



EUROPEAN COMMISSION
Service for Foreign Policy Instruments

EU Foreign Policy Regulatory Instruments & Election Observation (FPI5)
Head of Unit

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FPI.5/TK

Request for Candidatures – Core Team

European Union Election Observation Mission to Sierra Leone

Pending 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 8 Core Team positions for the EOM to observe the General Elections, scheduled to take place on 7 March 2018.

The Commission invites interested applicants to submit **by 15/12/2017 (24:00 Brussels time)** their candidature for one, and maximum two, of the following 8 positions:

- Legal/Human Rights Analyst
- Election Analyst
- Political/ Gender Analyst
- Media Analyst
- Press Officer
- Observer Coordinator
- Deputy Observer Coordinator
- Data Analyst

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 composed of the Service for Foreign Policy Instruments (FPI 5) and European External Action Service (EEAS).

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 service contracts are as follows:

Position	Indicative Contract Length in Days (1)(2)	Fees (EUR)	Number of Per Diem (3) (EUR)	Daily Security Risk allowance (4) (EUR)
Legal/Human Rights Analyst	84 (5)	350 daily	91	0
Election Analyst	89	350 daily	84	0
Political/ Gender Analyst	84	350 daily	84	0
Media Analyst	84	350 daily	84	0
Press Officer	89	350 daily	84	0
Observer Coordinator	84	350 daily	84	0
Deputy Observer Coordinator	49	300 daily	49	0
Data Analyst	38	350 daily	38	0

Notes:

- (1) The contract length is tentative and might be modified according to final deployment dates.
- (2) The Indicative Contract Length in Days for the Election Analyst and Press Officer includes the additional availability for the return visit with the Chief Observer (max 5 days). The Media/press officer will benefit from a one-day training in Brussels.
- (3) Per Diem: in Sierra Leone EUR 229; in Brussels: EUR 232.
- (4) Security Risk allowances: at present not applicable in Sierra Leone.
- (5) Length of contract for Legal/HR Analyst is conditional to the election calendar of the Mission (announcement of final results).

All selected candidates are expected to provide a Health Declaration prior to their deployment.

Successful candidates shall follow respectfully and at any time during their assignment as observers, the EU Code of Conduct for Election Observer 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.

Due to both security and reputational risks, Observers 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 EU EOM to Sierra Leone is a non-family mission. The European Commission strongly discourages the 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 early termination of the expert's assignment, immediate repatriation to the place of residence and non-recommendation for future EU EOMs.

Contract form: Successful candidates shall be contracted by the Service Provider selected for the implementation of the EU Election Observation Mission and receive letters of assignment. They will be employed as Core Team experts based on the scheme of Commission remunerated external experts foreseen by Article 204 of the Financial Regulation n°966/2012 and its Rules of Application (Article 287). Please note that this scheme requires the expert to sign a *declaration of absence of conflict of interests and confidentiality* (signed upon application) and involves ex-post transparency about the names, functions and remuneration received by the experts, which will be published yearly on the EC website.

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 6*. These dates are indicative. Selected candidates will be contracted for the duration specified under *Point 1*. "*Indicative Contract length in days.*"

Suspension clause: The contracts shall also contain a "suspension clause" to allow for the termination or suspension of the EU EOM before the initially foreseen end dates, which would also lead to the termination of the respective service contracts with the selected candidates.

Payment: All payments shall be based on an invoice from the successful candidates addressed to the Service Provider. This invoice has to clearly indicate the number of days worked (de facto). Members of the Core Team will be paid an amount which includes fees, per diems and risk allowance (if applicable) for the days actually worked. Travel days for deployment (and return) are not included in the calculation.

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 reduced to 80% on briefing and debriefing days. In case of full-board accommodation, for security or operational reasons, per diems will also be reduced according to the financial rules of the EOM 2016 Framework Contract.

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. SCREENING OF APPLICATIONS TO ESTABLISH A SHORTLIST

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

The selection procedure will follow the steps detailed hereafter. For each position incoming applications will be assessed against the following criteria:

- Complete application received within the deadline
- CV registered online in the Roster of European Union election observers at the following address: <https://webgate.ec.europa.eu/europeaid/applications/eom/index.cfm>
- Declaration of availability for the entire deployment period as specified in the tentative timetable of the *section 4* (in case of selection, a subsequent non-availability might impact negatively on the consideration for future core team positions except for cases of "force majeure").
- Declaration of absence of conflict of interests and of confidentiality.
- **Language proficiency: excellent written and spoken proficiency (level C1)¹ in English. The working and reporting language of the mission will be English.**
- Professional experience: i) participation in at least one Election Observation Missions as Core Team member or three Long Term Observer (LTO) (this may include EOMs organised by other organisations) or at least two election assistance/monitoring/supervision projects. Participation in an EODS/NEEDS core team training for the required position will be taken into consideration and will count for one professional experience as CT member.
- Computer literacy.
- Excellent physical condition and good health to cope with long working hours under particularly tough logistical and climatic conditions. Possibility of potentially demanding physical efforts.

In the event that more than three candidates satisfy the aforementioned criteria, the following criteria will be used to establish a shortlist of three candidates:

- Professional experience in EU EOMs and/or EU Election Expert Mission; experience gained in the field of electoral assistance will be considered an asset. Previous evaluations during EU EOMs will also be taken into account by the Selection Committee. **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.**
- Participation in an election observation training course (e.g. Member States training, NEEDS/EODS, EUEOM or other) will be considered an asset, and, in case of a participation in a NEEDS/EODS training session, training feedback will be taken into consideration.
- Knowledge of the country or region will be considered an asset.

¹ 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

3. SELECTION OF THE SUCCESSFUL CANDIDATE

The Selection Committee will select one of the three candidates shortlisted for each position taking into consideration the following elements:

- Professional experience in EU EOMs and/or EU Election Expert Missions and other EOMs in the same position and comparable positions.
- Proven managerial capacity, organisational skills and capacity to work as part of a team in past EU EOMs.
- Knowledge of the country.
- Language proficiency in ENGLISH (C1).
- Considered strong assets without being exclusive: Experience in the country, in the region, or in similar contexts.
- **The selection committee will also aim to achieve a balanced mix of nationalities and gender in the composition of the Core Team. The European Commission strongly encourages applications from newcomers and recent participants in relevant EODS training courses. These aspects provide additional criteria for the selection of Core Team members.**

In addition, full flexibility is required from the candidates in terms of mission timetable.

4. COMMUNICATION WITH APPLICANTS

- a) Apply 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 (see http://eeas.eu/eueom/become-an-observer/index_en.htm)

This measure is taken to ensure a level playing field for all applicants.
- c) The deliberations of the Selection Committee are confidential.
- d) Applicants who are not selected will be informed individually 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.
- e) The Selection Committee's decision is final.
- f) 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 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.

Indicative timetable EU EOM to Sierra Leone 2018

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)

5. CONDITIONS NECESSARY TO ESTABLISH SERVICE CONTRACTS

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


 G. TSITSOPOULOS

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Annexes: - 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