

**Terms of Reference**  
**Long Term Observer (LTO)**

*Applicants' language knowledge in SPANISH might be tested through phone interviews by European Commission officials during the selection process.*

**Under the supervision of the Observer Coordinator 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 Observation<sup>1</sup>;
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 elections<sup>2</sup>, 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 post-electoral 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.

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<sup>1</sup> [http://ec.europa.eu/europeaid/what/human-rights/election\\_observation\\_missions/documents/eu\\_election\\_observation\\_handbook\\_en.pdf](http://ec.europa.eu/europeaid/what/human-rights/election_observation_missions/documents/eu_election_observation_handbook_en.pdf)

<sup>2</sup> [http://ec.europa.eu/europeaid/what/human-rights/election\\_observation\\_missions/documents/compendium\\_int\\_standards\\_en.pdf](http://ec.europa.eu/europeaid/what/human-rights/election_observation_missions/documents/compendium_int_standards_en.pdf)

**Terms of Reference**  
**Short Term Observer (STO)**

*Applicants' language knowledge in Spanish might be tested through phone interviews by European Commission officials during the selection process.*

**Under the supervision of the Observer Coordinator 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 Observation<sup>3</sup>;
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 elections<sup>4</sup>, 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.

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<sup>3</sup> [http://ec.europa.eu/europeaid/what/human-rights/election\\_observation\\_missions/documents/eu\\_election\\_observation\\_handbook\\_en.pdf](http://ec.europa.eu/europeaid/what/human-rights/election_observation_missions/documents/eu_election_observation_handbook_en.pdf)

<sup>4</sup> [http://ec.europa.eu/europeaid/what/human-rights/election\\_observation\\_missions/documents/compendium\\_int\\_standards\\_en.pdf](http://ec.europa.eu/europeaid/what/human-rights/election_observation_missions/documents/compendium_int_standards_en.pdf)

**GUIDELINES - EU POLICY ON ELECTORAL OBSERVATION**

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**"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."

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