



## Office for Democratic Institutions and Human Rights

### INFORMATION SHEET REQUEST FOR SHORT-TERM OBSERVERS

#### EARLY PARLIAMENTARY ELECTIONS KYRGYZ REPUBLIC 30 November 2025

Following an official invitation from the authorities of the Kyrgyz Republic to observe the 30 November early parliamentary elections, and in accordance with its mandate, ODIHR has deployed an Election Observation Mission (EOM). The mission consists of 13 core team members based in Bishkek and 30 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a wide variety of OSCE participating States as per ODIHR's standard methodology.

ODIHR requests participating States to second 300 (three hundred) short-term observers (STOs) to observe voting, counting, and the tabulation of results. STOs will be deployed in multinational teams of two, under a deployment plan prepared by the ODIHR EOM. In the interest of a broad and balanced representation among participating States, ODIHR requests that individual participating States nominate no more than 15 per cent of the total number of requested STOs.

To ensure a better gender balance in its activities, ODIHR strongly encourages the OSCE participating States to second equal numbers of women and men as short-term observers.

Seconding States should confirm visa requirements for their STOs. If required, visas should be obtained at the nearest embassy or consulate of the Kyrgyz Republic or by applying via the government [E-Visa](#) system.

To facilitate accreditation of observers through the Central Commission for Elections and Referenda (CEC), the ODIHR online mission registration form must be completed **no later than 7 November 2025**.

STOs are required to arrive (at the latest) in Bishkek by Tuesday, 25 November, and depart (at the earliest) on Wednesday, 3 December. The STO schedule is provided below.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers](#) and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#) and the [ODIHR Guide on Promoting a Professional Working Environment on Election Observation Activities](#). The security and safety of observers are of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive security and Code of Conduct briefings upon arrival and are required to operate in accordance with security guidelines. The seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including with regard to potential requirements related to health insurance.

The working language of the EOM is English. All briefings and reporting will be in English and all interpreters will work in local languages/English. All STOs must therefore have a good working knowledge of both written and spoken English.

ODIHR strongly encourages all observers to undertake the ODIHR comprehensive e-learning course for observers, available at [www.odihrobserver.org](http://www.odihrobserver.org).

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at [www.osce.org/odihr/elections/68439](http://www.osce.org/odihr/elections/68439).

STOs are kindly asked to refrain from commenting on mission related issues via social media. In line with the [Code of Conduct for ODIHR Observers](#), media communications regarding the electoral process and the substance of observations should be made only by the Head of Mission, ODIHR Spokesperson, or other responsible ODIHR officials.

**A COPY OF THIS INFORMATION SHEET IS AVAILABLE ON THE ODIHR WEBSITE AND SHOULD BE MADE AVAILABLE TO ALL SECONDED STOs.**

EOM office: Hotel Touristan, 194 Bokonbayev, Bishkek 720017

e-mail: [office@odihr.kg](mailto:office@odihr.kg)

website: <https://www.osce.org/odihr/elections/kyrgyzstan>

## **1. Deployment Timetable**

STOs will be deployed according to the following schedule:

|     |             |                                                            |
|-----|-------------|------------------------------------------------------------|
| Tue | 25 November | STO arrival; equipment distribution                        |
| Wed | 26 November | STO briefing day                                           |
| Thu | 27 November | STO deployment                                             |
| Fri | 28 November | STO deployment as necessary; regional briefings            |
| Sat | 29 November | Familiarization with areas of observation                  |
| Sun | 30 November | Election Day                                               |
| Mon | 1 December  | Observation of tabulation                                  |
| Tue | 2 December  | STO return to Bishkek; return of equipment; STO debriefing |
| Wed | 3 December  | STO departure                                              |

**STOs are kindly reminded to adhere to the deployment timetable and attend the briefing.**

### **a) Briefing**

Before deployment, STOs will receive an in-depth briefing, which will include:

- code of conduct and professional working environment;
- overview of the country, political, campaign and the media environment;
- voting, counting, and tabulation procedures;
- observation forms;
- security advisory;
- logistical and financial arrangements.

STOs will also be provided with briefing materials, which will include all necessary electoral and logistical information, as well as observation forms to complete during the observation of voting, counting, and tabulation.

**b) Deployment**

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

In respect of in-country travel organized by ODIHR, please note that **STOs are required to complete the standard OSCE Liability Release Form and the CEC accreditation application** and submit them to the online mission registration by **7 November 2025**.

