstone is the Law on Safety and Health at Work, which transposes the EU Framework Directive 89/391/EEC (European Commission, 2025). This framework facilitates a critical shift from a reactive, sanction-based enforcement model toward a "preventive safety culture" that prioritizes risk assessment and employer responsibility (Republic of Albania, 2024). Key stakeholders in this ecosystem include the State Labour Inspectorate and Social Services (SLISS), the National Labour Council (for tripartite social dialogue), and private OSH consulting services whose quality remains inconsistent (SLISS, 2025).

Gender Equality in the Sector: Gender equality is pursued through Gender Equality Officers (GEOs) embedded within the MECI and sectoral focal points (Republic of Albania, 2024). While the legal framework for non-discrimination is robust, the sector suffers from a critical lack of sex-disaggregated data in OSH reporting, making it difficult to address gender-differentiated risks, particularly in female-dominated sectors like textiles and footwear (UN Women, 2025; European Union Delegation, 2024). Current policy interventions focus on protecting pregnant and breastfeeding workers and integrating gender-sensitive risk assessments into standard inspection protocols.

1.3. Role of Partner Institution in the Sector

The State Labour Inspectorate and Social Services (SLISS) is the national executive authority responsible for monitoring and enforcing labor legislation and OSH standards. It ensures compliance with employment contracts, wage standards, and the protection of vulnerable groups such as minors and pregnant workers (SLISS, 2025). SLISS plays a vital governance role by supporting the implementation of the National OSH Strategy and providing data for EU accession monitoring (European Commission, 2025).

SLISS faces a limited OSH culture among employers, who frequently view safety measures as a financial burden rather than a productive investment (Republic of Albania, 2024). Operational gaps include a shortage of qualified inspectors, outdated equipment for field visits, and the need

- **Republic of Albania.** (2024). *Occupational Safety and Health Policy Document and Action Plan 2024–2030*. Ministry of Economy, Culture and Innovation. (Internal Strategic Document provided by SLISS; not yet available via a direct public URL).
- **State Labour Inspectorate and Social Services [SLISS].** (2025). *SOCIEUX+ Request for Technical Cooperation: Strengthening Capacities for EU OSH Legislation*. (Internal Institutional Document).
- **UN Women.** (2025). *Country Gender Equality Profile: Albania*. UN Women Europe and Central Asia. <https://albania.unwomen.org/en/stories/press-release/2025/12/albania-launches-the-2025-country-gender-equality-profile-progress-made-but-problems-persist-for-women-and-girls>
- **United Nations Development Programme.** (2024). *Human Development Report 2023-24: Breaking the Gridlock*. <https://hdr.undp.org/content/human-development-report-2023-24>

for standardized procedures for investigating complex workplace accidents (SLISS, 2025). Methodologically, the institution must upgrade the Matrix of Intelligence and Risk Assessment (MIRA) tool to enable sophisticated risk-based inspections and address emerging hazards like psychosocial risks and digital platform work.

SLISS actively collaborates with EU-OSHA on awareness campaigns and the French Development Agency (AFD), which supported the development of gender equality guides and a core group of internal trainers (SLISS, 2025). Other key partners include GIZ, focusing on cross-border worker rights, and ILO/ESAP initiatives aimed at reducing informal employment and modernizing the MIRA risk-assessment system

The Partner pursues gender equality by integrating gender-responsive enforcement into its core inspection protocols, specifically targeting discrimination in hiring and ensuring workplace safety for women (SLISS, 2025). Through the AFD partnership, 13 employees were certified as "Trainers of Training" to internalize gender-sensitive inspection methodologies. SLISS is currently working to institutionalize the collection of sex-disaggregated data to better align with the objectives of the NSGE 2021–2030 and the EU CLIP (European Union Delegation, 2024).

2. Action Description

As per approved RCL:

2.1. Overall Objective

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

Complementary general objective:

Gender equality is promoted with special attention to the rights of women in all their diversity.

2.2. Specific Objective(s) (Purpose)

Strengthen the organisational and individual capacities of SLI for effective and gender-responsive occupational safety and health enforcement, aligned with EU standards.

2.3. Expected Results

1. Strengthened technical competencies of SLI labour inspectors, including the ability to identify gender-differentiated OSH risks and apply gender-responsive approaches, drawing on EU OSH best practices
2. SLI OSH inspection procedures and tools harmonized and aligned with the EU OSH acquis and related best practices, including gender-responsive approaches

2.4. Final Deliverables

D. 1: Comprehensive diagnostic report including an OSH inspector competency framework, a competency-to-task matrix, prioritised short- and medium-term training needs, and identified gaps in inspection procedures and tools requiring harmonisation with the EU OSH acquis and related best practices.

