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EU Expertise on Social Protection, Labour and Employment

Terms of Reference for Experts

Terms of reference activities and missions

SOCIEUX 2026-15 Mongolia
Activity 3 : Developing standardized capacity-building tools for workers' OSH representatives

For external dissemination

SOCIEUX+ is implemented and co-funded by

Partnership led by

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Terms of reference for on-site activities and missions

Action code and partner country: SOCIEUX 2026-15 Mongolia

Action title: Strengthening the legal framework for accredited workers' OSH representatives

Partner institution: Confederation of Mongolian Trade Unions (CMTU)

Activity number and title:

- Activity 3: Developing standardized capacity-building tools for workers' OSH representatives

Tentative dates of implementation and location:

- January 15 – March 15, 2027 (onsite mission 15-26 February 2027, TBC)

Expert positions and responsibilities (by activity):

Activity 2 : Expert 1 (principal) – *Occupational Safety and Health, Labour Legislation, Quality of Working Life; Needs assessments and curricula, Individuals' capacity building/training*

Activity 2: Expert 2 – *Area(s) of expertise: Trade Unions, Work environment, Work Organisation, Labour Law; Human resources management and development; Change management*

Workload:

Activity 2 - Expert 1 *:* Total 18 days (6 days at distance, 10 days onsite)

Activity *2* - Expert 2 *:* Total 17 days (7 days at distance, 10 days onsite)

Call for experts' reference: 26-15/MNG/3

1. Background information

1.1. Country Overview

Mongolia is a lower-middle-income country with a democratic political system established after the 1990 democratic transition. Recent governance focuses on structural reforms outlined in the "Development Plan for 2025", which aligns with long-term strategies like "Vision-2050" and the "New Revival Policy". The plan emphasizes eight priorities, including sustainable growth, human development, green policies, and enhanced governance through science and technology.

Economic Growth:

- GDP growth reached 5.7% year-on-year in H1 2024, driven by mining and transportation. Projections stand at 5.3% for 2024 and 6.5% for 2025, with medium-term growth averaging 6.0% (2026–2027).

- Agriculture contracted due to harsh weather, while domestic demand and public investments underpin expansion[1].

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

HDI rose to 0.741 in 2022 (global average: 0.727). The government aims to advance Mongolia's global HDI ranking by 10 positions by 2028, targeting GDP per capita of $8,000–$10,000[2].

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

- Universal social protection and healthcare access.
- Sustainable food production and genetic diversity preservation.
- Cultural heritage conservation and land restoration.[3]

Social Protection, Labour & Employment

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

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

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

[1] https://www.worldbank.org/en/country/mongolia/overview

[2] ttps://www.theglobaleconomy.com/Mongolia/human_development/

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

[4] https://www.un-page.org/static/e60cc65d06b528f49c255298ceefe8ee/mapping-of-national-development-policies-sdv-and-gdp-against-the-sdgs.pdf

There are two major labor market challenges in Mongolia. The first and overarching employment challenge is to create more and better jobs than have been created during the past decade. The growth of labor demand has not been strong enough to reduce unemployment. Many of the jobs that have been created are in relatively low-paying sectors. The second employment challenge relates to inclusion; this includes raising labor force participation for specific groups and creating more opportunities for young people. Mongolia's labor force participation rate is particularly low for women, urban residents, and people with intermediate levels of education. The youth are facing difficulties in their transition into the labor market, and their unemployment rate is high[55]. As per an estimate, 46 percent of those working are working informally in both informal and formal economies, where 44 per cent were men and 56 per cent were women[6].

1.2. Sector Situation

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

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

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

Currently, OSH oversight in Mongolia relies heavily on state labor inspectors, whose coverage is insufficient to monitor all business entities effectively. While the right of trade unions to exercise oversight is mentioned in existing laws (Labor Code, OSH Law), there is a significant lack of a structured mechanism to implement this right at the enterprise level.

Key challenges include:

1. Regulatory gaps: Current legislation does not clearly define the specific rights, duties, and independent status of workplace OSH representatives, especially in entities without formal unions.

2. Lack of internal structure: CMTU lacks a formalized system for the systematic registration, accreditation, and continuous training of these representatives.

3. Need for EU expertise: There is a critical need to learn from the 'Works Councils' or 'Health and Safety Representatives' models of EU Member States to ensure that workplace-level oversight is both independent and legally enforceable.

