



EUROPEAN COMMISSION

Service for Foreign Policy Instruments

Common Foreign and Security Policy operations & Election Observation (FPI3)
Head of Unit

NOTE TO MEMBER STATES

CALL FOR CANDIDATURES FOR LONG-TERM OBSERVERS

FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO GHANA 2020

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 European Union Election Observation Mission (EU EOM) to GHANA, the European Commission wishes to initiate the selection procedure for the positions of Long Term Observers to observe the upcoming the General Elections, scheduled for 7th December, with a possible second round on 28th December 2020.

1. LONG-TERM OBSERVERS

40 Long Term Observers	
Each Member State is invited to submit the following number of possible LTOs:	Up to 3
Indicative Deployment Date of LTOs	7 November 2020 (arrival in Accra/Ghana) Until 2 nd January 2021 (departure to Europe)
Availability requested for selected Observers	60 days in Ghana
Compulsory pre-deployment awareness training	None
Briefing will take place upon arrival	3 days upon arrival in Ghana
Forfeit (lump sum) ¹	280 EUR per day
Risk Allowance	0 EUR 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 19/10/2020 (23:59h).**

3. LANGUAGE

The working and reporting **language of the mission** will be **in English**.

4. IMPORTANT REMARKS

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

Observers would be deployed throughout the country. Observers should be willing to accept difficult living conditions when deployed in some Areas of Responsibility. It is therefore important that Observers are in excellent physical condition.

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.

5. CANDIDATE PROFILE

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.

- **Language proficiency:** written and spoken proficiency in **English (C1 level)**²
- **Previous experience in the country and/or region or in a similar context will be considered an asset.**
- **Previous electoral observation experience** and/or other relevant experience including electoral training, technical assistance or experience in the region in relevant fields:

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

Member States are invited to propose **one LTO without prior LTO experience.**

- **Previous experience of work as a civilian in a large scale international mission or in a human rights monitoring mission is an asset.**
- **Demonstrated commitment to democracy and human rights.**
- **Computer and IT** (Microsoft Office Word, Excel, Access, Adobe Acrobat, Outlook, Android, internet browser and web mail software) literacy. Familiarity with use of satellite phones, GPS, BGAN.
- **Excellent physical conditions and good health**, which can afford long working hours and potential demanding physical conditions. Candidates should consult their government's health advisories, including COVID-19 risks and vulnerable groups. Selected Candidates must submit health certificate in the format provided by European Commission.
- **Testing:** the selected candidates need to undertake a PCR test in their country of origin.
- **Living conditions:** observers should be willing to accept very difficult living conditions when deployed in some duty stations.
- **Full flexibility** is required from the candidates in terms of mission timetable in case of changes and delays.

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

- The Commission and EEAS 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.
- Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be taken into account.
- The Commission will use for the EU EOM the data already existing in the ROSTER system: http://eeas.europa.eu/eucom/become-an-observer/election-roster/index_en.htm
- Candidatures sent by email will not be taken into account.
- The tentative date by which the Commission plans to inform Member states and the selected/non-selected Observers is 26/10/2020.

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

7. 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.

² Level C1 according to the Council of Europe languages levels available at <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

- 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 English** may be tested through phone interviews by European Commission officials during the selection process.
- 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 to follow respectfully and at any time during their assignment as observers the **EU Code of Conduct and its Ethical aspects 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.

IMPORTANT NOTE: Failure to follow the Code of Conduct, its Ethical aspects 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.

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

- Daily lump sums (forfait) are reimbursed to the Observers.
- The lump sum should be paid per day worked on the EOM.
- Travelling days for mobilisation and de-mobilisation of Observers will be eligible for the payment of the lump sum, as long as Observers are spending the night outside of their place of residence.
- Travelling days for demobilisation of Observers without spending the night outside their place of residence, the lump sum will be reduced to 30%.
- 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.
 - In the exceptional case that accommodation without breakfast is provided, the lump sum will be reduced to 35%.
 - In case that meals (but no accommodation) are provided, the lump sum will be reduced by 10% for each dinner, 10% for each lunch and 5% for each breakfast offered.
 - If only accommodation, including breakfast, is provided, the lump sum received will be reduced to 50% of the maximum daily rate.
 - If the accommodation without breakfast is provided, the lump sum will be reduced to 55%.
 - If the lunch and dinner are provided the per diem will be reduced to 80%.