D. 2: Technical training modules, including reusable training materials and practical case studies, developed and for integration into SLI's internal training system

D. 3: Revised and harmonised OSH inspection procedures and operational tools, including priority-sector checklists, accident investigation protocols, and gender-responsive data-collection mechanisms, aligned with the EU OSH acquis and related best practices.

3. Methodology

3.1. General Methodology (of the Action)

The purpose of this action is to contribute to Albania's progress under Chapter 19 (Social Policy and Employment) of the EU accession process by strengthening the organisational and individual capacities of the State Labour Inspectorate and Social Services (SLI) for effective and gender-responsive occupational safety and health (OSH) enforcement aligned with EU standards (Specific Objective – S.1).

While Albania has largely transposed the EU Framework Directive 89/391/EEC and related OSH directives into national legislation, the Partner's request highlights challenges in the practical enforcement of preventive principles, accident investigation methodologies, inspection planning and the operational coherence of tools and procedures. The implementation of the new OSH Strategy 2024–2030 further requires strengthened institutional capacity to ensure consistent, risk-based and performance-oriented inspection practices.

The action responds to these needs through a structured and evidence-based approach. First, a focused diagnostic assessment will identify operational, procedural and competency gaps. Building on this baseline, the action will deliver two complementary results. Result 1 (R.1) will strengthen the technical competencies of SLI labour inspectors, including their capacity to identify gender-differentiated occupational risks and apply gender-responsive approaches, drawing on EU OSH best practices. Result 2 (R.2) will support the harmonisation and alignment of SLI inspection procedures and operational tools with the EU OSH acquis and relevant EU Member State practices, ensuring greater institutional coherence and preventive orientation.

Gender equality is integrated as a cross-cutting dimension of the action. The diagnostic will assess whether inspection practices capture differentiated exposure patterns and vulnerable worker groups. Training

modules will embed gender-sensitive risk assessment, and revised procedures and templates will incorporate sex-disaggregated data and guidance on differentiated enforcement approaches.

By combining capacity building with procedural harmonisation, the action promotes sustainable institutional strengthening, enhances enforcement effectiveness, and advances Albania's progressive alignment with EU social acquis standards.

In addition, the action may explore the possibility of triangular cooperation involving a SOCIEUX+ partner institution from an EU accession candidate country that has recently benefited from SOCIEUX+ support on similar topics. This approach would facilitate peer learning and the exchange of practical experience between institutions facing comparable challenges and progressing toward alignment with the EU acquis.

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- Activity 1 – Diagnostic assessment of inspection functions, competencies and supporting tools (to inform training and procedures/tools harmonisation)
- Activity 2 – Targeted technical ToT on priority OSH themes, with development of modular training packages for integration into SLI's internal training system.
- Activity 3 – Review and harmonisation of OSH inspection tools and procedures in line with the EU OSH acquis and best practices.

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

- Activity 1.

3.3. Inclusion of cross-cutting issues

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

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

4. Activities description

4.1. Tasks

Objective of the Activity

This activity aims to establish a focused and evidence-based baseline of SLISS's operational capacity to enforce occupational safety and health (OSH) legislation in line with the EU OSH acquis and relevant international labour standards.

The diagnostic will concentrate on three interrelated dimensions: inspection functions and operational workflow; inspector competencies and training needs; and key inspection tools and procedures, including accident investigation. A gender-responsive lens will be applied throughout the assessment.

The activity will culminate in a concise and action-oriented diagnostic report with prioritised recommendations. The findings will provide a structured foundation for Activity 2 (capacity building) and Activity 3 (procedural and tool harmonisation). Where justified by the analysis, the diagnostic may also identify additional areas of intervention to be discussed with SLISS and SOCIEUX+, including potential adjustments to the Work Plan, subject to mutual agreement.

Proposed Methodology

Preparatory Phase (Remote – 3 weeks)

The preparatory phase will ensure that the on-site mission is focused, methodologically structured and aligned with institutional priorities.

The expert team will conduct a structured review of key documents, including the OSH Policy Document and Action Plan 2024–2030, inspection manuals and standard operating procedures, accident investigation templates, annual inspection plans and statistics, and relevant national provisions transposing Directive 89/391/EEC. The purpose is not to conduct a full legal compliance audit, but to understand how enforcement operates in practice and to identify areas requiring deeper operational analysis.

Based on this review and preliminary exchanges with SLISS, the experts will define the diagnostic focus by identifying priority sectors or inspection areas and selecting one or two cross-cutting processes for in-depth analysis (such as accident investigation or inspection follow-up). A concise assessment framework will be developed to guide interviews, tool review and systematic gap identification across three dimensions: operational workflow, technical tools, and inspector competencies.

On-site Phase (2 Weeks)

The on-site phase will combine operational assessment, structured tool analysis, competency mapping and prioritisation of institutional strengthening measures.

