

**Exploratory Mission (ExM) to Lebanon  
in view of a potential EU Election Observation Mission  
for the forthcoming Elections expected 6<sup>th</sup> May 2018**

Tentative assignment dates:

- 19 January 2018 afternoon: Briefing in Brussels,
- 22 June to 27 January 2018: official ExM in Lebanon,
- 20 January to 04 February 2018: presence of experts in Lebanon,
- 05 February 2018: Debriefing in Brussels,
- 09 February 2018: Final Reports and all outputs delivered.

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The European Union intends to send an election exploratory mission (ExM) to Lebanon with the aim of collecting factual information to assess whether a deployment of a fully-fledged EU Election Observation Mission (EU EOM) for the forthcoming Elections foreseen on 6<sup>th</sup> May 2018 would be useful, advisable and feasible, in line with the criteria outlined in the Commission Communication on Electoral Assistance and Observation COM (2000)191.

### **I - Political and Electoral Background**

On 18 December 2016, a new government was formed under the leadership of Prime Minister Saad Hariri. A consensus on a new electoral law was agreed by all parties and adopted by parliament on 16<sup>th</sup> June 2017. However, the day of the parliamentary election has not yet been announced officially but a possible date could be the 6<sup>th</sup> May 2018. Lebanon has recently undergone a political crisis that was triggered by the offer of resignation of Prime Minister Hariri from Riyadh on 4<sup>th</sup> November 2017, which was rescinded on 5<sup>th</sup> December following his return to Beirut. The government is now fully operational again. According to Interior Minister, parliamentary elections will be held and preparations are on track.

The EU deployed an EOM on the occasion of the Parliamentary elections of 7 June 2009.

The ExM is expected to be deployed from 20/01/18 to 4/02/2018. If for unforeseeable reasons the elections are postponed or cancelled, a decision on the deployment of the ExM will be taken accordingly.

### **II- Exploratory Mission Mandate:**

1. Assess the pre-election situation in the light of international standards for democratic elections and national legislation. The assessment will cover: (i) Electoral framework for general elections (ii) election administration, (iii) human rights and fundamental freedoms, (iv) media, (v) voter registration, (vi) party and candidate registration, (vii) political situation, (viii) security aspects, (ix) logistics and operational matters, and (x) any other relevant issues relating to the elections and possible deployment of an EU EOM.
2. Draw lessons from the previous missions deployed in Lebanon.
3. Make necessary preliminary logistics-related enquiries and provide advice on how to organise the operational component of a possible EU EOM.
4. Assess the security situation in the country, in particular in connection with the possible deployment of an EU EOM.
5. Advise on the composition, number and length of stay of the Core Team members and long and short-term observers of the EU EOM.
6. Draft tentative specifications and Terms of Reference of a possible EU EOM and related estimated costs and budget breakdown.

7. Assess the relevance of providing support to domestic observer organisations under the EIDHR.
8. Acquire updated information on EU election support (both EU and Member States) and other major partners (Canada, Norway and Switzerland) and possible other major actors plans in this field, including in the area of electoral assistance.
9. Liaise closely with domestic and international election observation organisations that may be present on the ground regarding the preparation of elections.
10. Prepare a number of specific reports as outlined in section 'VII. Output' of these ToR.
11. If necessary, participate in the briefing of the EU EOM Core Team or Service Provider should the deployment of an EU EOM be decided.

### **III- Methodology**

The ExM will meet representatives of international and national organisations as well as political and election authorities in the country to:

- ✓ present its mandate;
- ✓ enquire about their plans in relation to the forthcoming elections;
- ✓ enquire about their level of preparedness, methodology, funding;
- ✓ enquire about the respect of human rights, fundamental freedoms and democratization issues;
- ✓ enquire about possible concerns in relation to the election process and the broader political context;
- ✓ enquire about the media situation in relation with the forthcoming elections;
- ✓ discuss the political situation;
- ✓ discuss the logistics and security situations;
- ✓ discuss possible co-operation in relation to the forthcoming elections;
- ✓ ask whether they consider the presence of an EU election mission to be beneficial to the election process;
- ✓ assess the implementation of recommendations from the previous EU EOM or similar international missions.

