



EUROPEAN COMMISSION

Service for Foreign Policy Instruments

Common Foreign and Security Policy operations & Election Observation (FPI3)
Head of Unit

Call for Candidatures
Deputy Chief Observer
European Union Election Observation Mission to Bolivia:
General Elections on 3 May 2020 with a possible second round on 14 June 2020

Pending 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 Bolivia, the European Commission wishes to initiate the selection procedure for the position of Deputy Chief Observer for the EOM to observe the General Elections, scheduled for 3 May 2020, with a possible second round on 14 June. According to the procedures set out the Commission implementing decision of 29.10.2014 adopting the Implementing Arrangements for Election Observation Missions, C(2014) 7782, the DCO will have the status of Special Advisor under the Title VI of CEOS¹.

The Commission invites interested applicants to submit **by 20/2/2020 (24:00 Brussels time)** their candidature for this position.

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 composed of the Service for Foreign Policy Instruments (FPI) and European External Action Service (EEAS).

1. CONTRACT CONDITIONS

The fees plus allowances of the contract are as follows:

Position	Contract Length in days	Fee & DSA/Per Diem / <i>forfait</i> / days	Fee & DSA/ Per Diem days	Fee days	Return Visit, Days	Security Risk Allowance ⁵
	TOTAL ²	BOLIVIA ³	BRUSSELS ⁴	HOME-BASED	BOLIVIA	
DCO	143	136	2	5	10	NA

¹ Conditions for Employment of Other Servants of the European Union (CEOS)

² The contract Length is tentative and might be modified. The indicative contract length in days includes the possible second round of the Presidential Elections and the additional availability for the return visit with the Chief Observer (10 days)

³ The DSA for Bolivia is 50 EUR + 100 for accommodation

⁴ The DSA for Brussels is EUR 102 + 148 for accommodation

⁵ Not applicable at present for EOM Bolivia

The selected candidate is expected to provide a health declaration (template provided in annex) prior to her/his deployment.

The successful candidate shall follow respectfully and at any time during her/his assignment as observer, the EU Code of Conduct for Election Observer, provisions of CEOS relative to Special Advisors 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, DCO and other mission members 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 European Commission strongly discourages the EU EOM Peru members to bring along their dependents to the Mission. Should they decide to do so, they have to be aware that the EU EOM infrastructure cannot be used for them, including in the case of medical or security evacuations.

<p>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.</p>

Contract form: the successful candidate shall be contracted by the European Commission Services as a Special Advisor under Title VI of COES⁶.

Please be aware that the eligibility criteria (citizen of a Member State) has to be fulfilled for the entire duration of the assignment.

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 5 (tbc)*. These dates are indicative. The selected candidate will be contracted for the duration specified under *Point 1*. "*Indicative Contract length in days.*"

Payment: All payments shall be based on request for payment from the successful candidate addressed to the relevant European Commission service (FPI.3), indicating clearly the number of days worked (de facto).

2. SELECTION PROCEDURES

Any applicant evaluated previously in the EU EOMs 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.

For each position incoming applications have to comply with the following requirements:

- Complete application online at <https://webgate.ec.europa.eu/europeaid/applications/eom/index.cfm>

- Excellent physical conditions and good health to manage long working hours under particularly tough logistical conditions. Possibility of potentially demanding physical efforts.
- Full flexibility is required from the candidates in terms of mission timetable.

The selection criteria for the DCO position are as follow:

Language proficiency: excellent written and spoken proficiency (level C1)⁷ in English and Spanish is necessary. The working and reporting language of the mission will be English and Spanish. Interim reports will be submitted in English. Final report will be submitted in English.

- Professional experience: i) participation in at least three Election Observation Missions as Core Team member (this may include EOMs organised by other organisations) or equivalent election monitoring/supervision project.
- A specific (DCO) NEEDS/EODS training can substitute one practical experience in a mission.
- Proven managerial capacity, organisational skills and capacity to work as part of a team. Assessment of this criterion can be based on the record of participation in the past EU EOMs and on the evaluation form NEEDS/EODS trainings.
- Computer literacy.

The following criteria will be considered an asset:

- Professional experience in EU EOMs on other positions, participation in EU Election Expert Missions; experience gained in the field of electoral assistance;
- Participation in an specific DCO NEED/EODS or election observation training session (e.g. Member States training, NEEDS/EODS, EUEOM or other);
- Knowledge of the country or region.

The European Commission strongly encourages applications from newcomers and recent participants to the relevant EODS trainings.

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

3. COMMUNICATION WITH APPLICANTS

- a) Apply online 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 Committee 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.

This measure is taken to ensure an equal treatment of all applicants and transparency of the selection process.

- c) The deliberations of the Selection Committee are confidential.

⁷ Level C1 according to the Council of Europe languages levels available at <https://ec.europa.eu/eusurvey/files/8a87d2f5-aba8-4272-b8f1-4922fe12c425>

- d) Once the Selection Committee has chosen the Deputy Chief Observer, the successful candidate 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 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
- f) The Selection Committee's decision is final.
- g) 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 included 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 (for example concerning new departure airport, changed e-mail, etc.) shall not be taken into consideration.