Week 1 – Operational Assessment and Tool Analysis

The mission will begin with a kick-off meeting to confirm the scope, validate the assessment framework and agree on practical arrangements.

Semi-structured interviews will be conducted with inspectors at central and regional level, regional directors and relevant coordination staff. Discussions will explore inspection planning and targeting approaches, on-site practices, documentation and follow-up mechanisms, accident investigation procedures and operational constraints.

In parallel, structured walkthrough exercises will be carried out using one inspection case and, where feasible, one accident investigation case. These exercises will allow the team to analyse workflow, decision-making processes, documentation practices and enforcement consistency.

Selected operational tools — including inspection checklists, accident investigation templates and reporting forms — will be reviewed in light of practical use. The analysis will assess usability, coherence between procedures and documentation, consistency of data capture, and alignment with preventive principles under Directive 89/391/EEC.

Throughout Week 1, a gender-responsive perspective will be integrated into all discussions, examining whether inspection planning, data collection and reporting adequately capture differentiated risk exposure and vulnerable worker categories.

Week 2 – Competency Structuring and Harmonisation Prioritisation

Week 2 will focus on structuring competencies and clarifying priorities for procedural and tool harmonisation.

A participatory workshop will identify key inspection tasks and map the competencies required for effective performance. This exercise will support the development of an OSH inspector competency framework, a competency-to-task matrix, and prioritised short- and medium-term training needs. Competencies will be clustered thematically to inform the future design of training modules under Activity 2.

Building on the operational findings from Week 1, the expert team will work with SLISS to identify procedural inconsistencies, areas requiring clarification or revision, and inspection tools requiring harmonisation. Particular attention will be given to distinguishing between minor operational adjustments and more substantive alignment needs. A realistic sequencing of harmonisation efforts will be proposed to guide Activity 3.

A pragmatic benchmarking exercise will compare current practices against the preventive principles of Directive 89/391/EEC, ILO Convention No. 81 and selected EU good practices. This will support structured prioritisation based on enforcement impact, feasibility within 12–24 months and institutional readiness.

The on-site phase will conclude with a validation workshop to present consolidated findings, confirm priority institutional strengthening areas, validate capacity-building themes and agree on the scope and sequencing of harmonisation efforts.

Reporting and Recommendations (Remote – 3 weeks)

Following the mission, the expert team will prepare a concise and action-oriented diagnostic report. The report will focus on operational findings rather than exhaustive legal analysis and will clearly distinguish between immediate operational improvements and medium-term institutional strengthening measures.

It will define priority technical themes and indicative modular orientations for Activity 2, identify specific procedural and tool harmonisation priorities for Activity 3, and highlight any additional areas of intervention to be considered jointly with SLISS and SOCIEUX+.

Proposed Table of Contents for the Final Deliverable

1. Executive Summary
2. Institutional Context
3. Assessment Findings (inspection workflow, procedures and tools, accident investigation, competencies, gender-responsive enforcement)
4. Gap Analysis and Prioritisation
5. Recommendations (short-term adjustments, medium-term strengthening measures, priority capacity-building themes, harmonisation roadmap)
6. Annexes

4. Minimum Tasks Expected from the Partner Institution

The partner institution will nominate focal points, provide relevant documentation in advance, facilitate interviews at central and regional level, support logistical arrangements and participate actively in the validation workshop.

Final Technical Deliverable

D.1 – Technical Diagnostic Report, including:

- an OSH inspector competency framework;
- a competency-to-task matrix;
- prioritised short- and medium-term training needs;

- identified procedural and tool gaps requiring harmonisation with the EU OSH acquis and related best practices.

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+.

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 the OSH Policy Document and Action Plan 2024–2030 and relevant national provisions transposing Directive 89/391/EEC.
- Conducts a remote desk review of current job descriptions, recruitment criteria, and existing training records for labor inspectors to prepare an initial Competency Assessment Framework.
- Reviews existing inspection manuals, Standard Operating Procedures (SOPs), and accident investigation templates.
- Establishes the mission's methodology and agenda in close consultation with the PI, defining the diagnostic focus for both the workflow assessment and the competency mapping.
- Participates in a pre-departure briefing with the SOCIEUX+ Team.

Task 2 – Implementation of the Mission

The Experts Team:

- Reviews and finalizes the mission agenda and the list of stakeholders to be consulted.
- Conducts a kick-off meeting to validate the assessment framework, ensuring it adequately covers the three diagnostic dimensions: (1) workflow, (2) competencies, and (3) tools.
- Performs semi-structured interviews at central and regional levels to analyze inspection planning, operational workflows, and enforcement constraints.
- Facilitates a participatory Competency Mapping Workshop with SLISS staff to identify key inspection tasks and define the specific knowledge and skills required for effective OSH enforcement.
- Conducts a Training Needs Assessment (TNA) by analyzing the gap between the defined competency framework and current staff performance, identifying prioritized short- and medium-term training modules.
- Executes structured walkthrough exercises for an inspection case and an accident investigation case to evaluate the usability and consistency of current technical tools.
- Applies a gender-responsive lens throughout all interviews and workshops to assess how competencies and tools capture gender-differentiated risks and the safety of vulnerable groups.
- Carries out a benchmarking exercise comparing Albanian practices and competencies against ILO Convention No. 81 and EU best practices to prioritize harmonization efforts.
- Organizes a validation workshop to present findings on procedural gaps and competency-to-task priorities.

