

**Central African Republic**  
Presidential and Legislative Elections  
Election Observation Exploratory Mission (ExM)  
(Tentative dates 24 March – 08 April 2010)

**Terms of Reference**

**I. Exploratory Mission Mandate**

Without prejudging the final decision on accepting the President BOZIZE's invitation dated 4 February 2010 to Ms Catherine ASHTON, Vice President and High Representative of the European Union for Foreign Affairs and Security Policy, to observe the upcoming Presidential and Legislative Elections, the purpose of the Election Observation Exploratory Mission (ExM) is to collect factual information to assess whether an EU Election Observation Mission (EU EOM) for the upcoming Presidential and Legislative Elections in Central African Republic, scheduled to be taking place on 18 April 2010, would be useful, advisable and feasible, in line with the criteria outlined in the Commission Communication on Electoral Assistance and Observation COM (2000)1911. Moreover the objective of the ExM is to produce specific documents containing clear information and recommendations for the deployment of a possible EU EOM. More specifically, the ExM will:

1. Assess the pre-election situation in the light of international standards for democratic elections and national legislation. The assessment will cover: (i) legislative framework, (ii) election administration, (iii) human rights and fundamental freedoms, (iv) media, (v) voter registration, (vi) party and candidate registration, (vii) political situation, (viii) security aspects, (ix) logistics and operational matters, and (x) any other relevant issues relating to the elections and possible deployment of an EU EOM.
2. Make necessary preliminary logistics related inquiries and provide advice on how to organise the operational component of a possible EU EOM.
3. Assess the security situation in Central African Republic, in particular in connection with the possible deployment of an EU EOM.
4. Advise on the composition, number and length of stay of the Core Team members and long/short-term observers of the EU EOM.
5. Draft tentative specifications and Terms of reference of a possible EU EOM and related estimated costs and budget breakdown.
6. Assess the relevance of providing support to domestic observer organisations under the EIDHR.
7. Acquire updated information on EU election support (EU and Member States) and other major actors' plans in this field, including in the area of electoral assistance. If required, assist in drafting terms of reference and budgets for technical assistance project(s).
8. Prepare a number of specific reports as outlined in section 'VI. Output' of these ToR.

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1 [http://europa.eu/eur-lex/en/com/cnc/2000/com2000\\_0191en01.pdf](http://europa.eu/eur-lex/en/com/cnc/2000/com2000_0191en01.pdf)

## **IMPORTANT:**

**The first round of the Elections scheduled on 18 April 2010 could be postponed later in the year.**

**If the first round of the Elections is nevertheless maintained on the 18 April 2010, this is too short a timeframe for the European Commission to envisage sending an ExM to assess the possibility of deploying an EU EOM for these elections. There will therefore be no ExM and unfortunately the European Commission may have to cancel the request for services.**

**In this case, the European Commission may consider sending an Expert Mission. In concrete terms, this would mean (1) a change in the Terms of Reference and (2) the budget and type of report will stay the same (same man/days, etc.) but the destination of the report would change.**

## **II. Methodology**

The ExM will meet with representatives of international and national organisations as well as political and election authorities in Central African Republic to:

- present its mandate;
- enquire about their plans in relation to the forthcoming elections;
- enquire about their level of preparedness, methodology, funding;
- enquire about the respect of human rights, fundamental freedoms and democratization issues;
- enquire about possible concerns in relation to the election process and the broader political context;
- enquire about the media situation in Central African Republic in relation with the forthcoming elections;
- discuss the political situation;
- discuss the logistics and security situations;
- discuss possible co-operation in relation with the forthcoming elections;
- ask whether they consider the presence of an EU election mission to be beneficial to the election process.

The ExM will formulate its conclusions based on these discussions. More specifically the following meetings will be scheduled:

- EU Delegation and other EU Heads of Mission and relevant staff as well as other bilateral embassies;
- MFA representatives and other relevant authorities such as the National Electoral Commission, court of justice, police/army forces, etc.;
- main political parties and individuals;
- civil society and domestic NGOs active in the election/political field;
- representatives of journalist associations and media organizations. Note: The purpose of the meeting is purely informational, not a press conference. This should be made clear by the EU Delegation when contacting the media for this meeting;
- representatives of international organisations and international NGOs active in the field of elections, democracy and human rights issues and aware of the political situation;
- representatives of international organisations and international NGOs aware of the logistical and security aspects for the implementation of large scale projects;
- potential Implementing Partners (IP)/Service Providers (SP);
- other key players and organizations relevant to the electoral environment of Central African Republic.

