



EUROPEAN COMMISSION

Service for Foreign Policy Instruments

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

Brussels, 12/11/2018

NOTE TO MEMBER STATES

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

The European Commission wishes to initiate the selection procedure for Long Term Observers and Short Term Observers for the EOM to observe the upcoming presidential elections in El Salvador, scheduled to take place on 3rd February 2019 (with a possible second round on 10th March 2019).

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.

1. 28 LTOs (LONG-TERM OBSERVERS).

TENTATIVE AVAILABILITY REQUIRED: 02/01/2019 TO 17/03/2019

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 30/11/2018 (24:00h).**

28 Long Term Observers	
Each Member State is invited to submit the following number of possible LTOs:	Up to 3
Indicative Deployment Date of LTOs	02/01/2019 Departure to El Salvador
	16/03/2019 Debriefing in El Salvador
	17/03/2019 Departure from El Salvador
Availability requested for selected Observers	75 days
Compulsory pre-deployment awareness training:	None
Briefing will take place upon arrival:	In San Salvador : 03/01/2019 (3 days training)
Lump sum (<i>Forfait</i>)¹	280 € per day
Risk Allowance	0 € per day

¹ According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782 final.
European Commission, B-1049 Bruxelles - Belgium. Telephone: (32-2) 299 11 11
http://eeas.eu/eueom/index_en.htm

2. 28 STOs (SHORT-TERM OBSERVERS).

TENTATIVE AVAILABILITY REQUIRED: (2 deployments are foreseen and observers are expected to be available for both rounds)

First Round:

27/01/2019 Arrival in El Salvador

07/02/2019 Departure from El Salvador

Second Round:

05/03/2019 Arrival in El Salvador

14/03/2019 Departure from El Salvador

28 Short Term Observers (26 EU + 2 candidates from EU Focal Points)	
Each Member State is invited to submit the following number of possible STOs:	Up to 3
Indicative Deployment Date of STOs	1st Round: 27/01/2019 Arrival in El Salvador 07/02/2019 Departure from El Salvador 2nd Round: 05/03/2019 Arrival in El Salvador 14/03/2019 Departure from El Salvador
Availability requested for selected Observers	12 + 10 days
Compulsory pre-deployment awareness training:	None
Briefing will take place upon arrival:	1 st Round: In San Salvador : 28.01/2019 (2 days training) 2nd Round: In San Salvador : 06/03/2019 (1 day training)
Lump sum (<i>forfait</i>)²	240 € per day
Risk Allowance	0 € per day

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 30/11/2018 (24:00h)**.

Language:

The working and reporting language of the mission will be Spanish 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.

² According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782 final.

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 Spanish and English (C1 level)³.
2. Previous experience in El Salvador, 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).

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 literacy (Microsoft Office Word, Excel, Access, Adobe Acrobat, Outlook, Android), internet browser, web mail software, familiar with the use of tablets and smartphones. 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

Tentative date by which the Commission plans to inform MS **10/12/2018** and selected/non-selected LTO/STO

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.
2. Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be

³ B1 according to the Council of Europe languages levels available at http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/Overview_CEF/Rscales_EN.pdf

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 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 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 Spanish & 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 and related Ethical Guidelines 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;

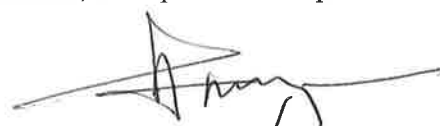
Failure to follow the Code of Conduct and ethical guidelines (attached) and instructions may result in an early termination of the observer's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs

- 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.

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

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, during training sessions for example) 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 a 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.



Georgios Tsitsopoulos

CC: C. Touron, I. Kleisiaris (FPI)
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Annexes (for information purposes only):

- Observers' recruitment information and Terms of Reference
- Code of Conduct and Ethical Guidelines;
- LTO and STO Health declaration templates.



Brussels,

Request for Candidatures – Deputy Chief Observer
European Union Election Observation Mission to El Salvador
Presidential Elections – 3rd February 2019

Awaiting the final decision of the High Representative of the European Union for Foreign Affairs and Security Policy and Vice-President of the European Commission (HR/VP) to deploy an EU Election Observation Mission (EU EOM) to El Salvador, the European Commission wishes to initiate the selection procedure for Core Team positions for the EOM to observe the General Elections, scheduled for 3rd February 2019. According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782, the DCO will have the status of Special Advisor under the Title VI of CEOS¹.

The Commission invites interested applicants to submit **by 30/11/2018 (24:00 Brussels time)** their candidature for this position.

Applicants are requested to follow the procedure described hereafter. Applications which do not meet all the specified conditions and formal requirements detailed in this procedure will not be considered. The evaluation of applications and selection of successful candidates will be carried out by a selection committee chaired by the Service for Foreign Policy Instruments – (FPI 5).

