



## EUROPEAN COMMISSION

Service for Foreign Policy Instruments

EU Foreign Policy Regulatory Instruments & Election Observation (FP15)  
Head of Unit

### NOTE TO MEMBER STATES

#### CALL FOR CANDIDATURES FOR LONG-TERM OBSERVERS AND SHORT TERM OBSERVERS FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO TUNISIA

The European Commission wishes to initiate the selection procedure for Long Term Observers and Short Term Observers for the EOM to observe the Municipal Elections in Tunisia, scheduled to take place on 6<sup>th</sup> May 2018.

**1. 28 LTOs (LONG-TERM OBSERVERS). INDICATIVE AVAILABILITY DATES: 8 APRIL (DEPARTURE TO TUNISIA) – 13 MAY (DEPARTURE TO EUROPE)**

Training session: 3 day upon arrival (Tunis, 9 to 11 April 2018)

In order to ensure the recruitment of observers, the European Commission invites Member States to submit candidates' names via the ROSTER at the latest **by 14/03/2018 ( 24:00h)**.

- Up to 3 candidates by EU member states for the position of Long-Term Observers (LTOs)

**2. 28 STOs (SHORT-TERM OBSERVERS). INDICATIVE AVAILABILITY DATES: 27 APRIL (DEPARTURE TO TUNISIA) – 10 MAY (DEPARTURE TO EUROPE)**

Training session: 2 day upon arrival (Tunis, 28 and 29 April)

In order to ensure the recruitment of observers, the European Commission invites Member States to submit candidates' names via the ROSTER at the latest **by 14/03/2018 ( 24:00h)**.

- Up to 3 candidates by EU member states for the position of Short-Term Observers (STOs)

- Two STO position are reserved for potential applications of Focal Points

**Language:**

**The working and reporting language of the mission will be French and 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 REMARK:**

LTOs & STOs would be deployed throughout the country. Observers should be willing to accept difficult living conditions when deployed in some duty stations.

### 3. 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 French and English (C1 level)<sup>1</sup>.
2. Previous experience in the country, 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).
  - STOs: 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.

A limited number of STO positions will be reserved for newcomers with relevant skills. Member States are invited to propose **one** STO without experience.
4. Previous experience of work as a civilian 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.
8. Living conditions: observers should be willing to accept very difficult living conditions when deployed in some duty stations.
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.

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<sup>1</sup> B1 according to the Council of Europe languages levels available at [http://www.coe.int/t/dg4/education/elc/elc-reg/Source/Key\\_reference/Overview\\_CEFRscales\\_EN.pdf](http://www.coe.int/t/dg4/education/elc/elc-reg/Source/Key_reference/Overview_CEFRscales_EN.pdf)

Tentative date by which the Commission plans to inform MS and selected/non-selected LTO/STO

20/03/2018

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/eueom/become-an-observer/election-roster/index\\_en.htm](http://eeas.europa.eu/eueom/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 will be extremely 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 (including airport of departure) 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 & forfeit (lump sum));
- to inform the observers that proficiency in French & 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;

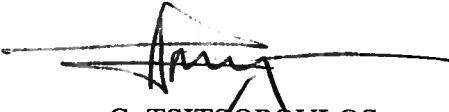
**Failure to follow the Code of Conduct (attached) and instructions may result in an early termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs**

- 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.

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**6. INFORMATION ABOUT THE LUMP SUM (*FORFAIT*) FOR OBSERVERS:**

1. EU Election Observer is a volunteer activity.
2. Daily lump sums (forfait) are reimbursed to the LTOs/STOs
3. The lump sum should be paid per day worked on the EOM.
4. Travelling days for mobilisation and demobilisation of LTOs will be eligible for the payment of the 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. 4. 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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Annex: - Code of Conduct for EU Observers;  
- Health Declaration.

GUIDELINES - EU POLICY ON ELECTORAL OBSERVATION

**"Code of Conduct**

The following guidelines will apply to nationals of any country participating in EU observation missions decided by the EU unless specifically agreed otherwise. The guidelines will not apply to EU nationals participating in e.g. OSCE or UN missions, in which case those organisation's own codes will apply.