The ExM will formulate its conclusions based on these discussions. More specifically the following meetings are envisaged:

- ✓ EU Delegation, EU Heads of Mission and relevant staff as well as other bilateral embassies;
- ✓ MFA representatives and other relevant authorities such as the Election Management Bodies, Supreme Court of Justice, police/army forces, etc.;
- ✓ main political parties, actors and political leaders;
- ✓ civil society and domestic NGOs active in the election/political field;
- ✓ Representatives of journalist associations and media organizations. *Note: The*

*purpose of the meeting is purely to gather and impart information, not a press conference. This should be made clear by the EU Delegation when contacting the media for this meeting;*

- ✓ representatives of international organisations and international NGOs active in the field of elections, democracy and human rights issues and aware of the political situation;
  - ✓ representatives of international organisations and international NGOs aware of the logistical and security aspects for the implementation of large scale projects;
  - ✓ potential Implementing Partners (IP)/Service Providers (SP);
  - ✓ other key players and organizations relevant to the electoral environment.
- The ExM will focus its activity in the capital but will also travel to other locations, in order to acquire a broader knowledge of the political, electoral, operational and security situation.
  - After completion of its scheduled meetings, the official ExM will organise a debriefing with the EU Heads of Mission to inform them of its preliminary findings.

#### **IV- ExM Composition**

The EU DEL to Lebanon will be fully associated to the ExM.

The ExM will be headed by the representative of EEAS (Global III).

The ExM will be composed of:

##### **3.1 - EU Institutions staff members:**

- from the European External Action Service, election desk (EEAS Global III);
- from the European External Action Service (EEAS) geographical desk;
- from European Commission Service for Foreign Policy Instruments (FPI 5).

**These EU official staff members' mission costs will not be borne by the contractor.**

##### **3.2 - Three (3) experts with election/legal, logistics and security expertise, all provided by the Contractor:**

- **One Election/Legal Expert (*Team Leader*) (*Cat. I*) for tentatively 22 working days;**
- **One Logistics Expert (*Cat. I*) for tentatively 22 working days;**
- **One Security Expert (*Cat. I*) for tentatively 22 working days;**

The number of working days are tentative (can be reduced or prolonged).

Nevertheless, the financial offers from the Framework Contractors will all be based:

- **on a minimum of 22 working days for the Election/Legal Expert (*Team Leader*);**
- **on a minimum of 22 workings days for the Logistics Expert;**
- **on a minimum of 22 working days for the Security Expert.**

## V- ExM Preparations

- The Lebanese Ministry of Foreign Affairs will be notified of the arrival of the ExM via a *Note Verbale* by the EU Delegation, and will be requested to provide support for arranging official meetings with representatives of State, Regional and public institutions.
- The EU Delegation will be responsible for the preparation of the agenda of the ExM **prior to** the arrival of the exploratory mission into the country and will be informed and associated to any further developments of the ExM. However, scheduling of meetings for the ExM **from 28 January to 04 February 2018** is under the responsibility of the experts and is not a responsibility of the EU Delegation.
- Available election-related and other material (Electoral Code, the Constitution, reports on previous elections, information on the election administration, country data, budgets and recent exchange of correspondence etc.) will be compiled and distributed beforehand by the EEAS Election Desk in co-operation with the other services.
- The Logistics expert is responsible for organising vehicles on the first day of the ExM to ensure full mobility of all experts involved. The Logistics expert is responsible for identifying assistants/interpreters for the ExM if needed. The Logistics expert is also responsible for ensuring that all members of the ExM have a local mobile SIM card upon arrival in the country. On the first day of arrival in the country the Logistics expert will provide a list containing all contact details of the entire ExM to each member and "Yellow Pages" (according to FPI.5 template) to Brussels HQ.
- The Security Expert is responsible for the handling of at least one SAT phone IRIDIUM extreme rented by the Contractor as a security item for the whole duration of the mission.

## VI- Timeframe

The ExM is tentatively scheduled in the country from **20 January to 04 February 2018**. The experts are required to be present at the briefing, which is tentatively scheduled to take place in Brussels on Friday 19 January 2018 as well as the de-briefing in Brussels which is tentatively scheduled for Monday afternoon 5 February 2018. The experts are also required to participate in meetings with EU services and to prepare all requested documentation by the end of the mission. Once the official ExM is closed, the experts will stay in the country to finalise their findings. The total duration of the mission in the country is **16 days** (Official ExM + 2<sup>nd</sup> period with experts only). Additional **6 days** for briefings and finalisation of reports are foreseen. If required by FPI/EEAS services, experts could be later on requested to participate in the briefing of a possible future EU EOM (if deployed).

**The dates of the assignment are subject to possible changes. Exact dates will be confirmed by EC/EEAS services. The number of working days shall be calculated on an**

average of 7 working days a week. Please note that according to the General Conditions, days of mobilisation and de-mobilisation of the expert are normally not counted as working days.

