



EUROPEAN COMMISSION

Service for Foreign Policy Instruments

EU Foreign Policy Regulatory Instruments & Election Observation (FPFI5)
Head of Unit

Brussels, 01 August 2017

NOTE TO MEMBER STATES

REQUEST FOR CANDIDATURES FOR LONG-TERM OBSERVERS AND SHORT TERM OBSERVERS FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO LIBERIA

The European Commission wishes to initiate the selection procedure for Long Term Observers and Short Term Observers for the EOM to observe the Presidential and House of Representatives Elections in Liberia, scheduled to take place on 10th October 2017.

1. 20 LTOS (LONG-TERM OBSERVERS).

INDICATIVE AVAILABILITY DATES:

- 10 SEPTEMBER (DEPARTURE FROM EUROPE AND ARRIVAL IN LIBERIA);
- 14 OCTOBER (DEPARTURE TO EUROPE), NIGHT TRAVEL, ARRIVAL IN EARLY MORNING 15/10/2017 IN EUROPE, *for most LTO teams*;
- 17 OCTOBER (DEPARTURE TO EUROPE), NIGHT TRAVEL, ARRIVAL IN EARLY MORNING IN 18/10/2017 IN EUROPE, *for LTO teams assigned in capital city Monrovia*;

THEN, IN CASE OF A PRESIDENTIAL ELECTION SECOND ROUND:

- 29 OCTOBER (DEPARTURE FROM EUROPE AND ARRIVAL IN LIBERIA);
- 13 NOVEMBER (DEPARTURE TO EUROPE), NIGHT TRAVEL, ARRIVAL IN EARLY MORNING 14/11/2017 IN EUROPE, *for most LTO teams*;
- 15 NOVEMBER (DEPARTURE TO EUROPE), NIGHT TRAVEL, ARRIVAL IN EARLY MORNING IN 16/11/2017 IN EUROPE, *for LTO teams assigned in capital city Monrovia*.

Training session in Monrovia: 2 days upon arrival: 11 to 12 September, possibly extended to 13 September, depending on how the situation evolves on the ground. Then a second training set is scheduled before the second deployment: 30 to 31 October.

In order to ensure the recruitment of observers, the European Commission invites Member States and associated countries to submit candidates' names via the EOM ROSTER at the latest by 16/08/2017 (23:59h Brussels time).

Up to 3 (and maximum 3) candidates by EU member states for the Long-Term Observer positions.

2. 32 STOS (SHORT-TERM OBSERVERS).

INDICATIVE AVAILABILITY DATES:

- 04 OCTOBER (DEPARTURE FROM EUROPE AND ARRIVAL IN LIBERIA);
- 13 OCTOBER (DEPARTURE TO EUROPE), NIGHT TRAVEL, ARRIVAL IN EARLY MORNING 14/10/2017 IN EUROPE;

THEN, IN CASE OF A PRESIDENTIAL ELECTION SECOND ROUND:

- 02 NOVEMBER (DEPARTURE FROM EUROPE AND ARRIVAL IN LIBERIA);
- 11 NOVEMBER (DEPARTURE TO EUROPE), NIGHT TRAVEL, ARRIVAL IN EARLY MORNING 12/11/2017 IN EUROPE;

Training session in Monrovia: 2 days upon arrival: 05 to 06 October. Then a second training set is scheduled before the second deployment: 03 to 04 November.

In order to ensure the recruitment of observers, the European Commission invites Member States and associated countries to submit candidates' names via the EOM ROSTER at the latest **by 16/08/2017 (23:59h Brussels time)**.

- Up to 3 (and maximum 3) candidates by EU member states for the Short-Term Observer positions.
- 2 STO positions reserved for potential direct applications by Focal Points.

Language: The working and reporting language of the mission will be English.

Member States should ensure a fair balance among the gender, professional and linguistic background of shortlisted candidates.

Any applicant evaluated as 'not recommended for future missions' will not be taken into account by the selection committee for 5 years counted from the 'election date' of the mission in the roster for which the person was negatively evaluated.

IMPORTANT REMARKS:

THE MISSION TO LIBERIA WILL PROVE TO BE PARTICULARLY CHALLENGING AND SPARTAN. NOT ONLY HEALTH RISKS AND NATURAL DISASTER HAZARDS ARE CONSIDERED CRITICAL, BUT ALSO THE LEVEL OF COMFORT WILL BE CLOSE TO NIL.

LTOs & STOs would be deployed throughout the whole country, observers should be willing to accept extremely difficult living conditions when deployed in some areas of responsibility.

Liberia has adopted drastic contingency measures in case of viral or bacterial outbreak. EU EOM members would have to abide by those contingency measures, which include quarantine. If Observers are caught in a quarantine area, they will be logistically supported by the EU EOM through its Field Liaison Officers, but they will need to abide by the quarantine rules.

During briefings and debriefings in the capital city, given the scarcity of hotel availabilities, observers will be requested to share rooms by pair. Such limited privacy must be accepted before application.

2. CANDIDATE PROFILE

Applicants' references and professional experience might be checked and language knowledge tested through phone interviews by European Commission officials during the selection process.

1. Language proficiency: written and spoken proficiency in English (C1 level)¹ is a must. Knowledge of a local language will also be considered an asset.
2. Previous experience in Liberia, in the region or in a similar context will be considered an asset.
3. Previous electoral observation experience and/or other relevant experience including electoral training, technical assistance or experience in the region in relevant fields:

LTO: Minimum one (1) observation mission as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS).