- The ExM will focus its activity in Bangui, but will also travel to regional locations, provided security allows, in order to acquire a broader knowledge on the political, electoral, operational and security situation.
- After completion of its scheduled meetings, the ExM will organise a debriefing with the EU Heads of Mission to inform them of its preliminary findings.

### **III. ExM Composition**

- The ExM will be composed of the DG External Relations - RELEX election desk and DG Development – DEV Central African Republic Desk, DG EuropeAid - AIDCO Election Desk, three contracted experts with election, operations and security expertise, and possibly other experts if seconded by Member States (up to two in total). The EU Delegation in Central African Republic will be fully associated to the ExM.
- The ExM will be headed by the representative of the RELEX election desk.

### **IV. ExM Preparations**

- EU Member States are informed of the ExM and invited to second election experts (maximum two) to the mission. In addition, ideally one candidate with election/legal, one with logistics one with security expertise respectively will be recruited by the Commission.
- The Central African Republic Ministry of Foreign Affairs (MFA) will be notified of the arrival of the ExM via a Note Verbale by the EU Delegation, and requested to provide support for arranging official meetings with representatives of State, Regional and public institutions.
- The EU Delegation will be responsible for the preparation of the agenda of the ExM prior to the arrival of the exploratory mission into the country and will be informed and associated to any further developments of the ExM. However, scheduling of meetings *during* the ExM is under the responsibility of the experts and shall not be done by the EC Delegation.
- Available election-related and other material (Election Law, the Constitution, reports on previous elections, information on the election administration, templates for project proposals, country data, budgets and recent exchange of correspondence etc.) will be compiled and distributed beforehand by the RELEX Election Desk in co-operation with the other services.
- The Logistics Experts is responsible for organising vehicles on the first day of the ExM to ensure full mobility of all involved experts. The Logistics Experts is also responsible that all experts will have a local mobile phone. On the first day of arrival in the country the Logistics Expert will provide a list containing all contact details of the entire ExM to each member.

### **V. Timeframe**

The ExM to Central African Republic is scheduled in the country from 24 March 2010 to 8 April 2010 (Commission staff from 24 March to 1 April 2010). The experts are required to be present at the briefing, which is scheduled to be taking place in Brussels on 24 March 2010 and de-briefing – scheduled on 8 April 2010 - meetings with Commission services and prepare all requested

documentation by the end of the mission. The total duration of the mission is 15 days in country plus 5 days for briefings and finalisation of reports.

## **VI. Output expected from the experts**

All reports will be written in French, unless expressly specified (e.g. the executive summary may be drafted in English language). The outputs of the mission to be delivered by the experts are the following:

1. ExM Executive Summary (in French and also in English)
2. ExM Final Report comprising (in French):
  - Report on Legal/Election part
  - Report on Logistics part
  - Report on Security part
  - Indicative Terms of reference for the Core team of the EU EOM
  - Indicative specifications and Terms of reference for the Implementing Partner/Service Provider
  - Expected costs and indicative budget of the EUEOM
  - Any other documents related to the Ex M, such as maps, reports, quotations , business cards, etc.

Prior to the de-Briefing of the EU Heads of Mission in Central African Republic all experts will have to provide concise **bullet points** on the major findings gathered during the ExM and provide these to the EC services.

The **ExM draft Executive Summary** shall be presented to the Commission services at the end of the mission, prior to departure of experts from the country – unless advised differently. Final **ExM Executive Summary** shall be provided after de -Briefing in Brussels.

The **ExM draft Final report** should be presented to Commission services prior to the de -briefing scheduled in Brussels. After the de -briefing all additional comments/feedback/suggestions are to be integrated into the draft report and subsequently the EC services will receive the **ExM Final Report**.

All reports are drafted in close co-operation with all experts involved, under the supervision of Commission services. Overall responsibility for coordination of reports shall be given to the Elections/Legal expert. The Experts will ensure that all required documents are of the highest possible quality, and will carefully and completely follow all guidelines outlined by Commission services. Should the report be considered by Commission services to not be of an acceptable standard, it will be returned to the Experts for further work. The job of the Experts will only be complete once Commission services consider the Final Report to be of an acceptable standard.