**Financial offers shall be budgeted/calculated on the basis of a minimum of 22 working days by expert.**

Fri 19-Jan-2018	ExM Briefing	Pre-Deployment Briefing for ExM Lebanon – followed by departure on the same day or next day
Mon 22-Jan-2018	Official ExM Deploy	Official deployment of the ExM Lebanon: 3 EU officials + 3 consultants
Fri 26-Jan-2018	HoMs Debrief	Debriefing of EU HoMs in Beirut and end of Official ExM; 3 consultants remain on spot
Mon 05-Feb-2018 afternoon	Debrief ExM	in Brussels EEAS HQ – Presence of FWC EOM 2016

#### **VII- Output expected from the experts**

Overall responsibility for coordination of reports shall be given to the Election/Legal expert. **All reporting shall be in English.** The outputs of the mission to be delivered by the experts are the following:

##### **7.1- Debriefing with HoMs in country:**

Prior to the debriefing of the EU Heads of Mission in country (scheduled for Friday 26 January 2018) the ExM will prepare a **summary** of the main findings. All experts will have to provide the EU officials with concise **bullet points** on their major findings.

##### **7.2- ExM Draft Executive Summary** (max 5 pages) including:

- a. Information on the exploratory mission;
- b. Conclusions on usefulness, feasibility and advisability of an EU EOM; only the main reasons supporting a decision of deploying or not deploying an EU EOM, the secondary reasons will be mentioned in the final report;
- c. Potential mission structure and implementation;
- d. Main challenges and risks.

The ExM draft Executive Summary report should be sent to EEAS/EC on 30 January 2018.

##### **7.3- ExM Draft Reports and EOM Draft Terms of Reference and provisional budget**

The full draft reports (Political/Legal/Election - Logistics – Security as well as draft EOM Terms of Reference and associated budget) should be sent on 03 February 2018, prior to the de-briefing scheduled in Brussels. After the de-briefing, all comments are to be integrated into the reports and subsequently the EEAS and the FPI will receive the ExM Final Report for approval.

#### **7.4- ExM Final Reports** comprising:

- ✓ Exploratory Mission Report: Report on Political/Legal/Election;
- ✓ Logistics Report;
- ✓ Security Report;
- ✓ Indicative Terms of Reference for the Core team of the EU EOM;
- ✓ Indicative specifications and Terms of Reference for an EOM Service Provider;
- ✓ Expected costs and indicative budget of the EU EOM;
- ✓ Mission internal final report;
- ✓ Any other documents related to the ExM, such as maps, reports, quotations, business cards, contact details, list of all the meetings held, etc.

**7.5- Political summary** (min 2 pages) to be shared with the Framework Contractors (FWC Elections 2017 Lot 1) of the EOMs in view of the preparation of their offers. This short report should provide a brief summary of the political situation (excluding any sensitive information) and mainly focus on issues of interest to an SP such as, inter alia, the expected appeals (which may risk prolonging the process), an appreciation on a possible second round, the risk and probability of political violence.

All reports are drafted in close co-operation with all experts involved, under the supervision of FPI and EEAS services. The Experts will ensure that all required documents are of the highest possible quality, and will carefully and completely follow all guidelines outlined by FPI and EEAS services. Should the report be considered by FPI and EEAS services not to be of an acceptable standard, it will be returned to the Experts for further work. The job of the Experts will only be complete once FPI and EEAS services consider the Final Report to be of an acceptable standard.

After approval, the FPI and EEAS Election Desk will receive **4 hard copies** (one original + 3 copies, A4 booklet format) and *electronic versions of all reports* (on a USB drive).

All experts shall bring a laptop computer on this mission in order to prepare output documents during the mission.

### **VIII- Terms of Reference for candidates:**

#### **8.1- Election/Legal Expert (Team Leader)**

The selected expert (Category I) will assist the ExM with the following tasks:

- a) Assess all aspects of the pre-legislative election situation in light of international standards for democratic elections and relevant country legislation; provide an assessment of the conduct of the operations for the elections, advise on whether or not conditions exist for the holding of democratic elections. Consider the steps the country authorities should take in order to improve the election framework prior to the holding of elections.

The assessment will include:

- the legal framework governing the election process, including complaints and appeals;
  - the composition, structure, performance and preparedness of the election administration, including the degree of confidence it enjoys among the main political actors;
  - the respect of fundamental freedoms necessary for the conduct of democratic elections (freedom of association, freedom of assembly, freedom of expression);
  - the general political and human rights situations;
  - the media situation;
  - voter registration;
  - party and candidate nomination process and registration;
  - participation of women in the election process;
  - participation of ethnic and religious minorities, rural populations, the illiterate and groups affected by conflict in the elections;
  - participation of civil society in the election process so far and potential to contribute to the process and the work on recommendations afterwards;
  - implementation of recommendations from previous EU EOM or similar international missions.
  - EU and other international support to the election process;
  - observation by other international bodies.
- b) Provide the EEAS and Commission services with factual elements on which to base the decision whether to send an EU EOM to Lebanon or not. The ExM conclusions will follow the criteria contained in the Commission Communication on Electoral Assistance and Observation, COM (2000) 191.
- c) Advise on alternative election support or monitoring projects should a fully-fledged EU EOM not be envisaged.
- d) Prepare in close co-operation with the Logistics and Security experts:
- positions required within the Core Team and number of long and short term observers to ensure a professional, consistent and credible methodology that is based on long-term and comprehensive observation of an electoral process in accordance with the international standards for democratic elections;
  - deployment plan for the observers taking into consideration polling centres, population by constituencies, conflict and/or minority areas, etc.;
  - deployment dates, taking into consideration geographical complexity of the country and period calculated for completion of the tallying process;
- e) Identify needs and potential for additional bilateral or EU electoral assistance programs.
- f) Contribute to drafting of the Memorandum of Understanding (MoU).