Addressing these challenges is important as Mongolia undergoes a comprehensive reform of its OSH Law and seeks to operationalize ILO Convention No. 155. A new National law on OSH will be examined in the

[5] https://www.adb.org/news/mongolia-s-social-welfare-programs-be-supported-adb-150-million-loan

[6] https://documents1.worldbank.org/curated/en/099030001132333606/pdf/P17445302d04700790adb8066bc652052a1.pdf

[7] National Occupational Safety and Health Profile of Mongolia, ILO, 2006

[8] https://natlex.ilo.org/dyn/natlex2/r/natlex/fe/details?p3_isn=82767&cs=1-s_ApA8pwA5a0i4o1oi8BSA0p3nolMqPsJeGUEEPasTDuCVqZcDWWGvhOmt2-n-PI0w0IvO7Wlx4nP4-rs5guA

Parliament by the end of the year. CMTU intend to contribute to this draft law with articles related to formal recognition and status of workers' OSH representatives.

1.3. Role of Partner Institution in the Sector

The Confederation of Mongolian Trade Unions (CMTU) was founded in 1927 as the Central Council of Mongolian Trade Unions. The CMTU is the national representative body dedicated to promoting social justice, sustainable development, and the Decent Work Agenda across Mongolia. As a prominent member of the International Trade Union Confederation (ITUC), the CMTU represents over 325 000 members through its extensive network of 13 affiliated industrial federations and 21 regional branches. The CMTU's union density rate currently stands at 17 per cent, establishing a baseline for representative legitimacy. Supported by 13,000 active elected representatives, the CMTU operates as a legally registered, collectively managed entity with a robust nationwide institutional reach.

CMTU mission is to safeguard the legitimate interests of workers and continuously improve their living standards through four strategic development pillars:

1. Advocating for fair wages, pensions, and benefits that ensure a sustainable livelihood.
2. Enhancing the accessibility of inclusive employment and robust social protection systems.
3. Ensuring healthy and safe workplace conditions (OSH).
4. Guaranteeing the freedom of association and strengthening tripartite social partnership.

The CMTU plays a pivotal role in national policy-making and social dialogue, acting as a key partner in legislative reforms regarding labor and social welfare.

The CMTU is actively participating in the official working group for the reform of the National OSH Law, collaborating closely with social partners (Government and Employers). We have formally proposed the integration of a structured trade union oversight mechanism into the new legal draft. To ensure the sustainability of this initiative, the CMTU will utilize its subsidiary institutions, including the University of Labor and Social Relations and its dedicated Training and Research Center, to institutionalize the capacity building and certification of workers' representatives. Given that the Government and Employer organizations are keen to adopt European labor standards, this project provides a timely and strategic opportunity to harmonize Mongolia's legal framework with EU best practices through peer-to-peer technical cooperation.

2. Action Description

2.1. Overall Objective

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

2.2. Specific Objective(s) (Purpose)

- S. 1: Strengthen the legal protection of workers' rights to a safe workplace
- S. 2: Establish an effective system for the recognition, accreditation, and functioning of workers' OSH representatives

2.3. Expected Results

- R. 1: CMTU's contributions to the draft OSH Law (incorporating the formal recognition and empowerment of workplace-level workers' representatives) are developed
- R. 2: A structured and transparent system for the identification, accreditation, and institutional support of workers' OSH representatives is outlined
- R. 3: CMTU has at its disposal a standardized framework and practical guidance materials for developing and supporting the competencies of workers' OSH representatives

2.4. Final Deliverables

- D. 1.1: Draft legislative clauses and proposed amendments to the National OSH Law concerning the formal recognition and empowerment of accredited workers' OSH representatives.
- D. 1.2: Presentation of EU good practices, examples of legislative and institutional arrangements of workplace-level workers' OSH representation in European countries (ppt
- D. 2: CMTU Operational Guidelines establishing procedures for the registration, accreditation, monitoring and institutional support of workers' OSH representatives.
- D. 3.1: Standardized training curriculum for workers' OSH representatives.
- D. 3.2: Field Handbook for Workers' OSH Representatives (practical guide for workers' representatives that provides instructions for day-to-day application in prevention, monitoring, and worker protection).

3. Methodology

3.1. General Methodology (of the Action)

The proposed action aims to support the CMTU in strengthening the legal and institutional framework for workers' participation in occupational safety and health (OSH) governance in Mongolia. Through peer-to-peer exchange with EU experts (CMTU mentions the possibility of mobilization of both ministerial and trade union expertise), the action will contribute to the development of a structured system for accredited OSH representatives, ensuring their formal recognition, clear mandate, and effective functioning within workplace thus empowering workers to proactively monitor safety conditions, handle grievances at the enterprise level, and cooperate with state inspections. This will help translate Mongolia's international OSH commitments,

including ILO Conventions N 155, 167 and 176, into operational mechanisms that improve prevention, monitoring, and worker protection.