- Presents the consolidated findings on operational workflow, inspector competencies, and technical tool alignment to the PI, relevant stakeholders, and the EU Delegation.
- Collects feedback on the proposed Training Roadmap and the Harmonization Plan for inclusion in the final technical report.
- Channels materials (pictures, notes) useful for informing the public about the activity's progress.

Task 3 – Finalization and Submission of the Deliverables

The Experts Team:

- Prepares the final Technical Diagnostic Report (D.1), ensuring it contains an evidence-based baseline of SLISS's operational capacity.
- Finalizes the primary technical components: the OSH inspector competency framework, the competency-to-task matrix, and the prioritized training needs assessment.
- Defines the roadmap for procedural and tool harmonization with the EU OSH acquis to guide Activities 2 and 3.

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

- 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).
- An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- 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.
- D1: 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: Comprehensive diagnostic report including an OSH inspector competency framework, a competency-to-task matrix, prioritised short- and medium-term training needs, and identified gaps in inspection procedures and tools requiring harmonisation with the EU OSH acquis and related best practices.

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, PowerPoint and Excel; 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): OSH Inspection Governance & Training

Area(s) of expertise: Labour inspection; Occupational safety and health (OSH); Gender Equality

Specific skill(s) & competency(ies) :

11.2. Organisational structures, roles and arrangements

8.1. Needs assessments & curricula

1.2. P&S making and development

Requirements (essential/required):

a) The education type and level required:

“Master’s” degree (or equivalent advanced academic degree or diploma requiring 4 years of formal education) in the areas of expertise (see above), or another directly related discipline. In its absence, the master’s degree can be replaced by a combination of academic degree(s) with relevant years of work/professional experience combining the area of expertise and specific skills requested:

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

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

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

- c) Demonstrated experience in the management or strategic planning of Labour Inspection services within an EU Member State public administration.
- d) Demonstrated experience in developing competency frameworks and conducting Training Needs Assessments (TNA) for public enforcement bodies.
- e) Proven experience in mainstreaming gender-responsive approaches within institutional workflows or inspection protocols.
- f) Required language knowledge: Fluent in English (C1 level)

Additional assets (advantageous in selection):

- g) Knowledge of digital transformation in public administration (e.g., risk-based inspection software).
- h) Experience in peer-to-peer technical assistance missions in the Western Balkans or EU candidate countries.
- i) Language(s): Albanian
N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.
- j) Having passed the SOCIEUX+ e-learning 'Acting upon inequality'. SOCIEUX+ aims to do no harm and contribute to the reduction of inequalities. Hence, we highly recommend doing this short e-course. It takes about 2h30.

Expert #2: OSH Technical Enforcement & Investigation

Area(s) of expertise : Labour inspection; Occupational safety and health (OSH); Gender Equality

Specific skill(s) & competence(s):

- 2.2. L&R implementation and enforcement
- 5.2. Information management systems
- 9.2. Qualitative methods

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): 7 years

- c) Advanced knowledge of the EU OSH acquis, specifically Directive 89/391/EEC and its individual directives and experience in transposing EU OSH directives into national administrative procedures
- d) Proven experience in accident investigation methodologies and the development of technical inspection checklists and reporting templates.
- e) Demonstrated experience with risk-based inspection tools or data-driven risk assessment matrices, including algorithmic risk-assessment matrices for labor inspections
- f) Required language knowledge: Fluent in English (C1 level)

Additional assets (advantageous in selection):

- g) Familiarity with identifying gender-differentiated occupational risks (e.g., psychosocial risks or ergonomics).
- h) Professional recognised certification(s): OSH Lead Auditor or Accident Investigator.
- i) Language(s): Albanian
N.B.: Translation and interpretation services may be commissioned by SOCIEUX+.
- j) 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

	Preparation	On-site work	Distance work	Reporting & deliverables	Total
Principal expert (#1)	4	10		5	19
Expert (#2)	4	10		4	18
Total experts	8	20		9	37

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 by²:
 - 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 format³.
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.

² SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) - Regulation (EU) 2016/679.

³ 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. Priority will be given to regional experts who are familiar with their own Country's gender equality situation and mechanisms, if applicable

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.



Co-funded by
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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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