



Brussels,

**NOTE TO MEMBER STATES**

**CALL FOR CANDIDATURES FOR LONG-TERM OBSERVERS AND SHORT TERM OBSERVERS  
FOR AN ELECTION OBSERVATION MISSION (EU EOM) TO MALAWI**

**Pending the final decision of the High Representative on the deployment of an European Union Election Observation Mission to Malawi** the European Commission wishes to initiate the selection procedure for Long Term Observers and Short Term Observers for the EOM to observe the upcoming tripartite elections in Malawi, scheduled to take place on **21 May 2019**

**1. 28 LTOs (LONG-TERM OBSERVERS)**

**INDICATIVE AVAILABILITY DATES: 14 APRIL 2019 (ARRIVAL IN MALAWI-BLANTYRE) TO 04 JUNE 2019 (DEPARTURE TO EUROPE)**

Training session: 3 days upon arrival (in Blantyre)

Availability requested: minimum 52 days

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 10 March 2019 (24:00h)**.

- **Up to 3** candidates by EU Member States for the position of Long-Term Observers (LTOs)

**2. 32 STOs (SHORT-TERM OBSERVERS)**

**INDICATIVE AVAILABILITY DATES: 14 MAY 2019 (ARRIVAL IN MALAWI-BLANTYRE) TO 29 MAY 2019 (DEPARTURE TO EUROPE)**

Training session: 3 days upon arrival (in Blantyre)

Availability requested: minimum 13 days

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 10 March 2019 (24:00h)**.

- **Up to 3** candidates by EU Member States for the position of Short-Term Observers (STOs)

- Two STO position are reserved for potential applications of Focal Points

**Language: The working and reporting language of the mission will be English (language of the mission and reporting language).**

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

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.

### IMPORTANT REMARK:

LTOs would be deployed throughout the country.

Observers should be willing to accept difficult living conditions when deployed in some duty stations.

Observers should be in good health conditions as access to medical facilities might be limited.

Observers should have excellent intercultural skills in order to be deployed throughout the country.

### 3. CANDIDATE PROFILE

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

1. Language proficiency: written and spoken proficiency in English (C1 level)<sup>1</sup>.
2. Previous experience in the country and/or region or in a similar context will be considered an asset.
3. 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 (2) observation mission as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS).
  - STOs: minimum one (1) observation mission as an observer or Core Team member (this may include EOMs organised by other organisations) or relevant electoral training (preferably by EODS/NEEDS) or relevant previous work experience.

A limited number of STO positions will be reserved for newcomers with relevant skills. Member States are invited to propose **one** STO without experience.
4. Previous experience of work as a civilian in a large scale international mission or in a human rights monitoring mission is an asset.
5. Demonstrated commitment to democracy and human rights.
6. Computer and IT (Microsoft Office Word, Excel, Access, Adobe Acrobat, Outlook, Android) and internet browser and web mail software. Familiarity with use of satellite phones, GPS, BGAN.
7. Excellent physical conditions and good health, which can afford long working hours and potential demanding physical efforts. Candidates should consult their government's health advisories.
8. Living conditions: observers should be willing to accept very difficult living conditions when deployed in some duty stations.
9. Full flexibility is required from the candidates in terms of mission timetable in case of changes and delays.

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

1. 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.

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<sup>1</sup> BI 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](http://www.coe.int/t/dg4/education/elp/elp-reg/Source/Key_reference/Overview_CEFRscales_EN.pdf)

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

Daily lump sums (*forfait*) are reimbursed to the LTOs/STOs

1. The lump sum should be paid per day worked on the EOM.
2. Travelling days for mobilisation and demobilisation of LTOs will be eligible for the payment of the lump sum, as long as Observers are spending the night outside of their place of residence.
3. 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.
  - If lunch and dinner are provided, the lump sum will be reduced to 80% of the lump sum. Each meal (lunch or dinner) represents deduction of 10% of the lump sum.
  - The breakfast represents deduction of 5% of the lump sum.
  - If only accommodation, including breakfast, is provided, the lump sum received will be reduced to 50%.
  - If the accommodation without breakfast is provided the lump sum will be reduced to 55%.
4. 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.

  
Heike Gerstbrein

Cc: Marie-Hélène ENDERLIN (FPI)  
Milena YOTOVA (EEAS)

Annexes: - Observers' recruitment information and Terms of Reference;  
- Code of Conduct;  
- LTO and STO Health declaration templates.

Tentative date by which the Commission plans to inform MS and selected/non-selected LTO/STO

21 MARCH 2019

2. Previous evaluations during EU EOMs and EODS/NEEDS training sessions will also be taken into account.
3. The Commission will use for the Mission the data already existing in the ROSTER system: [http://eeas.europa.eu/eucom/become-an-observer/election-roster/index\\_en.htm](http://eeas.europa.eu/eucom/become-an-observer/election-roster/index_en.htm)

**Applications sent by email will not be taken into account.**

## 5. 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;
- 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 the observers to follow respectfully and at any time during their assignment as observers the EU Code of Conduct 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;

**Failure to follow the Code of Conduct (attached) 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**

- 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.