1. CONTRACT CONDITIONS

The fees plus allowances of the contract are as follows:

Position	Contract Length (Days) ²	DSA/Per Diem / forfait / in days (El Salvador) ³	DSA/Per Diem in days (Brussels)	Home based work	Daily Security Allowance
Deputy Chief Observer	108 *	102	2	4	0

Notes:

- (1) The contract length is tentative and might be modified.
- (2) The Indicative Contract Length in Days of the Deputy Chief Observer includes the additional availability for the return visit with the Chief Observer (max 10 days).
- (3) DSA: in El Salvador: EUR 55; in Brussels: EUR 92 (indicative, at time of publication).
- (4) Security Risk allowances: at present not applicable in El Salvador.

The selected candidate is expected to provide a health declaration (template provided in annex) prior to her/his deployment.

The successful candidate shall follow respectfully and at any time during her/his assignment as observer, the EU Code of Conduct for Election Observer, provisions of CEOS relative to Special Advisors as well as the European Commission, EEAS, EU EOM Core Team and Service Provider instructions, in particular security and safety instructions, upon deployment and throughout the mission.

¹ Conditions for Employment of Other Servants of the European Union (CEOS)

² The contract length is tentative and might be modified. The Indicative Contract Length in Days of the Election or Legal Analyst and Press Officer includes the additional availability for the return visit with the Chief Observer (max 5 days).

³ Nights spent by the expert in transport do not give right to a per diem for that night.

Due to both security and reputational risks, DCO and other mission members are strongly discouraged from staying in the country, for personal reasons, outside their deployment period. Service Providers are instructed not to modify mission travel tickets.

The European Commission strongly discourages the EU EOM El Salvador Mission Members to bring along their dependents to the Mission. Should they decide to do so, they have to be aware that the EU EOM infrastructure cannot be used for them, including in the case of medical or security evacuations. This rule is applicable to all members of the mission, both Service Provider and Core Team.

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

Contract form: the successful candidate shall be contracted by the European Commission Services as a Special Advisor under Title VI of COES⁴.

Duration of availability/contract duration: Candidates are requested to be available for the period foreseen under *Point 1*, and during the dates indicated under *Point 5 (tbc)*. These dates are indicative. The selected candidate will be contracted for the duration specified under *Point 1*. "*Indicative Contract length in days.*"

Payment: All payments shall be based on request for payment from the successful candidate addressed to the relevant European Commission service (FPI.5), indicating clearly the number of days worked (de facto).

2. SELECTION PROCEDURES

Any applicant evaluated previously in the EU EOMs 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.

For each position incoming applications have to comply with the following requirements:

- Complete application online at <https://webgate.ec.europa.eu/europeaid/applications/eom/index.cfm>
- Excellent physical conditions and good health to manage long working hours under particularly tough logistical conditions. Possibility of potentially demanding physical efforts.
- Full flexibility is required from the candidates in terms of mission timetable.

The selection criteria for the DCO position are as follow:

- **Language proficiency: excellent written and spoken proficiency (level C1)⁵ in Spanish & English is necessary. The working and reporting language of the mission will be English and Spanish.**
- Professional experience: i) participation in at least three Election Observation Missions as Core Team member or a Long Term Observer (LTO) (this may include EOMs organised by other organisations) or equivalent election monitoring/supervision project.
- A specific (DCO) NEEDS/EODS training can substitute for one practical experience in a mission.
- Proven managerial capacity, organisational skills and capacity to work as part of a team. Assessment of this criterion can be based on the record of participation in the past EU EOMs and on the evaluation form NEEDS/EODS trainings.
- Computer literacy.

The following criteria will be considered an asset:

⁴ As specified in the art. 5 and 124 of the Conditions for Employment of Other Servants of the European Union (CEOS)

⁵ Level C1 according to the Council of Europe languages levels available at <https://ec.europa.eu/cusurvey/files/8a87d2f5-aba8-4272-b8f1-4922fe12c425>

- Professional experience in EU EOMs on other positions, participation in EU Election Expert Missions; experience gained in the field of electoral assistance;
- Participation in an specific DCO NEED/EODS or election observation training session (e.g. Member States training, NEEDS/EODS, EUEOM or other);
- Knowledge of the country or region.

The European Commission strongly encourages applications from newcomers and recent participants to the relevant EODS trainings.

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

3. COMMUNICATION WITH APPLICANTS

- a) Apply online at <https://webgate.ec.europa.eu/europeaid/applications/eom/index.cfm>
- b) From the publication of this information, candidates are strongly discouraged from contacting the relevant services of the European Commission and the European External Action Service by any means except for submission of their application. All members of the Selection Committee are instructed not to provide any additional information except for the present Request for Candidatures or for any potential additional information provided on the relevant web-page of the Commission.

This measure is taken to ensure an equal treatment of all applicants and transparency of the selection process.