After approval, the EC EuropeAid Election Desk (AIDCO F2) will receive **4 hard copies** (one original + 3 copies) and **4 electronic versions of all reports** (on CD Rom).

All experts shall bring a laptop computer on this mission in order to prepare documents already during the mission. All reporting shall be in French, unless otherwise requested by Commission services.

## **VII. Terms of Reference for candidates with:**

### **A) Election/Legal expertise**

The selected expert will assist the ExM with the following tasks:

- a) Assess all aspects of the pre-election situation in light of international standards for democratic elections and relevant Central African Republic legislation, advice on whether or not conditions exist for the holding of democratic elections. Consider the steps the Central African Republic authorities should take in order to improve the election framework prior to the holding of elections.
- The assessment will include:
- the legislative framework governing the election process, including complaints and appeals;
  - the composition, structure, performance and preparedness of the election administration, including the degree of confidence it enjoys among the main political actors;
  - the respect of fundamental freedoms necessary for the conduct of democratic elections (freedom of association, freedom of assembly, freedom of expression);
  - the general political and human rights situations;
  - the media situation;
  - voter registration;
  - party and candidate registration;
  - participation of women in the election process;
  - participation of ethnic and religious minorities, rural populations, the illiterate and groups affected by conflict in the elections;
  - participation of civil society in the election process;
  - EU and other international support to the election process;
  - observation by other international bodies; and
  - other aspects relevant to the election process.
- b) Provide the Commission services with factual elements on which to base the decision whether to send an EU EOM to Central African Republic or not. The ExM conclusions will follow the criteria contained in the Commission Communication on Electoral Assistance and Observation, COM (2000) 191.
- c) Advise on alternative election support or monitoring projects should a fully fledged EU EOM not be envisaged.
- d) Prepare in close cooperation with the Logistics and Security Experts
- positions required within the Core Team and number of long - and short term observers to ensure a professional, consistent and credible methodology that is based on long-term and comprehensive observation of an electoral process in accordance with the international standards for democratic elections;
  - deployment plan for the observers taking into consideration polling centres, population by constituencies, conflict and/or minority areas, etc;
  - deployment dates, taking into consideration geographical complexity of the country and period calculated for completion of the tallying process;
- e) Identify needs and potential for additional bilateral or EU electoral assistance programs.
- f) Draft in cooperation with the Commission services a Memorandum of Understanding (MoU) for the Electoral Commission and the MFA.
- g) Provide Commission services by end of the ExM an Executive Summary (10 pages max.), comprising the following aspects:
- Introduction
  - Political Situation and Timing of Elections

- Election/Legal Framework
- Election Administration
- Voter Registration, Candidate Registration and the Election Campaign
- The Media
- Human Rights, fundamental Freedoms and Civil Society
- Other International Observer Groups
- Logistics
- Security
- Composition, deployment, timing and estimated costs
- Conclusions on advisability, usefulness and feasibility of a EUEOM.

h) Prepare a draft ExM Report (max. 30 pages), in consultation with representatives of RE LEX and Europe Aid presenting an overview of the pre-election situation, including:

- Executive Summary
- Political Background
- Electoral legislative framework
- Human Rights and Fundamental Freedoms including the legal framework
- Election Administration
- Voter Registration
- Party and candidate registration
- Media
- Participation of women, ethnic and religious minorities, displaced/dislocated persons etc.
- Civil society participation
- Other by local and international observer groups
- Support provided by the international community to the election process
- Conclusions on advisability and usefulness of the possible EUEOM
- Other relevant issues relating to the election process.

i) Following final de-briefing with Commission services in Brussels incorporate additional comments into the draft report and provide Commission services with a concise ExM Final Report, as outlined in section 'VI. Output' of these ToR.