**c) Debriefing**

A debriefing for STOs will be organized in Bishkek after the elections. This will provide an opportunity for STOs to discuss their main findings and share their conclusions with other observers and EOM members.

**2. Logistics and Security**

**a) Contact details**

All logistical arrangements for the STOs will be organized by the EOM under the direction of:

Kyle Bowers Operations Expert  
e-mail: [kyle.bowers@odihr.kg](mailto:kyle.bowers@odihr.kg)  
mobile: +996 755 001 043

**b) Transportation/Accommodation**

All STOs will be met at the Bishkek International Airport by an ODIHR EOM representative and transported to their accommodation. Transport and accommodation in Bishkek and in the areas of observation will be arranged by the EOM.

**IMPORTANT: Hotels in Bishkek will likely require guests arriving in the early morning hours to pay the full overnight cost. This possible cost is included in the estimated STO costs section later.**

For safety and security reasons and to prevent logistical problems with transportation, observers are expected to use the accommodation arranged for them by the ODIHR EOM. The EOM will also make all arrangements for in-country travel to deployment areas and on-site drivers, cars, and interpreters.

If ODIHR is not duly notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used. The EOM cannot provide airport transfers and in-city transportation for STOs who do not stay in the designated accommodation.

STOs will deploy from Bishkek to the regions by bus, car or airplane. STO deployment will be planned in accordance with national regulations and the EOM's safety and security guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Bishkek on 2 December and will arrange accommodation in Bishkek. The EOM will arrange transfers to the airport for all STOs from ODIHR designated accommodation.

**c) Security**

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), as outlined in the ODIHR Election Observation Handbook, and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions and any applicable national regulations.

STOs who do not stay in accommodation provided by the ODIHR EOM will not be covered by the mission's security arrangements.

**d) Luggage/Essential Items**

STOs are advised to bring with them the following items:

- appropriate attire for election day observation; business casual is recommended;
- torch/flashlight with spare battery;
- all necessary personal medication;
- electricity converters (if needed), European style plug.

The ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into their hand luggage, in case of late arrival of their luggage in Bishkek.

**e) Communication**

Each STO will be provided with a mobile phone and a local SIM card with credit for work-related usage. Within each team, one member will have use of a smartphone and the other member will have use of a traditional mobile phone. Please note that using phones for international calls and SMSs will not be possible.

**f) Time zone/Flight bookings**

The local time in the Kyrgyz Republic is GMT/UTC +6:00. The ODIHR EOM strongly encourages seconding States to make early flight bookings. To ensure operational flexibility, (e.g. in case of bad weather conditions), seconding States are advised to book changeable airline tickets.

**3. Interpreters and Drivers**

The ODIHR EOM will assist STO teams by finding drivers/cars and interpreters. Even in cases where one team member speaks local languages, it will be necessary for that team to have an interpreter in order that both members of the team can have full and equal access to information as they carry out their observation duties.

#### 4. Costs

It is projected that, while in country, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

| <b>Operational/Transportation cost</b>                                                            | <b>EUR</b>       |
|---------------------------------------------------------------------------------------------------|------------------|
| Airport transfers                                                                                 | <b>60</b>        |
| In-country transportation (to and from deployment area)                                           | <b>240</b>       |
| Communication (SIM card/mobile phone)                                                             | <b>30</b>        |
| Briefing costs (briefing, briefing pack, meals, shipment)                                         | <b>250</b>       |
| <b>Estimated cost to be incurred by ODIHR on behalf of STOs</b>                                   | <b>580 EUR</b>   |
| Driver/car (EUR 40 per day @ maximum 6 days per observer)*                                        | <b>240</b>       |
| Fuel (EUR 15 per day @ maximum 6 days per observer)*                                              | <b>90</b>        |
| Interpreter (EUR 40 per day @ maximum 6 days per observer)*                                       | <b>240</b>       |
| Accommodation (maximum EUR 150 per night avg. @ maximum 9 nights)                                 | <b>1350</b>      |
| Meals & incidentals (approx. EUR 50 per day @ max 8 days)                                         | <b>400</b>       |
| Accommodation and meals for interpreter if needed (EUR 40 per night @ 5 nights per observer)*     | <b>200</b>       |
| Accommodation and meals for driver if needed (EUR 40 per night @ maximum 5 nights per observer) * | <b>200</b>       |
| <b>Costs paid directly by each observer</b>                                                       | <b>2,720 EUR</b> |
| <b>Total combined cost per observer:</b>                                                          | <b>3,300 EUR</b> |

\* The two members of each STO team will share equally the cost of drivers and interpreters. The amount above therefore represents half of these costs (i.e. for each STO).