4. CONDITIONS NECESSARY TO ESTABLISH THE CONTRACT

The deployment of the mission and the finalisation of related contracts depend on the successful finalisation of administrative preparations for the EU EOM.

5. INDICATIVE TIMETABLE EU EOM TO BOLIVIA 2020

DATE	Activity	Days before and after E-Day
05 Mar	SP Briefing with FPI in Brussels	59 days before E-Day
06 Mar	SP deployment to Bolivia	58 days before E-Day
07 Mar	SP arrival to La Paz	57 days before E-Day
16 Mar	CT Briefing in Brussels	48 days before E-Day
17 Mar	CT Deployment to Bolivia	47 days before E-Day
18 Mar	CT arrival to La Paz	46 days before E-Day
29 Mar	LTO arrival to La Paz	35 days before E-Day
30 Mar	LTO Briefing and pre-deployment training – Day I	34 days before E-Day
31 Mar	LTO Briefing and pre-deployment training – Day II	33 days before E-Day
1 Apr	LTO Briefing and pre-deployment training – Day III	32 days before E-Day
2 Apr	LTO Deployment to AoR	31 days before E-Day
18 Apr	Data Analyst deployment to Bolivia	15 days before E-Day
19 Apr	Arrival of the Data Analyst to La Paz	14 days after E-Day
26 Apr	STO Arrival to La Paz	7 days after E-Day
27 Apr	STO Briefing and pre-deployment training – Day I	6 days after E-Day
28 Apr	STO Briefing and pre-deployment training – Day II	5 days after E-Day
29 Apr	STO Deployment to AoR	4 days after E-Day
30 Apr	STO Briefing by LTO	3 days after E-Day
3 May	E-Day – general elections	E-DAY
4 May	STO debriefing with LTO	1 days after E-Day
5 May	Redeployment of all STO teams to La Paz	2 days after E-Day
6 May	Debriefing of STO by CT/SP	3 days after E-Day
7 May	Departure of STO and Data Analyst from Bolivia	4 days after E-Day
18 May	LTO Mid-term briefing in La Paz	28 days before E-Day

5 Jun	Arrival of Data Analyst to Bolivia – second round	9 days before E-Day 2
8 Jun	STO Arrival to La Paz – second round	6 days before E-Day 2
9 Jun	STO Briefing and pre-deployment training – Day I	5 days before E-Day 2
10 Jun	STO Briefing and pre-deployment training – Day II	4 days before E-Day 2
11 Jun	STO Deployment to AoR	3 days before E-Day 2
12 Jun	STO Briefing by LTO	2 days before E-Day 2
14 Jun	E-Day - presidential 2nd round	E-DAY 2
15 Jun	STO debriefing with LTO	1 day after E-Day 2
16 Jun	Redeployment of all STO teams to La Paz	2 days after E-Day 2
17 Jun	Debriefing of STO by CT/SP	3 days after E-Day 2
18 Jun	Departure of STO from Bolivia	4 days after E-Day 2
20 Jun	Redeployment of all LTO teams to La Paz	6 days after E-Day 2
21 Jun	Debriefing of LTO by CT/SP	7 days after E-Day 2
22 Jun	Departure of LTO, Data Analyst, 1 LO and Dep Obs. Coord. from Bolivia	8 days after E-Day 2
1 Jul	Departure of Media and Social Media Analysts and Obs. Coord from Bolivia	17 days after E-Day 2
06 Jul	Departure of CT from Bolivia	22 days after E-Day 2
08 Jul	CT debriefing in Brussels	24 days after E-Day 2
18 Jul	SP departure from Bolivia	34 days after E-Day 2
20 Jul	SP debriefing in Brussels	36 days after E-Day 2
3 August	In case of repetitions for the second round of elections: SP debriefing in Brussels	

[e-signed]

Heike GERSTBREIN

CC: Timo Knaute (FPI)
Sylvain Schultze (EEAS)

Annex (for information only):

- Code of Conduct
- 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. <i>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.</i>			
Please state numbers for the following	Blood type: Blood pressure: Pulse: BMI: Waist:		
Diabetes, metabolic diseases, respiratory diseases, gastrointestinal diseases, and diseases of the musculoskeletal system	If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?		
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	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	Yes:	No:
Yes:	No:		
Cancer, other tumors/growths, immune system-related disorders Any type of cancer or cancer precursor/suspected cancer. Polyps in the bowel, benign tumors/growths	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> If yes; what and when: What was the outcome of the treatment ? Is the treatment ongoing, completed or recurrent?	Yes:	No:
Yes:	No:		
Neurological disorders Epilepsy, migraine and headache disorders, multiple sclerosis, stroke, alcohol-related disorders, dementia, brain injury, infections and genetic diseases, Parkinson's disease,	<table border="1"> <tr> <td>Yes:</td> <td>No:</td> </tr> </table> If yes; what and when: What was the outcome of the treatment ?	Yes:	No:
Yes:	No:		

chronic pain and other neurological	Is the treatment ongoing, completed or recurrent?	
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