STO: minimum one (1) observation mission as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS) or relevant previous work experience.

¹ C1 according to the Council of Europe languages levels available at [http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key reference/Overview_CEFRscales_EN.pdf](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key%20reference/Overview_CEFRscales_EN.pdf)

A limited number of STO positions will be reserved for newcomers with relevant skills. Member States are invited to propose one STO without electoral experience but with a proven experience of operating in a similar hardship context.

4. Previous experience as a civilian worker or volunteer in a large scale international mission or in a human rights monitoring mission is an asset.
5. Demonstrated commitment to democracy and human rights.
6. Computer and IT (Microsoft Office Word, Excel, Access, Adobe Acrobat, Outlook, Android) and internet browser and web mail software. Familiarity with use of satellite phones, GPS, BGAN.
7. Excellent physical conditions and good health, which can afford long working hours and potential demanding physical efforts. Candidates should consult their government's health advisories. Ability to sustain an extreme weather (humidity and heat). Mental preparedness to be confronted with the risk of contracting illness and diseases (Ebola, fevers, malarias, meningitis, rabies, hepatitis, sexually transmissible diseases and an array of digestive disorders). Ability to dwell in very basic accommodation and cope with local food.
8. Living conditions: observers should be willing to accept extremely difficult living conditions when deployed in most areas of responsibilities.
9. Full flexibility is required from the candidates in terms of mission timetable in case of changes and delays.

4. SELECTION OF SUCCESSFUL CANDIDATES AND INFORMATION TO BE PROVIDED TO SHORTLISTED OBSERVERS

1. The Commission will proceed with the selection of observers in the framework of the criteria outlined in the European Union Council Decision "EU Guides for the Selection of the electoral observers" Council Decision 8728/99 - PESC 165 - COHOM 4 and will inform the Member States of the final list of selected observers.

<u>Tentative date</u> by which the Commission plans to inform MS and selected/non-selected LTO/STO	<u>20/08/2017</u>
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2. Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be taken into account.
3. The Commission will use for the Mission the data already existing in the ROSTER system: http://eeas.europa.eu/eucom/become-an-observer/election-roster/index_en.htm

Applications sent by email will not be taken into account.

5. THE COMMISSION INVITES THE MEMBER STATES:

- to only propose candidates certifying their full availability for the entire period of the mission; keeping in mind that the date between notification and deployment for the possible second round can be tight;
- to ensure an appropriate balance between the observers' past professional experiences (various types of public or civilian background);
- to remind pre-selected observers to update their personal data in the ROSTER before the submission of their candidatures. For the entire selection process and the preparations for fielding, the Commission will only take into consideration the data entered in the CV in the Roster (departure airport, passport data, e-mail addresses, telephone numbers, etc.). Should a CV not include all the required information, the applicant may be rejected. Further communication by the candidate (for example concerning new departure airport, changed e-mail, etc.) will not be taken into consideration;
- to rank in each category all shortlisted observers by order of suggested preference;
- to inform the observers of the information and Terms of Reference detailed in the annex to the present Note (in particular regarding deployment dates & lump sum (*forfait*));
- to inform the observers that proficiency in English may be tested through phone interviews by

European Commission officials during the selection process;

- to inform the observers to follow respectfully and at any time during their assignment as observers the EU Code of Conduct for Election Observers as well as the European Commission and EU EOM Core Team and Service Provider instructions, particularly security and safety instructions, upon deployment and throughout the mission;

Failure to follow the Code of Conduct (attached) and instructions may result in an early termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs

- to inform observers of the security instructions and health precautions and requirements as published on the websites of their respective Ministries and Embassies. More information on health precautions and requirements will be communicated by the Service Provider to selected candidates at a later stage;
- to inform the observers of the hardships (health risks, natural disaster hazards, no comfort) they may face in the field, before they apply.

6. ADMINISTRATIVE INFORMATION:

1. EU Election Observer is a volunteer activity.
2. During the training days including briefings and debriefings, although observers will be given accommodation and meals, they will be granted 84 € for LTOs and 72 € for STOs.
3. A lump sum (*forfait*) (280 € for LTOs, 240 € for STOs) should be paid per day spent serving as an observer deployed in the field within the Election Observation Mission, in order to ensure daily subsistence (accommodation, food, laundering, etc.).
4. Travelling days for mobilisation and demobilisation of LTOs will be eligible for the payment of partial or full lump sum, as long as Observers are spending the night outside of their place of residence.
5. The following rules will apply, from the day of mobilisation until the day of demobilisation, including for travelling days:
 - In the event that full board accommodation (i.e. all meals included) is provided by the EU EOM, the lump sum will be reduced to 30%. This rate also applies in the case of night flights.
 - If lunch and dinner are provided, the lump sum will be reduced to 80% of the lump sum. Each meal (lunch or dinner) represents deduction of 10% of the lump sum.
 - The breakfast represents deduction of 5% of the lump sum.
 - If only accommodation, including breakfast, is provided, the lump sum received will be reduced to 50%.
 - If the accommodation without breakfast is provided the lump sum will be reduced to 55%.
6. Public transportation from the place of residence (as recorded in the EOM Roster at the time of the submission of the application) to the closest or economically most advantageous airport (and back) will be reimbursed, on top of the lump sum received.



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Annexe: - Observers' recruitment information and Terms of Reference.