g) Provide Commission and EEAS services by end of the ExM with a draft ExM Report **(15-25 pages)**, in consultation with representatives of the European Commission (FPI)/EEAS presenting an overview of the pre-election situation, including:

- Executive Summary (5 pages), including:
  1. Information on the Exploratory Mission [basic information, max ½ page, in a footnote the names of mission's experts and officials].
  2. Conclusions on usefulness, feasibility and advisability of an EU EOM [max ½ page, bullet points]
  3. Potential mission structure and implementation [main features, max ½ page]
  4. Main challenges and risks [max ½ page, bullet points]
  5. State of play of implementation recommendations of previous EU electoral missions.
  6. Recommendations to EU on electoral process when relevant [mainly addressed to EU Delegation and HOMs, indicating feasible contributions for the electoral process]
- Political Background
- Electoral framework
- Human Rights and Fundamental Freedoms including the legal framework
- Election Administration
- Voter Registration
- Party and candidate nomination and registration
- Media
- Participation of women, ethnic and religious minorities, displaced/dislocated persons etc.
- Civil society participation
- Planned activities by local and international observer groups
- Implementation of recommendations from previous EU EOM or similar international missions.
- Support provided by the international community to the election process
- Conclusions on advisability and usefulness of the possible EU EOM
- Other relevant issues relating to the election process (including follow-up on previous EU EOM recommendations).

i) Following final de-briefing with EEAS and FPI in Brussels, incorporate additional comments into the draft reports and provide EEAS and Commission services with a concise ExM Final Report, as outlined in section 'VII. Output' of these ToRs.

### ***Expert Profile***

**The CV of the expert will facilitate the calculation of the experience by clearly stating the amount of months done in each occupied position.**

### **Qualifications and Skills**

Advanced University degree (at least Master's level) in Law, Political Science, International Relations or any equivalent discipline, OR in absence of the Master's degree, relevant professional experience of at least 5 years to be added to the required general professional experience.

### General Professional Experience

10 years of post-graduate experience in the area related to the services, preferably in third countries in one or several of the following domains:

- Elections and electoral assistance
- Promotion and protection of human rights
- Support to democratisation
- Reinforcement of the rule of law and administration of justice
- Public administration reform and civil service reform
- Enhancement of the role of civil society

### Specific Professional Experience

The Expert (Senior) will have extensive experience in election administration and/or election observation and assistance.

Out of the 10 years of professional experience, s/he must have at least 4 years of relevant experience in election systems, legislation and administration, including voter/candidate registration, election-related legislation and international standards in the election field, designing and drafting election-related projects and planning and implementing election observation missions and election-related technical assistance projects.

S/he must have previously been directly involved in the organisation of election observation by the EU or other organisations with the participation in **at least 3 election observation missions** with international organisations. Those can include: Election Observation Missions (Core Team positions), Election Assessment Team (expert position), Election Expert Mission (expert position), Exploratory Mission (expert position), and Needs Assessment Missions (expert position).

Demonstrated managerial and drafting skills would be beneficial as well as good interpersonal skills to work in a multicultural environment. Work experience in the country and/or the region is an asset.

### Language skills

English (C1) and French (B2).

## 8.2- Logistics expert

The selected expert (Category I) will assist the ExM with the following tasks:

- a) Organise the logistics of the ExM and possible EU EOM
  - Draft the Terms of Reference of a possible EU EOM and its associated provisional budget (Service Provider), cf point (c) here under;
  - Advise in close cooperation with Security Expert on the number of Core Team Experts, long-term observers (LTO) and short-term observers (STO) necessary to establish an EOM, as well as on the duration of the mission. More specifically:
    - Advise on the number and functions of the Core Team experts to be deployed as well as on the duration of their deployment;
    - Provide the Terms of Reference for all Core Team members;
    - Advise on the number of LTOs and STOs to be deployed in the districts and on the duration of their deployment;
    - Prepare a tentative deployment plan for LTOs and STOs;
    - Advise on number of LSTOs to be incorporated into the EU EOM;
    - Consider number of non-European Union observers to be ideally incorporated into the EU EOM.
  