### ***Expert Profile***

The Expert category SENIOR will have:

- (1) An advanced University degree in Law, Political Science, International Relations or any other discipline relevant to the assignment and at least 10 years of experience in the area related to Lot 12 **OR** equivalent professional experience of at least 11 years in the area related to Lot 12;
- (3) At least 5 years experience in election administration and/or election observation and assistance. S/he must have comparative experience in election systems, legislation and administration, including voter/candidate registration. S/he must be familiar with election-related legislation and international standards in the election field. S/he must have experience in designing and drafting election-related projects. S/he must be familiar with planning and implementing election observation missions and election-related technical assistance projects. S/he must have previously been directly involved in the organisation of election observation by the EU or other organizations. Particular knowledge of the situation in Central African Republic and/or the region is an asset.

S/he must be fluent in French and English (written and spoken). Knowledge of local languages is an asset.

## **B) Logistics expertise**

The selected expert will assist the ExM with the following tasks:

- a) Advise in close cooperation with Security Expert on the number of Core Team Experts, long-term observers (LTO) and short-term observers (STO) necessary to establish an EOM, as well as on the duration of the mission. More specifically:
  - advise on number and function of the Core Team experts to be deployed as well as on the duration of their deployment;
  - provide the Terms of Reference for all Core Team members;
  - advise on the number of LTOs and STOs to be deployed in the districts and on the duration of their deployment;
  - prepare a tentative deployment plan for LTOs and STOs;
  - advise on number of LSTOs to be incorporated into the EUEOM;
  - consider number of Non-European Union observers to be ideally incorporated into the EUEOM.
- b) Make necessary preliminary logistics inquiries and planning and provide advice on how to organise the logistical component of the EOM. More specifically:
  - provide clear information on the following aspects, including recommendations on issues to be integrated into the MoU with the Electoral Commission and the MFA:
    - status of observers (e.g. diplomatic status)
    - issuing of entry visa (costs, formalities, delays, etc.);
    - accreditation for EU observers;
    - procedures for import & export of all equipment (customs, licenses for special equipment such as satellite phones);
    - assess the possibility of obtaining a VAT exemption for EU EOM.
  - assess the present banking system and potential problems regarding the deployment of an EU EOM (difficulties opening a bank account, access to cash);
  - assess a petty cash system as such to guarantee maximum security to all observers;
  - identify and preselect possible office space:
    - provide a list of best locations and ensure Security Expert will provide a security assessment of pre-selected locations; assess according to the security situation in the country the need to rent offices in private housing, hotels or office building and provide clear justifications;
  - identify space for briefings and press-conferences. Ensure that Security Expert will provide a security assessment;
  - assess the availability & reliability throughout the entire country for accommodation of both Core Team and observers;
  - assess the availability & reliability of drinking water, food supplies and electricity;
  - assess the road infrastructure, and in cooperation with Security Expert assess the security of road transport;
  - assess weather conditions and subsequent measures to be adopted;
  - provide detailed recommendations on visibility and observer kits;
  - provide an overview on country specific cultural habits: inform on appropriate/inappropriate behaviour from observers in relation with local habits, codes;

- assess the needs and facilities available in terms of **transport** facilities, such as:
    - vehicle availability in the country; availability of fuel for cars; assess according to the security situation and the weather conditions in the country the requirement to hire 4x4 or other vehicles and provide clear justifications; assess vehicle rental market taking into consideration other possible observers groups deployed to the country at the same time, provide clear overview of prices and conditions (drivers, insurance, overtime-pay, maintenance; etc.);
    - provide clear overview of international flights, timing, frequencies, costs and assess most ideal starting points from Europe;
    - assess local flights and in coordination with Security Experts ensure that these are UNDSS compliant;
    - present best solutions to the UNDSS 30 pax per airline rule (if applicable);
    - assess if necessary boats, railways and other transport facilities;
    - recommend a clear set-up for transportation facility and the ways of obtaining & deploying this facility.
  - assess the needs and facilities available in terms of communication network and IT infrastructure and recommend a clear set-up for communications and IT facility and the ways of obtaining & deploying this facility. Provide clear information on telecommunication systems available during election-day period;
  - provide recommendations on equipments (including security equipments) to be rented and/or purchased; assess related costs and delays ;
  - assess the availability & salary scales for local personnel;
  - assess the necessity, availability and costs of interpreters. Identify major languages, breaking these down per region;
  - identify other pertinent/critical issues with the implementation of an EU EOM;
  - obtain relevant maps of the country.
- c) Assess Implementing Partner (IP) and/or Service Provider (SP) represented in Central African Republic:
- analyse the structure in country of IP/SPs (number of international man-power deployed, project budget in recent years, structure in the country, such as local offices, coverage of the country) their main activities as well as their involvement in politics, election assistance or election observation in the country;
  - prepare a comparative analysis of all IP/SPs (strength/weakness with regard to being the potential IP/SP of an EOM).
- d) Draft Terms of Reference (ToR) and an indicative budget for the IP or SP:
- based on models provided, draft the ToR and the budget for the IP/SP;
  - these ToR and budget are to be comprehensive, succinct, avoid repetitions. The ToR and the budget have to be consistent;
  - advise on options/alternatives and their cost/budget impact;
  - coordinate with Security Expert budget required for security aspects and ensure his/her agreement on budget;