- c) The deliberations of the Selection Committee are confidential.
- d) Once the Selection Committee has chosen the Deputy Chief Observer, the successful candidate will receive a positive reply requiring them to supply all relevant documentation in order for the Commission services to verify the data specified in their CVs (University degrees, statement of employers, etc.) and bank details for payment of fees and allowances.
- e) Applicants who are not selected will be informed by email. The Commission services do not have capacity to automatically provide individual feedback due to the large number of applicants, however in case of further inquiry please refer to the functional mailbox: FPI-EUEOM-APPLICATIONS@ec.europa.eu
- f) The Selection Committee's decision is final.
- g) Candidates are herewith requested to update their CV in the EU Roster <https://webgate.ec.europa.eu/europeaid/applications/eom/index.cfm> prior to submitting their candidature. For the entire selection process and the preparations for fielding, the Commission will only take into consideration the data included in the Roster (departure airport, passport data, e-mail addresses, telephone numbers, etc.). Should a CV not include all the required information, the applicant will be rejected. Further communication by the candidate (for example concerning new departure airport, changed e-mail, etc.) shall not be taken into consideration.

4. CONDITIONS NECESSARY TO ESTABLISH THE CONTRACT

The deployment of the mission and the finalisation of related contracts depend on the successful finalisation of administrative preparations for the EU EOM.

5. INDICATIVE EU EOM EL SALVADOR 2019 TIMETABLE

Date (Tentative)	Event
17/12/2018	SP Briefing in Brussels (PM, OE, SE)
18/12/2018	SP Departure and Arrival in El Salvador (including LO)
20/12/2018	CT Briefing in Brussels and going back home
21/12/2018	CT Working from home (DCO,LA,EE,PE)
22/12/2018	CT Working from home (DCO,LA,EE,PE)
23/12/2018	CT Working from home (DCO,LA,EE,PE)
24/12/2018	CT Working from home (DCO,LA,EE,PE)

26/12/2018	CT Arrival in El Salvador
02/01/2019	LTO Arrival in El Salvador
03/01/2019	LTO Briefing - Day 1
04/01/2019	LTO Briefing - Day 2
05/01/2019	LTO Briefing - Day 3
06/01/2019	LTO Deployment
19/01/2019	CT Data Analyst Arrival -1st round
27/01/2019	STO Arrival in El Salvador
28/01/2019	STO Briefing- Day 1
29/01/2019	STO Briefing- Day 2
30/01/2019	STO Deployment
31/01/2019	STO Area Familiarisation
03/02/2019	Election Day - Presidential
05/02/2019	STO Travel to Capital
06/02/2019	STO Debriefing
07/02/2019	STO, CT Data Analyst & LO Departure to Europe
15/02/2019	LTO Mid-term briefing
01/03/2019	CT Data Analyst Arrival -2nd round
04/03/2019	LO arrival in El Salvador - 2nd round
05/03/2019	STO arrival in El Salvador -2nd round
06/03/2019	STO briefing
07/03/2019	STO Deployment to the field
08/03/2019	STO Familiarisation
10/03/2019	Election Day - Presidential 2nd Round
12/03/2019	STO Travel to Capital
13/03/2019	STO Debriefing
14/03/2019	STO Departure to Europe
15/03/2019	LTO travel to capital
16/03/2019	LO & Data Analyst Departure to Europe
16/03/2019	LTO Debriefing- Day1
17/03/2019	LTO Departure to Europe
21/03/2019	CT Observer Coordinator/ ET and Media Analyst departure to Europe
27/03/2019	CT Departure to Europe & SE
28/03/2019	CT Debriefing
02/04/2019	SP Departure to Europe
03/04/2019	SP Debriefing

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Annexes (for information purposes only):

- Code of Conduct for EU Observers;
- Health Declaration CT/DCO.

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.:

1. MEDICAL HISTORY

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.

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.

Please state numbers for the following	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?	
Cardiac and circulatory diseases Blood clots, pain/tightness in the chest, high blood pressure, varicose veins, phlebitis, swollen ankles, heart rhythm disorders, pacemaker, elevated cholesterol. Other cardiovascular disorders	Yes: <input type="text"/>	No: <input type="text"/>
	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Cancer, other tumors/growths, immune system-related disorders Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths	Yes: <input type="text"/>	No: <input type="text"/>
	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	
Neurological disorders 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	Yes: <input type="text"/>	No: <input type="text"/>
	If yes; what and when: What was the outcome of the treatment ?	

	Is the treatment ongoing, completed or recurrent?	
Psychiatric and behavioral disorders 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?	
Alcohol and intoxicating substances/narcotics(?) 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:
Allergies Drugs: Foods: Other:	Yes:	No:
	If yes, what kind?	
Do you presently take any kind of medicine	Yes:	No:
	If yes, what kind of medicine and for what reason:	
Previous hospital admissions	Yes:	No:
	If yes; for what and when?	
	If yes, is the treatment ongoing or are you cured?	
ECG (only for applicants over 45 years)	Please state numbers here:	
Other comments	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