- b) Make necessary preliminary logistics enquiries and planning and provide advice on how to organise the logistical component of the EOM. More specifically:
  - Provide clear information on the following aspects, including recommendations on issues to be integrated into the MoU;
  - Status of observers (e.g. diplomatic status);
  - Issuing of entry visa (costs, formalities, delays, etc.);
  - Accreditation for EU observers;
  - Procedures for import and export of all equipment (customs, licenses for special equipment such as satellite phones);
  - Assess the possibility of obtaining a VAT exemption for EU EOM;
  - Assess the present banking system and potential problems regarding the deployment of an EU EOM (difficulties opening a bank account, access to cash);
  - Assess a petty cash system as such to guarantee maximum security to all observers;
  - Identify and preselect possible office space;
  - Provide a list of best locations and ensure Security Expert will provide a security assessment of pre-selected locations; assess, according to the security situation in the country, the need to rent offices in private housing, hotels or office building and provide clear justifications;
  - Identify space for briefings and press-conferences. Ensure that Security Expert will provide a security assessment;
  - Assess the availability and reliability throughout the entire country for accommodation of both Core Team and observers;
  - Assess the availability and reliability of drinking water, food supplies and electricity;
  - Assess the road infrastructure and, in cooperation with Security Expert, assess the security of road transport;

- Assess weather conditions and subsequent measures to be adopted;
  - Provide detailed recommendations on visibility and observer kits;
  - Provide an overview on country specific cultural habits: inform on appropriate/inappropriate behaviour from observers in relation with local habits, codes;
  - Assess the needs and facilities available in terms of transport facilities, such as: vehicle availability in the country; availability of fuel for cars; assess according to the security situation and the weather conditions in the country the requirement to hire 4x4 or other vehicles and provide clear justifications; assess vehicle rental market taking into consideration other possible observers' groups deployed to the country at the same time, provide clear overview of prices and conditions (drivers, insurance, overtime pay, maintenance; etc.);
  - Provide clear overview of international flights, timing, frequencies, costs and assess most ideal starting points from Europe;
  - Assess local flights and, in coordination with Security Expert, ensure that these are EU compliant (if applicable) and verify if they have been banned by the EU;
  - Assess if necessary boats, railways and other transport facilities;
  - Recommend a clear set-up for transportation facility and the ways of obtaining and deploying this facility;
  - Assess the needs and facilities available in terms of communication network and IT infrastructure and recommend a clear set-up for communications and IT facility and the ways of obtaining and deploying this facility. Provide clear information on telecommunication systems available during election-day period;
  - Provide recommendations on equipment (including security equipment) to be rented and/or purchased; assess related costs and delays ;
  - Assess the availability and salary scales for local personnel;
  - Assess the necessity, availability and costs of interpreters. Identify major languages, breaking these down per region;
  - Identify other pertinent/critical issues with the implementation of an EU EOM;
  - Obtain relevant maps of the country.
- c) Draft Terms of Reference (ToR) and an indicative budget of the EU EOM for the SP:
- Based on models provided, draft the ToR and the budget for the SP;
  - These ToR and budget are to be comprehensive, succinct, avoid repetitions. The ToR and the budget have to be consistent;
  - Advise on options/alternatives and their cost/budget impact;
  - Co-ordinate with Security Expert budget required for security aspects and ensure his/her agreement on budget;
  - Ensure that all formula used in the excel sheet for the calculation of the budget are correct and provide an easy ready-to-use tool to incorporate additional items after ExM.
- d) Draw lessons learned from the previous EU EOM and EEM, in terms of feasibility, and, if necessary, advise on alternatives coverage for this possible EU EOM.

- e) Provide contact details of all relevant persons in the field of logistics and all offers for services (HQ space, rental cars, security-related services, local personnel) received. All maps purchased or received in the context of the ExM must be delivered to the FPI.
- f) Prepare a draft ExM Final Report in consultation with representatives of FPI presenting an overview of the operations and logistics background. This report is meant to help the SP to prepare its offer to the EC services and facilitate the tasks of the Core team upon their arrival. The report shall contain i) analysis and recommendations by the expert, ii) offers or quotations received for all services, iii) the contact details of all contacted and relevant persons, iv) relevant maps of the country. More specifically:
- Executive Summary
  - Introduction on demographics, topography, climate and logistics and administrative division
  - Mission structure and calendar
  - International mission staff (CT, LTOs, STOs, etc.)
  - National and local support staff for SP (guards, interpreters, drivers, etc.)
  - Accommodation and Office
  - Transport
  - Communication and IT (including temporally imports and exports procedures)
  - Visibility and Observer kits
  - Banking Systems
  - Electricity
  - Tentative Deployment Plan and EU EOM Timetable
  - Security equipment and services (in coordination with security expert)
  - Visa/Accreditation/MoU
  - Conclusion and Recommendations including feasibility of the possible EU EOM
  - Annexes with all collected data.
- g) Following final de-briefing with the FPI and EEAS services in Brussels, incorporate additional comments into the draft report and ensure that FPI and EEAS services receive a concise ExM Final Report as outlined in section 7.4 of these ToR.