Per diem calculation - LTOs				
Accommodation	Breakfast	Lunch	Dinner	Total
Provided	Provided	Provided	Provided	30%
Provided	-	Provided	Provided	35%
Provided	Provided	-	-	50%
Provided	-	-	-	55%
-	Provided	Provided	Provided	75%
-	-	Provided	Provided	80%

- 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. Taxi fare is eligible for financing only from the nearest bus/train station and following the prior approval from Commission.

(e-signed)
Heike GERSTBREIN

Annexes:

- Code of Conduct and its Ethical aspects
- Fit to Work certificate
- Privacy statement
- Observers' Terms of Reference;

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."

"..."

ETHICAL ASPECTS OF THE CODE OF CONDUCT FOR EU ELECTION OBSERVERS

All EU Observers are bound by the Code of Conduct. This is in harmony with the code of conduct accompanying the Declaration of Principles for International Election Observation to which EU Observers also adhere.

Code of Conduct for EU Election Observers (Council Decision 9262/98)

All official EU observers should adhere to the following guidelines:

(...)

14. At all times during the mission, including during private time away from work, each election observer should behave blamelessly, exercise sound judgment, and observe the highest level of personal discretion."

Code of Conduct violations

Beyond the stipulations of the Code of Conduct, all EU Election Observation Mission members, including local staff, are expected at all times to contribute to a professional working environment that is free from intimidation or sexual harassment. EU EOMs designate focal points to whom staff members may bring any concerns in regards to the professional working environment.

EU EOM members should behave in a manner that demonstrates respect for the citizens and officials of the host country. In view of the need for EU EOMs to maintain the highest level of private and public conduct, EU EOM members should not patronise any establishments where victims of trafficking may be employed. Likewise, in accordance with the provisions of the code of conduct, which requires Observers to "*behave blamelessly, exercise sound judgment, and observe the highest level of personal discretion*", in particular the abuse of alcohol, use of illegal drugs, and use of prostitution is strictly prohibited.

Sexual harassment

EU EOMs have zero tolerance to sexual harassment. The following behaviour may constitute sexual harassment:

- Repetition of suggestive remarks, or sexual insinuation; use of rude or obscene language and gestures;
- Repeated and exaggerated compliments on the appearance of a colleague;
- Unwanted physical contact;
- Acts of voyeurism and exhibitionism;
- Any other unwelcome conduct related to sexual harassment.

If unwanted behaviour is identified it is important to react immediately and it should be reported in real time so that the mission has sufficient time to take the appropriate measures. The Observer Coordinator is the Core Team member to whom sexual harassment cases should be reported. In addition and in order to ensure gender balance another member from the Core Team will also be appointed as contact point for these issues. The issue of sexual harassment will be treated in the initial briefing of Observers. When facing a harassment case or in case there is uncertainty on defining whether the incident falls under sexual harassment EOM staff will contact the Observer Coordinator directly (or the second appointed contact point within the Core Team) and report the incident. The case will be discussed between the two and possible actions will be explored. The Observer Coordinator will also immediately and confidentially report the case to the Deputy Chief Observer who will report to FPI and EEAS HQ in order to inform them of the incident and discuss possible corrective measures.

Overall, the Observer Coordinator will guarantee complete confidentiality and will not take any action without the agreement of the perceived victims.

General Advice

EU EOMs often operate in different cultural environments and the local culture of the country needs to be respected. Cultural differences within the EU EOM are also a reality that needs to be taken into account.

These cultural differences can affect the perception of acts, words and body language. Observers are therefore expected to abstain from any type of conduct felt to be inappropriate or embarrassing. The same also holds for clothing. Although there is no dress code for Observers, clothing should be appropriate for staff working in an EU mission and ensure that it does not offend the values of the country.

Dealing with harassment

Observer Coordinators play a key role in implementing the policy to combat harassment. Observer Coordinators are colleagues working within the mission (core team members) who have this responsibility for the duration of the EU EOM. Their role is to assist individuals who feel that they have suffered any form of harassment by listening to them, helping and supporting them, providing information and accompanying them. They can also provide mediation, if necessary.

Observer coordinators treat the information they receive in complete confidence and act only with the agreement of the perceived victim. Whistle-blowers will be equally protected, and the information provided will be treated with the same confidentiality.

Dealing with that type of cases can be difficult; therefore they must be able to demonstrate the following skills and abilities:

- a capacity for listening, empathising and communicating;
- discretion and respect for confidentiality;
- ability to distance oneself from one's own beliefs and value judgments;

Designation of confidential counsellors

Two contact points will be designated within the Core Team, one of them being the Observer Coordinator and another person that would ensure gender balance with the Observer Coordinator. Two focal points within the local staff will also be appointed by the DCO at the beginning of the mission.