In particular, the first activity will support elaboration of legal proposals for formal recognition of TU OSH oversight to be included into the new National OSH law (which will be examined during the autumn parliamentary session 2026), while activity 2 will develop a structure for this system as well as implementation rules within CMTU. Third activity will in its turn provide the CMTU with training curriculum and practical handbook for OSH representatives.

Gender equality considerations are integrated into the action by ensuring that the proposed legal and institutional frameworks promote equal opportunities for women and men to benefit from workplace protection mechanisms as well as participate as OSH representatives. Given the gendered nature of occupational risks and labour market segmentation in Mongolia, the action is expected to support the inclusion of gender-responsive provisions in legislation and operational guidelines, and promote awareness of gender-specific OSH risks, including psychosocial risks and workplace violence. EU peer experts will share relevant EU practices on gender mainstreaming in OSH and workers' representation systems. At the same time the CMTU gender focal point and relevant national gender equality institutions will be involved in consultations to ensure that gender perspectives are systematically reflected throughout the reform process.

3.2. Planned Activities (Work Plan of the Action)

The following activities are currently planned for the action:

- Activity 1 – Strengthening the legal framework for accredited workers' OSH representatives
- Activity 2 – Designing the institutional framework for accreditation and support of workers' OSH representatives
- Activity 3 – Developing standardized capacity-building tools for workers' OSH representatives

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

- Activity 3

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 **Error! Reference source not found.** below). He/she/they will be

also responsible for preparing, coordinating, implementing and reporting the overall activity towards SOCIEUX+.

The third activity focuses on the development of standardized capacity-building tools to support the effective performance of workers' occupational safety and health (OSH) representatives in the workplace. Building on the proposed (and hopefully, adopted by then) legal provisions and institutional framework proposed in Activities 1 and 2 respectively, the third activity will support the CMTU in designing a coherent and practice-oriented curriculum and accompanying field handbook for OSH representatives, drawing on relevant EU experience and good practices. The activity will meaningfully involve and the University of Labour and Social Relations (as well as its Training and Research Center), which will be the CMTU's partner in training provision.

The activity will begin with a review of the existing training materials, practices, and competency needs related to workers' OSH representation in Mongolia. Through consultations with CMTU, the University of Labour and Social Relations, Training and Research Center, OSH Center, the Ministry of Labour and Social Protection, and relevant stakeholders, the experts will identify key competencies, knowledge gaps, learning objectives, and practical skills required for OSH representatives to effectively carry out their roles at workplace level (Curriculum). They will provide and prepare practical guidance on the roles, responsibilities and day-to-day functions of accredited representatives in the workplace (explained in a user-friendly way in a Handbook). Special attention will be given to ensuring that the materials are aligned with the planned accreditation system and reflect real workplace risks and challenges.

In the course of consultations, the experts will present selected EU countries' examples of training and capacity development of OSH and workers' representatives, including competency-based curricula, modular training structures, and practical tools such as field manuals and checklists. The peer exchange will focus on how training systems can support effective worker participation in OSH governance and ensure consistency in knowledge and practice across sectors.

Based on these inputs, the experts will jointly develop a standardized training curriculum and a practical Field Handbook for OSH Representatives, tailored to the Mongolian context. The materials will be structured to ensure usability by CMTU and the University of Labour and Social Relations in future training delivery and capacity-building initiatives. The use of the deliverables will be ensured by the University of Labour and Social Relations and its Training and resource center which will be responsible for provision of the initial and continuous training for workers' OSH representatives. At the same time, the Handbook will be a supportive material for the representatives while they are on duty.

Gender equality will be mainstreamed by ensuring that the curriculum and field handbook integrate gender-sensitive OSH perspectives, including exposure to gender-specific occupational risks, psychosocial risks, and workplace harassment. EU experts will present relevant EU practices on inclusive training approaches for workers' representatives. The CMTU gender focal point and relevant representatives from the Ministry of Labour and Social Protection will be involved in consultations to ensure that the training materials promote equal participation of women and men OSH representatives.

Therefore, expected deliverables shall include:

- Standardized training curriculum for workers' OSH representatives.
- Field Handbook for Workers' OSH Representatives (practical guide for workers' representatives that provides instructions for day-to-day application in prevention, monitoring, and worker protection).