### ***Expert Profile***

**The CV of the expert will facilitate the calculation of the experience by clearly stating the amount of months done in each occupied position**

### **Qualifications and Skills**

Advanced University degree in Economic Science, Management, Business Administration or any equivalent discipline, OR in absence of the University degree, relevant general professional experience of 5 years to be added to the required general professional experience.

### General Professional Experience

- At least 10 years of post-graduate experience in the area of preparation and management of large civilian missions (i.e. 50 people) in regions where EU EOMs are deployed.

### Specific Professional Experience

The Expert (Senior) must have participated, at co-ordination level, in the planning and implementation of election observation missions. S/he must be able to assess logistics needs and costs and draft a tentative budget for an EU EOM. S/he must have experience in designing and drafting a budget and Terms of Reference for the security and logistic component of (electoral observation) missions and related projects. In addition, participation in **at least 3 election observation missions** with international organisations. Those can include: Election Observation Missions (as a logistic expert or a project manager of the Service Provider), Election Assessment Team (as a logistic expert or a project manager of the Service Provider), Exploratory Mission (as a logistic expert).

Demonstrated managerial and drafting skills would be beneficial as well as good interpersonal skills to work in a multicultural environment. Work experience in the country and/or the region is an asset.

### Language skills

English (C1) and French (B2).

## **8.3- Security expert**

The selected expert (Category I) will assist the ExM with the following tasks:

### a) General Security/Safety aspects

- Assess the general security/threats aspects such as: political violence, criminality (type, location), terrorist threats (history, type, location), civil unrest in election period, sects, illness and diseases (type, location), natural disasters (type, location) and if applicable, identify restricted area or no-go zones;
- Assess the above categories using the SRA method (Security Risk Assessment):
  - risk: slight, minor, medium, severe and critical;
  - likelihood: unlikely, somewhat likely, likely, highly likely, certain;
  - suggested mitigation steps;
  - residual risk;
  - impact on a possible EU EOM;
- Provide a geographical analysis, including a map, showing which areas of the country currently fall under specific security constrains;
- Provide a map fitted with a table gathering the timing and distance between the capital city and the main province cities;
- Provide a time analysis of particular risky times before, during and after the deployment of an EU EOM;

- Provide assessment on bordering regions and relations with neighbouring countries;
- Identify police and army forces (provide organization charts) and all other security units (official or non-official) including relevant security staff from embassies and private security companies/agencies;
- Set up realistic and justified safety and security standards and measures for observer accommodations;
- Collect a list of accommodations that could be compliant with above;
- Provide clear procedures related to the EU Alert States system;
- Provide a list of NGO's and other international organizations (including UNV offices) in the country, including the location of the offices in capital city and on the field;
- Prepare pre-elections and post-elections scenarios with reference to the general security situation and election-related violence.

b) Specific Security/Safety aspects

- In close co-ordination with the Logistics Experts
  - provide a security and safety assessment on the pre-selected potential office space locations, car park and CT/LTO/STO accommodation and indicate necessary safety devices, standards and measures to be envisaged;
  - ensure all proposed accommodation and office space are fitted or can be fitted with the appropriate security and safety measures;
  - assess the road structure in terms of safety and security;
  - assess transport infrastructure such as public transport / airways / train / boats;
  - assess safety of vehicles and provide guidance on specific minimum requirements;
  - assess airways facilities: airport (type, length of track, etc.), possibility of night use, special ability requirement, international and national airlines (plane and helicopter) companies (verify if it is well EU recommended, pre-select an airline to be used for possible evacuation);
  - assess reliability of existing communication and telecommunication (phone, GSM provider internet and satellite access and connection, etc.) systems;
- Assess the need of close protection for CT members and/or observers by police/army forces or private security firm. Provide recommendation on type of protection (armed or non-armed) considering the situation throughout the country;
- Verify and indicate the legal requirements to operate in country for any security company;
- Provide clear provisions on security measures for the Chief Observer;
- Provide clear recommendations on medical risks including:
  - analysis and recommendations regarding health risks for the deployment of observers;
  - obtain contact details of potential medical infrastructures to be used in capital and on the field (hospital, community health centres, specified doctors, ambulance services, etc.);