All official EU observers should adhere to the following guidelines:

- Respect the laws of the land. Observers enjoy no special immunities as an international observer, unless the host country so provides;
- Observers will participate in all pre-election briefings with their supervising officers;
- Observers will be subject to the direction and management of the observer team leadership, carrying out their written terms of reference and covering the geographical schedules specified by team leaders;
- Observers should be aware of the presence of other electoral monitoring teams, and liaise with them under the direction of the leader of the EU observer team;
- Observers will carry prescribed identification issued by the host government or election commission, and will identify themselves to any interested authority upon request;
- Observers shall maintain strict impartiality in the conduct of their duties, and shall at no time express any bias or preference in relation to national authorities, parties, candidates, or with reference to any issues in contention in the election process;
- Observers will not display or wear any partisan symbols, colours or banners;
- Observers will undertake their duties in an unobtrusive manner, and will not disrupt or interfere with the election process, polling day procedures, or the vote count,
- Observers may bring irregularities to the attention of the election officials, but will not give instructions or countermand decisions of the election officials;
- Observers will base all conclusions on well documented, factual, and verifiable evidence, and will keep a record of the polling stations and other relevant places that they visit;
- Observers will refrain from making any personal or premature comments about their observations to the media or any other interested persons, but should provide, through a designated liaison officer or spokesperson, general information about the nature of their activities as observers;
- Observers will participate in post election debriefings with their supervising officers and will contribute fully towards appropriate EU reports on the elections monitored;
- Observers must comply with all national laws and regulations. Where these limit freedom of assembly or movement about the country, they must note where such rules prevent them from carrying out their duties;
- At all times during the mission, including during private time away from work, each election observer should behave blamelessly, exercise sound judgement, and observe the highest level of personal discretion."

# HEALTH DECLARATION – CT/DCO

## European Commission – DG FPI

Please fill in each question.

Name:	
Date of birth:	ID/Passport No.:

<b>1. MEDICAL HISTORY</b> Do you suffer from or have you ever suffered from, had symptoms of, been examined for or been treated for any of the following ailments, or anything related to them? Consider the examples as help - they do not cover all conditions. Any other symptoms or ailments must also be stated, and a clarification and further details should be written on the last page. <i>If your state of health changes after you have submitted your health information, you are required to notify EC/SP of this immediately for an assessment of new information.</i>			
<b>Please state numbers for the following</b>	Blood type: Blood pressure: Pulse: BMI: Waist:		
Diabetes, metabolic diseases, respiratory diseases, gastrointestinal diseases, and diseases of the musculoskeletal system	If yes; what and when:  What was the outcome of the treatment ?  Is the treatment ongoing, completed or recurrent?		
<b>Cardiac and circulatory diseases</b> Blood clots, pain/tightness in the chest, high blood pressure, varicose veins, phlebitis, swollen ankles, heart rhythm disorders, pacemaker, elevated cholesterol. Other cardiovascular disorders	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> If yes; what and when:  What was the outcome of the treatment ?  Is the treatment ongoing, completed or recurrent?	Yes:	No:
Yes:	No:		
<b>Cancer, other tumors/growths, immune system-related disorders</b> Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> If yes; what and when:  What was the outcome of the treatment ?  Is the treatment ongoing, completed or recurrent?	Yes:	No:
Yes:	No:		
<b>Neurological disorders</b> Epilepsy, migraine and headache disorders, multiple sclerosis, stroke, alcohol-related disorders, dementia, brain injury, infections and genetic diseases, Parkinson's disease, chronic pain and other neurological	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> If yes; what and when:  What was the outcome of the treatment ?  Is the treatment ongoing, completed or recurrent?	Yes:	No:
Yes:	No:		

<b>Psychiatric and behavioral disorders</b> Nervousness, anxiety, psychosis, depression, mania, insomnia, or disorders related to addiction to alcohol or drugs, or other addictions. Dementia. Developmental and behavioral disorders, compulsive behaviors (ADHD, OCD, etc.). Other psychiatric disorders and symptoms?	Yes: _____ No: _____
	If yes; what and when:  What was the outcome of the treatment ?  Is the treatment ongoing, completed or recurrent?
<b>Alcohol and intoxicating substances/narcotics(?)</b> Do you currently or have you at any time for a period of more than six months, consumed more than 14 units of alcohol (men)/ 7 units of alcohol (women) per week? Do you currently or have you at any time for a period of more than six months used intoxicating substances?	Yes: _____ No: _____
<b>Allergies</b> Drugs: Foods: Other:	Yes: _____ No: _____
	If yes, what kind?
<b>Do you presently take any kind of medicine</b>	Yes: _____ No: _____
	If yes, what kind of medicine and for what reason:
<b>Previous hospital admissions</b>	Yes: _____ No: _____
	If yes; for what and when?  If yes, is the treatment ongoing or are you cured?
<b>ECG (only for applicants over 45 years)</b>	Please state numbers here:
<b>Other comments</b>	Please state comments here:

I certify, that (name): \_\_\_\_\_ has been examined on the date indicated above and has been found to be in good health, without any medical limitations and therefore medically fit to travel and work abroad in an international mission in post conflict areas and often under stressful conditions with long working hours.

Place:

Date:

\_\_\_\_\_  
Doctor's name, signature, phone number, e-mail and stamp

