



EUROPEAN COMMISSION
Service for Foreign Policy Instruments

EU Foreign Policy Regulatory Instruments & Election Observation (FP15)
Head of Unit

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FP15/JCM

Call for Candidatures – Core Team
European Union Election Observation Mission to Pakistan

Pending the invitation by the Pakistani authorities, 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 Pakistan, and the signatures of Memoranda of Understanding, the European Commission wishes to initiate the selection procedure for Core Team positions for the EOM to observe the General Elections, anticipated to take place tentatively on 29th July 2018.

The Commission invites interested applicants to submit by **26/03/2018 (23:59 Brussels time)** (**extended deadline**) their candidature for one, and maximum two, of the following positions:

- Election Analyst
- Legal Analyst
- Human Rights Analyst
- Political Analyst
- Media Analyst
- Press and Public Outreach 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 panel 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 candidates eventually contracted only after a formal invitation from the Pakistani authorities is received, a final decision by the HR/VP to send an EOM is made, and the signature of memoranda of understanding.

1. CONTRACT CONDITIONS

The fees plus allowances of the service contracts are as follows:

Position	Indicative Contract Length in Working Days (1)(2)(3)	Fees (EUR)	Number of eligible for Per Diem in Pakistan (4) (EUR)	Daily Security Risk allowance (5) (EUR)
Election Analyst	110	350 daily	105	tbc
Legal Analyst	110	350 daily	105	tbc
Human Rights Analyst	101	350 daily	97	tbc
Political Analyst	101	350 daily	97	tbc
Media Analyst	101	350 daily	97	tbc
Press Officer (PPO)	110	350 daily	105	tbc
Observer Coordinator	81	350 daily	75	tbc
Deputy Observer Coordinator	79	350 daily	75	tbc
Data Analyst	58	350 daily	54	tbc

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 Press Officer includes the additional availability for the return visit with the Chief Observer (max 8 days). The Press Officer may benefit from a one-day training in Brussels.
- (3) The Indicative Contract Lengths in Days for the Election and Legal analysts include the additional availability for the return visit with the Chief Observer (max 8 days) and the DCO.
- (4) Per Diem: in Pakistan: EUR 226; in Brussels: EUR 232.
- (5) The daily risk allowances policy in Pakistan mainly applies for observers. Each night spent outside of Islamabad will open right to the payment of one daily risk allowance, i.e. 43 € per night out of Islamabad. Core Team members also benefit from this allowance when travelling throughout the country.

All selected candidates are expected to provide a Health Declaration prior to their deployment (in annex).

Successful candidates shall follow respectfully and at any time during their assignment as mission members, 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 Pakistan 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 assets 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 amount of working days foreseen in the table under Section 1, and during the dates indicated under Section 5. These dates are indicative. Selected candidates will be contracted for the duration specified under Section 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 (when applicable) for the days actually worked.

Per Diem calculation: The participation of Core Team analysts and Service Provider experts is made compulsory to lunches and dinners with observers during briefing and debriefing. 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. The maximum per diem daily rate (100%) paid on usual mission days is the one in vigour at EuropAid on the day of issuance of the EOM Request for Services (foreseen on 23/03/2018) and thus will not follow any further evolution.

Security Conditions: Applicants must be aware that Pakistan is a country classified as a "general extreme threat environment" with terrorism, civil unrest and armed conflict being assessed as at their highest level.

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 5 (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 as a 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. Possibility of potentially demanding physical efforts, especially under crisis. Capacity to endure high levels of psychological pressure during prolonged stressful situations.
- Previous experience in high risk missions will be considered an asset.
- Previous security/safety trainings will be considered an asset.

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.**

¹ Level C1 according to the Council of Europe languages levels available at http://www.coe.int/t/dg4/education/clp/elp-reg/Source/Key_reference/Overview_CEFRscales_EN.pdf

- 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.

3. SELECTION OF THE SUCCESSFUL CANDIDATE

The Selection Panel 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 panel will also aim to achieve a balanced mix of nationalities and gender in the composition of the Core Team. 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 Panel 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 Panel 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 Panel'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.

5. INDICATIVE TIMETABLE

4 Jun	<i>CT briefing in Brussels</i>
5 Jun	<i>CT departure and arrival in Islamabad</i>
6 Jun	<i>HEAT training for CT – Day 1</i>
7 Jun	<i>HEAT training for CT – Day 2</i>
8 Jun	<i>HEAT training for CT – Day 3</i>
18/19 Jun	LTO departure and arrival in Islamabad
20 Jun	HEAT training for LTOs – Day 1
21 Jun	HEAT training for LTOs – Day 2
22 Jun	HEAT training for LTOs – Day 3
23 Jun	LTO briefing Day 1
24 Jun	LTO briefing Day 2
25 Jun	LTO deployment
TBC	LTO 1-2-day mid-term meeting in Islamabad
18 Jul	<i>CT Data Analyst arrival in Islamabad</i>
End of July, anticipated ELECTION DAY (TBC)	
8 Aug	LTO return to Islamabad
9 Aug	LTO debriefing Day 1
10 Aug	LTO debriefing Day 2
11 Aug	LTO departure from Islamabad
18 Aug	<i>CT departure: Observer Coordinator, Deputy Observer Coordinator</i>
9 Sep	<i>CT departure: DCO, Legal, Political, Election, Human Rights, Media, Press Officer, Data Analyst</i>
10 Sep	<i>CT de-briefing in Brussels</i>

6. 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.


 Georgios TSITSOPOULOS

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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.:

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.

<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: What was the outcome of the treatment ? 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>	<p>Yes: <input type="text"/></p>	<p>No: <input type="text"/></p>
	<p>If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?</p>	
<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>	<p>Yes: <input type="text"/></p>	<p>No: <input type="text"/></p>
	<p>If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?</p>	
<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>	<p>Yes: <input type="text"/></p>	<p>No: <input type="text"/></p>
	<p>If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?</p>	

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