

**DCI-ASIE/2014/350-601**  
EU-China Social Protection Reform Project

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**Component 3 macro-activities**

*1 European Expert*  
*Senior social security specialist*  
*European Best Practices*  
**(Annual Work Plan 2015 – Macro-Activity 3.3)**

**3.1.2 Governance framework for Social Assistance administration and management process**

**TERMS OF REFERENCE (ToR)**

## 1. Background

### 1.1 General

The purpose of the EU-China Social protection reform project (“the Project”) is to contribute to the improvement and inclusiveness of China’s social protection system through strengthening the institutional capability for developing policies, for implementing legal and regulatory frameworks and for supervising systems of social insurances, social assistance and financial management in the area of social security. In particular, the Project’s purpose will be pursued through the following three components in relation to which specific Chinese government entities playing the role of partner of the consortium have been identified:

- i. Component 1: Consolidation of institutional capacity for social protection policy development and reforms in collaboration with the National Development and Reform Commission (“NDRC”);
- ii. Component 2: Enhancing of institutional capacity for financial management and supervision concerning social security funds in collaboration with the Ministry of Finance (“MoF”); and
- iii. Component 3: Improving of legal framework and policy for social assistance in collaboration with the Ministry of Civil Affairs (“MoCA” and, together with NDRC and MoF, the “Chinese Ministries”),

**These ToR fall under Component 3 of the project.**

## 2. Description of the Assignment

### 2.1 Overall and Specific Objectives

#### 2.1.1 Overall Project Objectives

The overall scope of the SPRP project is to further develop social equity and inclusiveness of economic development throughout Chinese society.

#### 2.1.2 Specific Objectives

The project Grant application form notably specifies that “EU MS will carry out a widespread research regarding the EU MS Social Protection systems and their Best Practices related to the topic analyzed. (...); moreover, each EU MS will prepare an additional report on the **most interesting Best Practices to be proposed to MoCA, when available**, on different topics about which it has proposed its participation. (...) According to the needs expressed by the MoCA, these researches will help China's policy makers to identify European models and Best Practices to be potentially introduced in China in order to achieve the expected project results. “

MoCA has expressed its specific fields of interest related to the topics to be considered under the first year of the project, and is expecting that Best practices introduced under the framework of the project will respond to its expressed needs and interests.

The specific objective of the current assignment is for the Senior social security specialist – European expert (“the Expert”) to ensure that documented European best practices in a form of the report on Governance framework for Social Assistance administration and management process.

There are three topics of Component 3 which has been under deep study in 2016:

#### 3.1.2 Governance framework for Social Assistance administration and management process

### 3.1.3 Processes and activities of policy transmission and implementation carried out at central and local level of Social Assistance

### 3.1.4 Monitoring and evaluation of Social Assistance schemes

This ToR is only for the activities related the 3<sup>rd</sup> C3 Panel Discussion topic 3.1.2.

## 2.3 Requested Services

More specifically, the Expert will, in close cooperation with the EU C3 Resident expert and the main Chinese experts will provide a report on EU best practices on topic 3.1.2 based on the best practices from the EU and considering the first outputs from the assessments report on 3.1.2 drafted by Chinese experts. The Panel Discussion will take place on September 2<sup>nd</sup>, 2016.

## 2.4. Expected Results

The result of the assignment will be an enlightened access of MoCA and other Chinese stakeholders to European most relevant best practices in social assistance reform areas corresponding to Chinese expressed needs

The outputs of the assignment will be:

- Maximum two weeks mission for a participation to the C3 3<sup>rd</sup> Panel Discussion (29.08.-02.09.2016 inclusive)
- One short mission report<sup>1</sup>
- A set of relevant European best practices in a form of the report related to topic 3.1.2<sup>2</sup>

## 3. Experts' Profile

### 3.1 Experience and Category

The proposed experts have the professional qualifications and experience required to successfully cover all the activities as indicated in these ToR.

Requirements Short Term Expert	Requirement/asset
<b>Qualifications and skills</b>	
Graduate degree in Economy, Law, Statistics, Political Science, ICT, Social Sciences or related relevant field	A
Fluent in English both verbally and in writing	R
Strong analytical and drafting skills	R
Ability to develop and maintain good professional relations with stakeholders, particularly counterparts and staff members in an international setting	R
Ability to work in team and share knowledge relating to social security to the counterpart	R
Previous experience in execution tasks in other international projects	A
Strong training skills	R

<sup>1</sup> To be submitted with 2 weeks' time after completing the mission in Beijing.

<sup>2</sup> The final report to be submitted with 1 month after completing the mission in Beijing.

<b>General professional experience</b>	
At least <b>5 years</b> of experience in the subject matter of the mission	R
Public servant within one of the Applicant Entities of the Consortium or staff from public institutions cooperating with the Applicant Entities of the Consortium or researcher from the research institution outside Consortium. Public servants and staff from public institutions cooperating with the Applicant Entities who fulfill the requirements take precedence over candidates outside Consortium.	R
Previous working experience in international projects, preferably with EU funded projects	A
Previous working experience in China	A
<b>Specific professional experience - related to action</b>	
Possessing professional experience relevant to the ToR for his/her particular assignment particularly on Topics on 3.3.1.	R
Previous experience in research or previous publications in the area of social sciences	A

### 3.2 Working Languages

Working language of the project is English. Knowledge of other European languages in addition to the incumbent's mother tongue would be an advantage, as would be knowledge of the Chinese language.

### 4. Location, Duration and Budget

Location: Beijing and other locations in China as appropriate

Timing: The mission will be conducted from August 29<sup>th</sup> till September 9<sup>th</sup>, 2016 inclusive

Working days: maximum 10 w/days

### 5. How to apply

Interested Expert(s) are requested to submit two documents:

1. Candidacy - Letter of intents
2. A CV in English (we suggest the Europass) if possible in word format
3. A copy of her/his Identification Document

Candidatures should be submitted via e-mail to the Coordinator of Component 3, Ministry of Family, Labour and Social Policy of the Republic of Poland, with the following addresses: Ms Agata Tomasiak [Agata.Tomasiak@mrpips.gov.pl](mailto:Agata.Tomasiak@mrpips.gov.pl) BY OR BEFORE 15<sup>th</sup> of July 2016. Copy of the candidature to be sent to the EU C3 Resident expert in China Ms Marzena Breza [marzena.breza@eucsprp.org](mailto:marzena.breza@eucsprp.org)