- ensure that all formula used in the excel sheet for the calculation of the budget are correct and provide an easy ready to use tool to incorporate additional items after ExM.
- e) Provide contact details of all relevant persons in the field of logistics and all offers for services (HQ space, rental cars, security related services, local personnel) received. Also, all maps purchased or received in the context of the ExM have to be returned to the EC.
- f) Prepare a draft ExM Final Report in consultation with representatives of Europe Aid presenting an overview of the operations and logistics background. This report is meant to help the IP/SP to prepare its offer to the EC services and facilitate the tasks of the Core team upon their arrival. The report shall contain i) analysis & recommendations by the expert, ii) offers received for all services, iii) the contact details of all contacted & relevant persons, iv) relevant maps of the country. More specifically:
- Executive Summary
  - Introduction on demographics, topography, climate and logistics
  - Mission structure and calendar
  - International mission staff (CT, LTOs, STOs, etc.)
  - National and local support staff for IP/SP (guards, interpreters, drivers, etc.)
  - Accommodation and Office
  - Transport
  - Communication and IT (including temporally imports and exports procedures)
  - Visibility and Observer kits
  - Banking Systems
  - Electricity
  - Tentative Deployment Plan
  - Security equipment and services (in coordination with security expert)
  - Visa/Accreditation/MoU
  - Implementing Partner and Service Providers represented in Central African Republic
  - Conclusion and Recommendations including feasibility of the possible EUEOM
  - Annexes with all collected data.
- g) Following final de-briefing with Commission services in Brussels incorporate additional comments into the draft report and ensure that Commission services will receive a concise ExM Final Report, as outlined in section 'VI. Output' of these ToR.

### ***Expert Profile***

The Expert category SENIOR will have:

- (1) An advanced University degree in Economic Science, Management, Business Administration or any other discipline relevant to the assignment and at least 10 years of experience in the area related to Lot 12 **OR** equivalent professional experience of at least 11 years in the area related to Lot 12;
- (2) At least 5 years in election assistance/observation. S/he must have participated, at co-ordination level, to the planning and implementation of election observation mission with the EU or other organisations. S/he must be able to assess logistics needs and costs and draft a tentative budget for an EU EOM. S/he must have experience in designing and drafting a budget and Terms of Reference for the security and logistic component of (electoral observation) missions and related projects.

S/he must be fluent in French (written and spoken) and have a good knowledge of English. Knowledge of local languages is an asset. Demonstrated managerial skills would be beneficial as well as good interpersonal skills to work in a multicultural environment. Work experience in Central

African Republic and/or the region is an asset.

### **C) Security expertise**

The selected expert will assist the ExM with the following tasks:

#### **a) General Security/Safety aspects**

- assess the general security/threats aspects such as: political violence, criminality (type, location), terrorist threats (history, type, location), civil unrest in election period, sects, illness and diseases (type, location), natural disasters (type, location) and if applicable, identify restricted area or no-go zones;
- make an assessment on the above points using the following ranking criteria:
  - ü risk: slight, minor, medium, severe and critical
  - ü likelihood: Unlikely, somewhat likely, likely, highly likely, certain
- provide a geographical analysis including a map plus explanations showing, which areas of the country currently fall under specific security constraints;
- provide a time analysis of particular risky times before, during and after the deployment of an EUEOM;
- provide assessment on bordering regions and relations with neighbour countries;
- identify police and army forces (provide organization charts) and all other security units (official or non-official) including relevant security staff at embassies and private security societies/agencies;
- identify the UN presence and structure (meeting UN Designated Official D.O.) who is the representative of UNDSS on the spot. During this meeting, present the exploratory mission. Present the EU EOM organization (Core Team Chief observer and other members), explain the possibility existing for EU EOM to contract with a UN agency like UNDP or IOM which implies that observers, having a UN staff contract, have to be fully integrated within the UNDSS system, explain the constraints in term of security for EU EOM (deployment overall the country, everyday...) which should require special agreement from DO, discuss particularly for a MoU on security organization during the EU EOM, especially for daily travel clearance.
- collect the list of MORSS compliant accommodations in Central African Republic;
- provide clear procedures related to UNDSS security level applied to the country;
- in case of higher UNDSS level assess possibility of a MoU – if applicable – with UN authorities to ensure clear procedures with maximum flexibility;
- provide a list of NGO's and other international organizations (including UNV offices) in the country, including the location of the offices in capital city and on the field;

#### **b) Specific Security/Safety aspects**

- in close coordination with the Logistics Experts
  - provide a security assessment on the pre-selected potential office space locations, car park and CT/LTO/STO accommodation and indicate necessary safety devices; ensure all accommodation and office space are MOSS/MORSS compliant;
  - assess the road structure in terms of safety and security;
  - assess transport infrastructure such as public transport/airways/train/boats;

- assess safety of vehicles and provide guidance on specific minimum requirements;
  - assess airways facilities: airport (type, length of track, etc), possibility of night use, special ability requirement, international and national airlines (plane and helicopter) companies (verify UNDSS compliance, pre-select an airline to be used for eventual evacuation);
  - assess reliability of existing communication and telecommunication (phone, GSM provider internet and satellite access and connection, etc.) systems;
  - assess need of close protection for CT members and/or observers by police/army forces or private security firm. Provide recommendation on type of protection (armed or non -armed) considering the situation throughout the country;
  - provide clear provisions on security measures for the Chief Observer;
  - provide clear recommendations on medical risks including:
    - analysis and recommendations regarding health risks for the deployment of observers;
    - obtain contact details of potential medical infrastructures to be used in capital and on the field (Hospital, community health centres, specified doctors, ambulance services, etc.);
    - assess the necessity to hire a doctor specifically for the EUEOM;
    - indicate which medical exams are necessary to ensure physical fitness of observers;
    - indicate necessity of specific vaccinations/preventive medicaments to be taken prior/during/after deployment. Ensure that all medications and vaccinations are sub-listed into mandatory and recommended respectively.
  - propose content of medical rescue kits to be supplied to the EU EOM;
  - contact INTERNATIONAL SOS Insurance, local or regional office, for knowing their MEDEVAC procedures.
  - provide recommendations on procedures (with/without International SOS) in case of accident or severe illnesses;
- c) Key elements for evacuation plan
- explain if the country will prepare a specific security plan for the election;
  - specify the Embassy(ies) in charge of evacuation;
  - describe the evacuation plan of UN on the field;
  - identify possible gathering/meeting places for the observers;
  - propose emergency evacuation ways and possibilities (road, plane, helicopter, other);
  - check availability in the vicinity of observer accommodations of helicopter landing track (sport field or similar).
- d) Provide clear input on security related issues to be integrated into the budget and TOR (equipment, services, etc.).
- e) Provide a list of issues (including explanations) to be included in the MoU.
- f) Other issues
- indicate possible threats for observers deriving from cultural related aspects and related recommendations for their behaviour
  - assess the necessity of personal pre-mission training;
  - indicate measures for living in difficult environment;
  - provide all other information useful to the EU EOM;

g) Prepare a Draft ExM Final report in consultation with representatives of Europe Aid on the security part including the following:

- Executive Summary
- General situation
- Risk assessment
- Law Enforcement and Armed Forces
- Private security
- United Nations (including MOSS, MORSS, ISE CT documentation)
- Evacuation Plan
- Telecommunications
- Air Support
- Medical care
- Deployment
- Headquarters and Lodging
- Security arrangements and equipment
- Joint police and army organization chart
- Maps (risk areas, health, traffic road or all others)
- Telephone and mail useful list
- Conclusions on feasibility of the possible EUEOM

### ***Expert Profile***

The Expert category SENIOR will have:

- (1) An advanced University degree in Social and Military Science, International Relations or any other discipline relevant to the assignment and at least 10 years of experience in the area related to Lot 12 **OR** equivalent professional experience of at least 11 years in the area related to Lot 12;
- (2) At least 5 years in election assistance/observation. S/he should have participated, at co-ordination level, to the planning and implementation of election observation mission or other monitoring/peace support missions with the EU or other organisations or have equivalent experience in security matters. S/he must be able to assess security needs and costs and assist in drafting a tentative budget for an EU EOM. S/He must have experience in designing and drafting a budget and Terms of Reference for the Security component of (electoral observation) missions and related projects.

S/he must be fluent in French (written and spoken) and have a good knowledge of English. Demonstrated managerial skills would be beneficial as well as good interpersonal skills to work in a multicultural environment. Work experience in the country and/or region in particular is an asset.

### **VIII. ADMINISTRATIVE INFORMATION**

#### **Specific items to foresee under reimbursable costs**

Sufficient budget shall be foreseen in the reimbursable costs to allow for adequate provisions of (these items shall be reimbursed to the contractor and the budget shall take real costs in Central African Republic into consideration):

1. **Visa handling fees;**
2. **International travel** from place of residence to place of assignment;
3. **Movements in country for professional reasons:** Extensive intra-city and inter-city travels are to be foreseen for all three experts, for professional reasons, in order to attend meetings with electoral

stakeholders and authorities. The contractor has to ensure the mobility of the experts during their entire stay in country, this implies renting of one mini-bus or cars during the expert's stay in the capital city and assuring car rental and/or flights to facilitate their individual field trips (each expert to a different destination within Central African Republic), to destinations to be agreed between the EC Delegation, the EC staff and the experts;

**4. Research material:** If needed, costs for buying relevant research material (maps, electoral law, etc.). This material shall be handed to AIDCO F2 at the end of the assignment;

**5. Insurance schemes:** The contractor will obtain a comprehensive insurance coverage for the experts. The three following coverage must be provided: *Health Insurance, Accident/death Insurance, and Evacuation Insurance. The contractor can arrange for and insurance system, provided that it provides similar coverage and provisions to the one the Commission has. If needed, the EC can introduce the Contractor to its current insurance broker Van Breda so as to obtain a clear understanding of such requested standards.* This includes the three following insurance policies: *Police d'assurance collective Maladie Nr. 909.417 with AGF France, Police d'assurance collective Accidents / Décès, Nr. 730.054.616 with AXA Belgium, Police Repatriation et évacuation sanitaire International SOS, Nr. 60355 -6250 A with SOS Ambulance.*

As mentioned in the global terms of reference for Framework Contract "Beneficiaries", communication costs, inter-city and intra-city travel for personal reasons, secretarial provisions and backstopping costs shall be covered by the fees of the contractor and shall not be invoiced under reimbursable items.

#### **IX. Indicative Timetable:**

	<b>Schedule experts</b>	<b>DSA BXL</b>	<b>DSA Central African Republic</b>	<b>Fee days</b>
24/03/10	Briefing Brussels (AM) + depart. CAR (PM)	1		1
25/03/10	Arrival in CAR		1	2
26/03/10			2	3
27/03/10	Field trip		3	4
28/03/10	Field trip		4	5
29/03/10			5	6
30/03/10			6	7
31/03/10	Draft summary of findings + debriefing DEL		7	8
01/04/10	Depart. CAR CE staff (PM)		8	9
02/04/10			9	10
03/04/10	Field trip		10	11
04/04/10	Field trip		11	12
05/04/10			12	13
06/04/10			13	14
07/04/10	Submission 1 <sup>st</sup> draft report + debriefing DEL		14	15
08/04/10	Depart. from CAR		15	16
09/04/10	Debriefing in Brussels (afternoon)	2		17
10/04/10	Report writing (all experts)			18
11/04/10	Report writing (all experts)			19
12/04/10	Report writing (all experts)			20
13/04/10	Final report submission			

**Important remarks**

During contacts with the authorities of Central African Republic or any other counterparts, the experts will clearly identify themselves as an independent consultant and not as official representatives of the European Commission.

Reports should mention that the opinions expressed are those of the experts and do not necessarily reflect the views of the European Union.