The activity will be implemented onsite and includes a 10-working-day mission to Ulaanbaatar. The onsite mission may include a briefing session with the SOCIEUX+ team at the end of the first week

and an internal local debriefing with the Partner Institution to present first outcomes and recommendations of the 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 Experts 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.
- D4.1: A *Technical report* (representing the experts' contribution to the PI in relation to the content of the peer-to-peer exchanges and in view to attain the action's expected results and to contribute to the achievement of its specific objectives. It is a piece of technical work on the very subject matter of the peer-to-peer cooperation. The technical report shall comply with the description provided in ToREx and further agreed upon in the MeN): ***Standardized training curriculum for workers' OSH representatives.***
- ***D4.2 Field Handbook for Workers' OSH Representatives (practical guide for workers' representatives that provides instructions for day-to-day application in prevention, monitoring, and worker protection).***

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

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, PowerPoint and Excel; or equivalent OpenDocument format). Non-editable electronic documents, such Portable Document Format (PDF), will not be accepted.

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

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

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

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

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

5.2. Submission and approval

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

5.2.1. Pre-mission deliverables

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

5.2.2. Final deliverables

- The first draft versions of the final deliverables must be submitted by the Experts Team to the SOCIEUX+ Team *no later than ten working days after the completion* of the Experts Team's mission.
- Feedback from the SOCIEUX+ Team on the first draft version of the report should be provided within five working days of its submission.
- The Experts Team is expected to incorporate this feedback into the draft versions within five working days of receiving the comments.
- The second draft version of the deliverables shall be submitted by the SOCIEUX+ Team to the PI for review and approval. The PI must approve or provide comments and/or requests for amendments within five working days of receipt.
- If comments and/or requests for amendments are received, the Experts Team will have an additional five working days to finalize the deliverables. Generally, only one round of feedback and revision is permitted.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by the PI and SOCIEUX+.

6. Required expertise

6.1. Expertise profile

Principal expert (Expert #1): OSH legislation expert

Area(s) of expertise: ***Occupational Safety and Health, Labour Legislation, Quality of Working Life***

Specific skill & competency): ***Needs assessments and curricula, Individuals' capacity building/training***

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: Law, Industrial Relations, Public Policy, Business Administration, Human Rights. In its absence, the master's degree can be replaced by a combination of academic degree(s) with relevant years of work/professional experience combining the area of expertise and specific skills requested:

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

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

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

c) Required language knowledge: **English**

N.B.: Translation and interpretation services may be commissioned by SOCIEUX+ (English<> Mongolian).

d) Other essential qualification(s):

- Minimum 10 years of professional experience in occupational safety and health, labour law, labour inspection or workers' representation systems;
- Proven experience in developing standardized training curricula, competency frameworks, training modules, or learning materials for workers or OSH professionals;
- Good knowledge of workplace risk assessment, hazard prevention, worker consultation, incident reporting, and OSH monitoring mechanisms;
- Demonstrated knowledge of EU and/or ILO approaches to OSH education, worker participation, and competency development.

Additional assets (advantageous in selection):

e) Understanding of gender equality and inclusion considerations, especially related to social dialogue/workers' organisations and occupational safety and health;

f) Experience in international technical cooperation projects;

g) Cooperation or working experience in the region.

Expert #2: Trade unions and work organization specialist

Area(s) of expertise: ***Trade Unions, Work environment, Work Organisation, Labour Law***

Specific skill(s) & competence(s) ***Human resources management and development; Change management***

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: Labour studies, Industrial Relations. 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) Required language knowledge: **English**

N.B.: Translation and interpretation services may be commissioned by SOCIEUX+ (English<> Mongolian).

d) Other essential qualification(s):

- Minimum 7 years of professional experience in trade union representation, social dialogue, or workplace occupational safety and health;

- Proven practical experience supporting or working with health and safety representatives, works councils, trade unions, or comparable workplace representation structures;
- Demonstrated experience in developing practical guidance, field manuals, checklists, tools, or other resources for workplace-level OSH representatives.

Additional assets (advantageous in selection):

e) Understanding of gender equality and inclusion considerations, especially related to social dialogue/workers' organisations and occupational safety and health;

f) Experience in international technical cooperation projects;

g) Cooperation or working experience in the region.

!!!!!!!

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	Onsite work	Reporting & deliverables	Total
Principal expert (#1)	**3**	10	**5**	18
Expert (#2)	**3**	**10**	**4**	17
Total experts	**6**	**20**	**9**	**35**

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 by[9]:
    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, e*xperts are encouraged to complete in most detail the sections on skills and competencies as the SOCIEUX+ Team also regularly reviews profiles in the roster to identify and contact potential experts for future missions.*
    c. Uploading of a curriculum vitae, preferably in Europass format[10].
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.

[9] SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) - Regulation (EU) 2016/679.
[10] 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.

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
the European Union

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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GROUPE AFD

France Travail

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Belgian International Cooperation on Social Protection

Enabel

fiap