The total cost per observer is estimated at **EUR 3,300** (three thousand three hundred Euro), including **EUR 2,720** (two thousand seven hundred and twenty Euro) which the seconding States should supply to each observer in cash prior to their departure to Bishkek. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

**EUR 580** (five hundred and eighty Euro) is the projected cost per each STO to be incurred by ODIHR. After closure of the EOM, each seconding State will be billed by ODIHR on the basis of total actual expenses incurred and the number of seconded STOs. Payment instructions will be provided to the seconding States with the final invoice.

All of the above costs should be paid in local currency or Euro. The Euro and US dollar are exchangeable locally although other currencies can also be exchanged. Cash machines (ATMs) are widely available in Bishkek and cities around Kyrgyzstan. Large bills, higher than the EUR 200 bill, frequently will not be accepted for exchange and, if possible, only at lower rates than normal. Hotels in Kyrgyzstan do not officially accept foreign currency for payment. Credit cards are accepted in most hotels but STOs should be prepared to pay in cash on some occasions in smaller towns. The local currency is the Kyrgyzstani som (KGS). Current exchange rates are: 1 EUR = 101.6, 1 USD = 87.5 and 1 RUB = 1.10.

## **5. Visas and Insurance**

### **a) Visa**

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the Kyrgyz Republic or via the [E-visa](#) system prior to arrival. Without prior application via the E-Visa system, obtaining visas at the airport will not be possible.

### **b) Insurance**

STOs should ensure that they arrive with adequate health, accidental/life disability, emergency/medical evacuation, property, theft, and accident insurance, as this will not be provided by ODIHR. STOs must have a copy of their insurance policy with them, as well as two copies of the data page of their passport and the visa (if applicable).

## **6. Registration and Accreditation Process**

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) no later than **3 November 2025**.

**To be nominated by the seconding States, STOs are required to create a personal account in the [Election Expert Database](#), fully complete their profile, and share it with their national focal point.** The seconding States are requested to submit the names of proposed STOs using the Election Expert Database as soon as possible and no later than **3 November 2025; 16:00 (Warsaw Time)**.

After the nomination deadline, ODIHR will consider the overall number of nominations received and confirm the final numbers it is in a position to receive from each seconding State and, subsequently, enable the focal point to proceed with the on-line registration.

In respect of in-country travel organized by ODIHR, please note that STOs are required to complete the standard OSCE Liability Release Form and attach it to the on-line mission registration form **by 7 November 2025**.

For the purposes of accreditation of STOs with the Central Commission for Elections and Referenda of the Kyrgyz Republic, the completed **CEC accreditation application** and **passport copy** must be uploaded during online registration by **7 November 2025**.

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet or require additional guidance on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztofik; e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl).

An official cover letter from the Ministry of Foreign Affairs of the seconding State or designated national focal point should be sent together with the list of STO names to the attention of Sylwia Zwolinska or Anna Krzysztofik (e-mail: [sylwia.zwolinska@odihr.pl](mailto:sylwia.zwolinska@odihr.pl), [anna.krzysztofik@odihr.pl](mailto:anna.krzysztofik@odihr.pl)) by 7 November 2025.

|                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 7 NOVEMBER 2025.</b></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

STOs must not have any concurrent commitments that could produce a conflict of interest with the ODIHR EOM.

ODIHR reserves the right to reject any candidate who is not capable of undertaking his/her activities in an impartial and objective manner, and to withdraw accreditation in case of any serious breach of the [Code of Conduct for ODIHR Observers](#).

## **7. Other Information**

Please note that all ODIHR election observation interim reports, preliminary statements, final reports, election laws, and reviews of election laws are available at the ODIHR website: [www.osce.org/odihr/elections](http://www.osce.org/odihr/elections).

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/kyrgyzstan>

All STOs will receive by email a copy of the Short-term Observer Guide for the ODIHR EOM to the Kyrgyz Republic before their departure to Bishkek.

## **Terms of Reference**

### **SHORT-TERM OBSERVER**

#### **Background:**

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

#### **Objective:**

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

#### **Main Tasks:**

##### Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.
- Attend and report on meetings of local election authorities, where requested;
- Attend and report on political rallies and campaign events, where requested;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise the local support staff;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), and security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of local staff.

##### Reporting

- Prepare and submit regular reports to assess the close of the campaign, voting, counting and the tabulation of results.

