

Terms of Reference Long Term Observer (LTO)

Under the supervision of the Observer Co-ordinator and in coordination with the Service Provider's team of experts and liaison officers, the Long Term Observers shall carry out the following specific tasks:

1. Familiarise themselves with the methodology of EU EOMs, respective roles and duties of EU EOM members, as outlined in the EU Handbook for European Union Election Observation¹;
2. Sign and abide by the (attached) Code of conduct for Election observers and by the instructions of the Core Team, the security and logistics experts. Failure to follow those 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;
3. Attend training sessions, briefing and debriefing sessions, as required by the European Commission relevant services, the Core team and the security and logistics expert;
4. Familiarise themselves with the applicable International standards for elections², and the relevant country specific election rules, regulations and procedures;
5. Establish the presence of the EU EOM in their assigned Area of Observation (AoO);
6. Report to the Observer coordinator, the Security expert and the Logistics expert, as requested by Core team and Service provider's instructions;
7. Under the guidance of the logistics and security experts of the service provider, gather security and logistics information on their AoO including road conditions, food and water availability, and accommodation facilities;
8. Establish good working relations with the electoral and civil administration, political parties, NGOs, International Organisations and other election stakeholders in the AoO; Liaise with local domestic and international observers deployed in the AoO;
9. Follow on electoral disputes, complaints and appeals;
10. Monitor local media in accordance with the methodology specified by the Media Analyst (if required);
11. Monitor pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor postelectoral developments;
12. Coordinate and manage the deployment of Short Term Observers in the AoO;
13. Train, brief and debrief (if applicable) Short Term Observers and Member of the European Parliament Delegation deployed in the AoO, as requested by the Core Team;
14. Evaluate the performance of Short Term Observers in conjunction with the Observer Coordinator;
15. Ensure that report forms used by Long Term and Short Term Observers in the AoO are sent back to headquarters as soon as feasible;
16. Submit an End of Mission report, based on the template provided by the Core Team;
17. Participate in an evaluation meeting with the Observer coordinator at the end of the mission;
18. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM.

¹ http://www.eueom.eu/files/dmfile/handbook-eueom-en-2nd-edition_en.pdf

² http://www.eueom.eu/files/dmfile/compendium-of-int-standards-for-elections_en.pdf

Terms of Reference Short Term Observer (STO)

Under the supervision of the Observer Co-ordinator and the relevant Long Term Observers of the Area of Observation, and in coordination with the Service Provider's team of experts and liaison officers, the Short Term Observers shall carry out the following specific tasks:

1. Familiarise themselves with the methodology of EU EOMs, respective roles and duties of EU EOM members, as outlined in the EU Handbook for European Union Election Observation³;
2. Sign and abide by the Code of conduct for Election observers and by the instructions of the Long Term Observers, Core Team, the security and logistics experts. Failure to follow those 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;
3. Attend training sessions, briefing and debriefing sessions, as required by the European Commission relevant services, the Core team, the Long Term Observers and the security and logistics expert;
4. Familiarise themselves with the applicable International standards for elections⁴, and the relevant country specific election rules, regulations and procedures;
5. Report to the Long Term Observers; the Observer coordinator, the Security expert and the Logistics expert, as requested by Core team and Service provider's instructions;
6. Monitor immediate pre-electoral environment, the election campaign and administrative preparations in the AoO; Observe election day procedures, counting and tabulation operations; Monitor immediate post-electoral developments;
7. Participate in an evaluation meeting with the Long Term Observers and the Observer coordinator at the end of the mission;
8. Submit an End of Mission report, based on the template provided by the Core Team;
9. Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EU EOM.

³ http://www.eucom.eu/files/dmfile/handbook-eucom-en-2nd-edition_en.pdf

⁴ http://www.eucom.eu/files/dmfile/compendium-of-int-standards-for-elections_en.pdf