



Brussels, 20/11/2017
FPI.5/TKN

Request for Candidatures

European Union Election Observation Mission to Sierra Leone: Deputy Chief Observer

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 Sierra Leone, the European Commission wishes to initiate the selection procedure for Core Team positions for the EOM to observe the General Elections, scheduled for 7 March 2018. 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 15/12/2017 (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).

Suspensive Clause: the mission would be deployed and the selected candidate eventually contracted only after a final decision by the HR/VP to deploy an EOM.

1. CONTRACT CONDITIONS

The fees plus allowances of the contract are as follows:

Position	Contract Length (Days) ²	DSA/Per Diem / forfait / in days (Sierra Leone) ³	DSA/Per Diem in days (Brussels)	Daily Security Allowance
Deputy Chief Observer	89 *	82	2	0

Notes:

- The contract length is tentative and might be modified.
- The Indicative Contract Length in Days of the Deputy Chief Observer includes the additional availability for the return visit with the Chief Observer (max 5 days).
- DSA: in Sierra Leone: EUR 55; in Brussels: EUR 92 (indicative, at time of publication).
- Security Risk allowances: at present not applicable in Sierra Leone.

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.

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 Sierra Leone 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).

Per Diem calculation: The participation of Core Team analysts and Service Provider experts is made compulsory to lunches and dinners with observers during briefings and debriefings. To facilitate such participation, meals during briefing and debriefing phases will be paid by the mission. Hence per diems will be adjusted according to EU commission travel regulations. In case of full-board accommodation, for security or operational reasons, per diems will also be adjusted.

Living Conditions: Selected mission members must expect severe and austere living and working conditions. Analysts may be required to share office spaces with colleagues. They must be aware that operations will be carried out in a difficult environment, featuring health and natural disaster hazards.

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 C2)⁵ in English is necessary. The working and reporting language of the mission will be English.**
- 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.

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

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

- 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:

- 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 SIERRA LEONE 2018 TIMETABLE

Date (indicative)	Activity
24 Jan	CT briefing in Brussels
25 Jan	CT departure and arrival in Freetown
4 Feb	LTO departure and arrival in Freetown
5-7 Feb	LTO briefing Day
8 Feb	LTO deployment
20 Feb	CT Deputy Observer Coordinator arrival in Freetown
22 Feb	CT Data Analyst arrival in Freetown
1 Mar	STO departure and arrival in Freetown
2 Mar	STO briefing Day 1
3 Mar	STO briefing Day 2
4 Mar	STO deployment
5 Mar	STO area familiarisation
6 Mar	STO area familiarisation
7 Mar, ELECTION DAY, Round 1	
8 Mar	STO follow up in their AoRs
9 Mar	STO follow up in their AoRs
10 Mar	STO return in Freetown
11 Mar	STO debriefing and departure from Freetown (evening flight)
13 Mar	CT Data Analyst departure from Freetown
Round 2 tentative planning	
22 Mar	CT Data Analyst arrival in Freetown
24 Mar	STO departure and arrival in Freetown
25 Mar	STO 1-day briefing
26 Mar	STO deployment
27 Mar	STO area familiarisation
ELECTION DAY, Round 2	
29 Mar	STO follow up in their AoRs
30 Mar	STO follow up in their AoRs
31 Mar	STO follow up in their AoRs
1 Apr	STO return in Freetown
2 Apr	STO debriefing and departure from Freetown (afternoon flight)
5 Apr	LTO return in Freetown
6 Apr	LTO debriefing Day 1
7 Apr	LTO debriefing Day 2 and departure from Freetown (eve flight) CT Data Analyst departure from Freetown (eve flight) CT Observer Coord. Deputy departure from Freetown (eve flight) SP departure: Liaison Officer
16 Apr	Departure of remaining CT and SP Security Expert
22 Apr	SP departure (PM, OE, IT, FIN)
23 Apr	SP debriefing in Brussels (PM, OE, SE)



G. Tsitsopoulos

CC: T. Knaute (FPI), I. Martinho, R. Chelleri (EEAS)
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.:

<p>1. MEDICAL HISTORY</p> <p>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.</p> <p><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></p>			
<p>Please state numbers for the following</p>	<p>Blood type: Blood pressure: Pulse: BMI: Waist:</p>		
<p>Diabetes, metabolic diseases, respiratory diseases, gastrointestinal diseases, and diseases of the musculoskeletal system</p>	<p>If yes; what and when:</p> <p>What was the outcome of the treatment ?</p> <p>Is the treatment ongoing, completed or recurrent?</p>		
<p>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</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> <p>If yes; what and when:</p> <p>What was the outcome of the treatment ?</p> <p>Is the treatment ongoing, completed or recurrent?</p>	Yes:	No:
Yes:	No:		
<p>Cancer, other tumors/growths, immune system-related disorders Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> <p>If yes; what and when:</p> <p>What was the outcome of the treatment ?</p> <p>Is the treatment ongoing, completed or recurrent?</p>	Yes:	No:
Yes:	No:		
<p>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</p>	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> <p>If yes; what and when:</p> <p>What was the outcome of the treatment ?</p>	Yes:	No:
Yes:	No:		

	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