#### **Requirements:**

- Experience in public administration, non-governmental organizations, and/or international organizations, preferably involved in observing and/or organizing election processes, is desirable.
- Knowledge of the country and surrounding region is desirable but not essential.
- Command of English language is essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete forms accurately, all in English. Knowledge of local languages is desirable but not essential.
- Willingness and ability to work long hours in conditions which are sometimes difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.

#### **Deliverables:**

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.



## Organization for Security and Co-operation in Europe

### LIABILITY RELEASE FORM

I, the undersigned, recognize that my participation in the event, named below, does not create an employment relationship between the OSCE and myself. The costs for my travel to, and participation in, the event are covered by the OSCE solely for my convenience and benefit. I accept all conditions of travel and further:

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE any funds paid in advance, e.g. DSAs and a ticket cost, should I not be able to travel as originally planned.

Election Observation Mission  
Name of event

\_\_\_\_\_  
Name of participant

25 November – 3 December  
Date(s) of event

\_\_\_\_\_  
Signature of participant

Kyrgyz Republic  
Venue of event

\_\_\_\_\_  
Date of Signature

**Центральная комиссия по выборам и  
проведению референдумов  
Кыргызской Республики**

**ЗАЯВЛЕНИЕ  
на аккредитацию международного (иностранного) наблюдателя  
APPLICATION FORM  
for accreditation as an international (foreign) observer**

|     |                                                                                                                                                                                                                               |                                                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 1.  | Фамилия/ Family name:<br>Имя/ First name:<br>Отчество/ Other names:                                                                                                                                                           |                                                                                      |
| 2.  | Дата рождения (день, месяц, год)/Date of birth (day, month, year):<br>Месторождения/ Place of birth:                                                                                                                          |                                                                                      |
| 3.  | Гражданство:<br>Current citizenship(s):                                                                                                                                                                                       |                                                                                      |
| 4.  | Документ, удостоверяющий личность/ Identification document:<br>Номер/ Number:<br>Дата выдачи (день, месяц, год)/ Date of issue (day, month, year):<br>Действителен до (день, месяц, год)/Valid until (day, month, year):      |                                                                                      |
| 5.  | Место работы (полное название, адрес, телефон, факс, адрес электронной почты):<br>Place of work (full name of organization, address, phone number, fax, e-mail):<br>Должность/ Position:                                      |                                                                                      |
| 6.  | Название организации, которую Вы представляете в качестве иностранного (международного) наблюдателя/ Name of the organization which you represent as foreign (international) observer:<br>Телефон (факс)/ Phone number (fax): | OSCE/ODIHR<br>+48 22 5200600<br><a href="mailto:Office@odihr.pl">Office@odihr.pl</a> |
| 7.  | Домашний адрес/Home address:<br>Телефон/ Phone number:<br>Факс/Fax:<br>Адрес электронной почты/ E-mail:                                                                                                                       |                                                                                      |
| 8.  | Опыт международного наблюдения (страна, год, в составе какой миссии):<br>Election observation experience (country, year, organization):                                                                                       |                                                                                      |
| 9.  | Государственный орган Кыргызской Республики, пригласивший Вас в качестве наблюдателя:<br>State authority of the Kyrgyz Republic, which invited you to take part in election observation:                                      | The Central Commission for Elections and Referenda of the Kyrgyz Republic            |
| 10. | Дата прибытия в Кыргызскую Республику:<br>Date of arrival in the Kyrgyz Republic:                                                                                                                                             |                                                                                      |
| 11. | Дата отъезда из Кыргызской Республики:<br>Date of departure from the Kyrgyz Republic:                                                                                                                                         |                                                                                      |
|     | Дата заполнения:<br>Data:                                                                                                                                                                                                     | Подпись:<br>Signature:                                                               |

**Примечание:**

1. Заявитель обязан добросовестно указать все данные. Отказ от предоставления необходимых данных, предоставление заведомо ложных или неполных данных, может повлечь за собой отклонение заявления на аккредитацию международного (иностранного) наблюдателя или отзыв аккредитации, если она уже была оформлена.

*The Applicant must provide accurate and true information. Refusal to provide necessary information or providing of knowingly incorrect or incomplete data may lead to the dismissal of the application for accreditation as an international observer or withdrawal of accreditation if such was already issued.*

***2. Аккредитация международных наблюдателей завершается в 18:00 часов 26 ноября 2025 года.  
Please submit documents for accreditation of international observers by 6 pm, 26th November 2025.***