



Brussels, 20 December 2011

FPI4/ON/cb D (2011)

**Request for candidatures**

**European Union Election Observation Mission Senegal 2011**

***(New deadline for applications to the request for candidatures published on the 20 December 2011. Please note that applications received in the framework of the request for candidatures published on the 2 December will be taken into consideration by the selection committee).***

Further to the final decision of the High Representative/Vice President of Commission to deploy a European Union Election Observation Mission (EU EOM) to the Republic of Senegal, the European Commission wishes to initiate the selection procedure for the Core Team for the EOM to observe the Presidential Elections, scheduled to take place on 26 February 2012.

The Commission invites interested applicants to submit their candidature for one (maximum two) of the following positions:

• **Political/Country 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 committee chaired by the Service for Foreign Policy Instruments – (FPI 4).

**1. CONTRACT CONDITIONS**

The fees plus allowances of the service contracts are the following:

<b>Position</b>	<b>Indicative Contract Length in Days (1)</b>	<b>Fees (2) (EUR)</b>	<b>Per Diem (3) (EUR)</b>	<b>Daily Security Risk allowance (4) (EUR)</b>
<b>Political and Country Analyst</b>	95	280 daily	206	33

**Notes:**

- (1) The contract length is tentative and might be modified.
- (2) The Indicative Contract Length in Days of the Deputy Chief Observer and Press Officer includes the additional availability for the return visit with the Chief Observer (max 6 days).
- (3) Per diem: in Senegal: EUR 206; in Brussels: EUR 232 (indicative, at time of publication).
- (4) Security Risk allowances when applicable by UNDSS , at present not applicable in Senegal.

Successful candidates shall follow respectfully and at any time during their assignment as observers, 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.

**Failure to follow the 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.**

**Contract form:** Successful candidates shall be contracted by the Service Provider selected for the implementation of the EU Election Observation Mission.

Duration of availability/contract duration: Candidates are requested to be available for the period foreseen under *Point 1*, and during the dates indicated under *Point 6*. These dates are indicative. Selected candidates will be contracted for the duration specified under *Point 1*. "*Indicative Contract length in days.*"

Suspensive clause: The contracts shall also contain a "suspensive 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 (if applicable) for the days actually worked.

## 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: <http://www.eueom.eu/how-to-become-an-eu-observer/election-roster>
- Declaration of availability for the entire deployment period as specified in Annex I "Deployment data", (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"),
- **Language proficiency: excellent written and spoken proficiency in French (level 3 = fluent) is a must, Wolof is an asset.**
- Professional experience: i) participation in at least three Election Observation Missions as Core Team member or Long Term Observer (LTO) (this may include EOMs organised by other organisations) or equivalent election monitoring/supervision project and ii) holding the same position<sup>1</sup> at least twice or holding comparable positions at least twice, or specific ad hoc training,
- Computer literacy.
- Excellent physical conditions and good health to manage long working hours under particularly tough logistical and security conditions and restricted movements. Possibility of potentially demanding physical efforts.

In case more than three candidates pass the aforementioned criteria, the following criteria will be used to establish a shortlist of three:

- Professional experience in EU EOMs and/or EU Election Expert Missions; experience gained in the field of electoral assistance will be considered an asset.
- Participation in an election observation training session (e.g. Member States training, NEEDS, EUEOM or other) will be considered an asset, and, in case of a participation in a NEEDS training session, training feedback will be considered an asset.
- Knowledge of the country or region will be considered an asset.

## 3. SELECTION OF ONE CANDIDATE FROM THE SHORTLIST

The Selection Committee 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 or region.
- Language proficiency in French (level 3 = fluent).

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<sup>1</sup> as described in the attached document

- **The selection committee 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) Applicants should send an application using the attached Statement of availability form by email to: [FPI-EUEOM-Applications@ec.europa.eu](mailto:FPI-EUEOM-Applications@ec.europa.eu) with the subject: "EOM Senegal 2011/Core Team Application".

**Applications can only be submitted via email by sending this attachment. Applications received via letter/mail or fax will not be taken into consideration.**

Please do not send a CV, as only the CV in the EU Roster of election observers will be taken into consideration.

- 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 Committee are instructed not to provide any additional information, except for the present Request for candidature or for any potential additional information provided on the relevant web-page of the Commission (see <http://www.eueom.eu/how-to-become-an-eu-observer-> ).

This measure is taken to ensure a level playing field for all applicants.

- c) The deliberations of the Selection Committee are confidential.
- d) Once the Selection Committee has chosen the Core Team members, successful candidates will receive a positive reply requiring them to supply all relevant documentation in order for the Commission services to verify the data specified in their CVs (University degrees, statement of employers, etc.) and bank details for payment of fees and allowances.
- e) Applicants who are not selected will be informed individually; also information that the selection procedure has been closed and that selected candidates have been informed will be published on our web-site. The Commission services will not be obliged to give reasons for not retaining candidatures.
- f) The Selection Committee's decision is final.
- g) Candidates are herewith requested to bring up to date their CV in the EU Roster <http://www.eueom.eu/how-to-become-an-eu-observer/-election-roster> prior to submitting their candidature. For the entire selection process and the preparations for fielding, the Commission will only take into consideration the data as 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 will be rejected. Further communication by the candidate or (like for example new departure airport, changed e-mail, etc.) shall not be taken into consideration.

#### **5. 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.

#### Tentative Timetable

Date	EU EOM Nicaragua - Timetable
19 Jan 2012 - Thu	CT briefing in Brussels
20-Jan-2012-Fri	CT departure to Senegal
05-Feb-2012-Sun	LTO departure to Senegal
tbc	LTO mid-term briefing in Dakar
20-Feb-2012-Mon	STO arrival in Dakar
<b>26-Feb-2012-Sun</b>	<b>Election Day ROUND 1</b>
01-Mar-2012-Thu	STO departure to home country
28-Mar-2012-Wed	STO arrival in Dakar
<b>01-Apr-2012-Sun</b>	<b>Election Day ROUND 2</b>
05-Apr-2012-Thu	STO departure to home country

08-Apr-2012-Sun	LTO departure to home country
13-Apr-2012-Fri	Departure of Observer Coordinator
19-Apr-2012-Fri	Departure of CT
20 Apr 2012	CT debriefing in Brussels

***Signed***

Oliver Nette

Acting Head of Unit FPI 4

CC: Mr. Margue, Mr. Tsitsopoulos, Ms. Bougrine, Ms. Ghelim (FPI)  
Ms. Wasilewska, Ms. Huberlant, Mr. Gallagher (EEAS)

Annex: Code of conduct of EU Observers

**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."