- assess the necessity to hire a doctor specifically for the EU EOM;
  - indicate which medical exams are necessary to ensure physical fitness of observers;
  - indicate the necessity of specific vaccinations/preventive medicaments to be taken prior/during/after deployment. Ensure that all medications and vaccinations are sub-listed between mandatory or recommended respectively.
- Propose content of the observers' medical kits and first emergency kits to be supplied to the EU EOM;
  - Contact INTERNATIONAL SOS, Vanbreda and CIGNA Insurance, local or regional office, for knowing their MEDEVAC procedures;
  - Provide recommendations on procedures (with/without International SOS) in case of accident or severe illnesses.
- c) Key elements for evacuation plan
- Explain if the country will prepare a specific security plan for the election;
  - Specify the possible Embassy(ies) in charge of evacuation of EU citizens;
  - Describe the evacuation plan of UN agencies in the field;
  - Identify possible assembly/rally points for observers;
  - Propose routes and means of emergency evacuation (road, plane, helicopter, other);
  - Check availability in the vicinity for observer accommodation, and helicopter landing pad (sports field or similar).
- d) Provide clear input on security-related issues to be integrated into the budget and ToR (equipment, services, etc.), including legal issues (legal possibility of implementing different level of security measures and equipment).
- e) Provide a list of issues (including explanations) to be included in the MoU.
- f) Draw lessons learned from the previous EU EOM and EEM, in terms of feasibility, and if, necessary, advise on alternative coverage for this possible EU EOM.
- g) Other issues
- Indicate possible threats for observers deriving from cultural-related aspects and related recommendations for their behaviour;
  - Assess the necessity of personal pre-mission training;
  - Indicate measures for living in difficult environment;
  - Provide all other information useful to the EU EOM.
- h) Prepare a draft ExM Security report in consultation with representatives of FPI.5 on the security part including the following:
- Executive Summary
  - General situation
  - Risk assessment
  - Law Enforcement and Armed Forces
  - Private security
  - United Nations
  - Evacuation Plan



- Telecommunications
- Air Support
- Medical care
- Deployment
- Headquarters and Lodging
- Security arrangements and equipment
- Joint police and army organization chart
- Maps (risk areas, health, traffic road or all others)
- Telephone and mail useful list
- Pre-elections and post-elections scenarios with reference to the general security situation and election-related violence
- Conclusions on feasibility of the possible EU EOM

i) Following final de-briefing with the FPI and EEAS services in Brussels, incorporate additional comments into the draft report and ensure that FPI receive a concise ExM Final Security Report as outlined in section 7.4<sup>1</sup> of these ToRs.

### ***Expert Profile***

**The CV of the expert will facilitate the calculation of the experience by clearly stating the amount of months done in each occupied position.**

### Qualifications and Skills

At least armed forces, police or gendarmerie academy degree (or equivalent) OR in absence of such degree, relevant professional experience of 5 years in the field of security, to be added to the required general professional experience.

### General Professional Experience

At least 10 years of post-graduate experience in the field of security.

### Specific Professional

The expert (Senior) must have participated, at co-ordination level, to the planning and implementation of election observation missions or other monitoring/peace support missions with the EU or other organisations or have equivalent experience in security matters. S/he must be able to assess security needs and costs, and assist in drafting a tentative budget for an EU EOM. S/he must have experience in designing and drafting a budget and Terms of Reference for the Security component of (electoral observation) missions and related projects.

S/he must have participated in **at least 3 election observation missions** with international organisations. Those can include: Election Observation Missions (as a security expert of the Service Provider), Election Assessment Team (as a security expert of the Service Provider), Exploratory Mission (as a security expert)

Demonstrated managerial and drafting skills would be beneficial as well as good interpersonal skills to work in a multicultural environment. Work experience in the country and/or region in particular is an asset.

#### Language skills

English (C1) and French (B2).

### **IX. Administrative Information**

#### **Specific items to foresee under reimbursable costs**

Sufficient budget shall be foreseen in the reimbursable costs to allow for adequate provisions of (these items shall be reimbursed to the contractor and the budget shall take real costs in the country into consideration):

**9.1- International travel** from place of residence to places of assignment. It is foreseen that the experts will have to go to Brussels on 18th January 2018 for the Pre-deployment briefing and be deployed to Lebanon directly from there. They will travel from Lebanon to Brussels for the debriefing and then go back home.

**9.2- Movements in country for professional reasons:** extensive intra-city and inter-city travel is to be foreseen for all three experts, exclusively for professional reasons, in order to attend meetings with electoral stakeholders and authorities. The contractor has to ensure the mobility of the experts during their entire stay in country. This implies renting of vehicles during the experts' stay and ensuring car rental and/or flights to facilitate their individual field trips (each expert to a different destination within the country) to destinations to be agreed between the EC staff and the experts.

**9.3- Logistical independence of the ExM: No office, secretarial, communication or transport facilities are due to be provided by the EU Headquarters, EU Delegations or the beneficiary country.**

**9.4- A meeting room** can be rented for professional purpose for specific occasions.

**9.5- Insurance schemes:** The contractor will obtain a comprehensive insurance coverage for the experts. The three following coverages must be provided: *Health Insurance, Accident/death Insurance and Evacuation Insurance.*

Service Provider will arrange for adequate insurance coverage for the experts for the entire stay in the country.

The following coverage must be provided: *Health Insurance* (Medical expenses resulting from an accident or illness occurred during the mission), *Accident/death Insurance* (including death, total permanent disability and temporary incapacity to work); *Evacuation Insurance* (emergency evacuation and repatriation); and *Public Liability*

*Insurance* (resulting from the financial consequences of public liability regarding unintentional injury or damage done to a third party during the mission).

*The contractor can arrange for an insurance system, provided that it provides similar coverage and provisions to the three following insurance policies: Police d'assurance collective Maladie Nr. 909.417 with AGF France, Police d'assurance collective Accidents / Décès, Nr. 730.054.616 with AXA Belgium, Police Repatriation et évacuation sanitaire International SOS, Nr. 60355-6250 A with SOS Ambulance.*

As mentioned in the global terms of reference for Framework Contract EuropeAid/136781/DH/SER/Multi Lot 2, communication costs, inter-city and intra-city travel for personal reasons, secretarial provisions and backstopping costs shall be covered by the fees of the contractor and shall not be invoiced under reimbursable items.

**9.6- Sat Phone rental – IRIDIUM Extreme** At least one for security purpose.

**9.7- Visa handling fees.**

**9.8- Research material:** if needed, costs for buying relevant research material (maps, electoral law, etc.). This material shall be handed to FPI.5 at the end of the assignment;

**9.9- Translation and Archives:** The ExM archive, comprised of relevant documents, contacts and materials, will be given to the Commission services (FPI5) at the debriefing in Brussels. Translation of documents may be requested. The cost of printing hard copies of reports is included under this section.

**9.10- Locally recruited Assistant:** One assistant can be recruited on spot for a maximum of 16 working days. His/Her tasks can concern logistical assistance, car fleet management, local language interpreting, document gathering, clerk assistance.

### **Important remarks**

During contacts with the authorities of the country or any other counterparts, the experts will clearly identify themselves as independent consultants and not as official representatives of the European Commission or EEAS.

**The Security and Logistics reports should mention that the information and views set out in these reports do not necessarily reflect the official opinion of the European Union.**

## X- Indicative Timetable

Date	Activity	Base	Fees Team Leader	Fees Logistics Expert	Fees Security Expert	Per Diem Brussels	Per Diem Liban Log
Fri 19-Jan-2018	Briefing in Brussels & possible experts' departure	EEAS HQ	1	1	1	up to 3	
Sat 20-Jan-2018	Preparing EU officials' arrival		2	2	2		1
Sun 21-Jan-2018	Travel - Possible departure for EU officials	Liberia	3	3	3		2
Mon 22-Jan-2018	Field work - OFFICIAL ExM	Liberia	4	4	4		3
Tue 23-Jan-2018	Field work - OFFICIAL ExM	Liberia	5	5	5		4
Wed 24-Jan-2018	Field work - OFFICIAL ExM	Liberia	6	6	6		5
Thu 25-Jan-2018	<b>Bullet points - Summary</b>	Liberia	7	7	7		6
Fri 26-Jan-2018	<b>DEBRIEFING HoMs + Departure 3 EU civil servants</b>	Liberia	8	8	8		7
Sat 27-Jan-2018	Field work - only experts	Liberia	9	9	9		8
Sun 28-Jan-2018	Field work - only experts	Liberia	10	10	10		9
Mon 29-Jan-2018	Field work - only experts	Liberia	11	11	11		10
Tue 30-Jan-2018	<b>Draft executive summary</b>	Liberia	12	12	12		11
Wed 31-Jan-2018	Field work - only experts	Liberia	13	13	13		12
Thu 01-Feb-2018	Field work - only experts	Liberia	14	14	14		13
Fri 02-Feb-2018	Field work - only experts	Liberia	15	15	15		14
Sat 03-Feb-2018	<b>Full draft report + EOM ToRs due</b>	Liberia	16	16	16		15
Sun 04-Feb-2018	Field work - only experts	Liberia	17	17	17		16
Mon 05-Feb-2018	<b>Debriefing in Brussels - afternoon</b>	Liberia	18	18	18	up to 3	
Tue 06-Feb-2018	Report writing	Liberia	19	19	19		
Wed 07-Feb-2018	Report writing	Liberia	20	20	20		
Thu 08-Feb-2018	Report writing	Liberia	21	21	21		
Fri 09-Feb-2018	<b>Final Reports + all outputs delivered</b>	EEAS HQ	22	22	22		
<b>TOTAL NUMBER OF DAYS</b>			<b>22</b>	<b>22</b>	<b>22</b>	<b>6</b>	<b>16</b>