Annex I.B

**Terms of Reference for the Core Team member position:**

**OBSERVER COORDINATOR**

**EU EOM to Honduras 2021**

**General elections 28 November 2021**

*The present terms of reference offer selection criteria for the Core Team of the European Union Election Observation Mission to Honduras 2021. The Core Team is composed of nine experts. The call for candidatures of Deputy Chief Observer and the relevant Terms of Reference are published separately.*

**Preliminary remarks**

* *European Union Election Observation Missions (EU EOMs) are independent in their findings and conclusions, and must, at all times, adhere to the EU methodology for election observation in both, political/electoral and implementation/security matters, as outlined in the “Handbook for European Union Election Observation.”*[[1]](#footnote-1) *EU EOMs must follow practical guidelines as specified by the European External Action Service (EEAS) and the European Commission Service for Foreign Policy Instruments (FPI).*
* *All EU EOM members must follow the EU Code of Conduct for election observation and its Ethical aspects, as well as adhere to the UN “Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers”.*[[2]](#footnote-2)
* *The Core Team is an essential component of EU EOMs. The different roles and responsibilities of all experts are key elements for a successful EU EOM. All members of the Core Team must be experienced in election observation or related activities, fluent in the EU EOM working language(s), and be able to work cooperatively in a team. The Core Team work in conjunction with the Service Provider of the EU EOM.*
* *The following Terms of Reference offer a general overview of the requested job profiles, which are potentially subject to changes. The final version including the detailed description of the final profiles and responsibilities of each analyst/expert will be provided in the Letter of Assignment.*

**General tasks for Core Team analysts**

* All Core Team members work under the supervision of the Chief Observer (CO) and Deputy Chief Observer (DCO). They are required to participate in EU EOM briefings and debriefings organised by the EEAS and the European Commission. These activities are an integral part of the EU EOM.
* All Core Team analysts should acquire a solid grasp of the legal and regulatory framework for elections, as well as international and regional commitments and obligations applicable to democratic elections. They should become familiar with relevant EU publications, particularly the “EU Election Observation Handbook” and the “Compendium of International Standards for Elections”. The analysts should support the DCO in developing the analytical framework and in implementing the EU election observation methodology.
* All Core Team analysts should contribute to the EU EOM assessment of whether the elections are conducted in accordance with the legal framework as set out in national legislation as well as relevant international and regional commitments and obligations for elections. In their specific area of responsibility, they should assess whether election legislation is respected in practice. They should regularly brief mission members on important issues and legal provisions regarding their area of responsibility.
* All Core Team analysts should contribute to the preparation of weekly/interim reports, to the preliminary statement and to the final report in the mission reporting language. This includes amending/re-writing draft contributions after receiving CO and DCO feedback.
* All Core Team analysts should contribute to the drafting of EOM recommendations from the start of the mission in close coordination with the DCO. They should ensure that draft EOM recommendations are discussed as early as possible in the process. In line with EODS guidelines on drafting recommendations, the analysts should consult the relevant stakeholders, including Electoral Management Body (EMB), electoral observer groups and electoral assistance providers on the general content of the recommendations they are considering.
* All Core Team analysts should contribute to the EOM internal report and preparation of the follow-up plan to the EU EOM recommendations, including suggestions on any methodological improvements and information on possible areas of technical assistance and political dialogue.
* All Core Team members should ensure that any personal data received during an EU EOM is handled in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, as well as with the Privacy Statement on the Implementation of the European Union Election Observation Missions.

The working language will be Spanish. The reporting language of the EU EOM will be English.

**OBSERVER COORDINATOR**

The Observer Coordinator is responsible for coordinating the activities of observers and the information flow between the field and the core team.

S/he will:

1. Acquire knowledge of the election law, political and electoral situation of the host country.
2. Ensure that observers understand and sign the EU EOM Code of Conduct and its Ethical guidelines.
3. Act as one of the Focal Point for any possible alleged case of any type of harassment or breach of Code of conduct among the EU EOM members. In case of any allegation, immediately inform DCO and European Commission.
4. Ensure that all EU EOM members are fully aware of the applicable data protection framework.
5. Collect and analyse information provided by observers:
   * Ensure that qualitative and quantitative information is collected by observers, delivered and received in a timely manner, by providing instructions, guidance, tools, report templates, updates and feedback to observers. Ensure smooth and regular information flow between the core team and observers and maintain regular contacts with them. Fully support the activity of observers during the course of their work, respond to their inquiries and follow up on their observations.
   * Keep records of all observers’ reports (weekly reports, incident reports, campaign events reports, flash reports, election day reports, etc.). Establish and maintain a database of all cases of irregularities and incidents reported by the observers and monitor the follow-up of these cases.
   * Prepare regular summary reports on the findings of observers as requested by the DCO.
6. Coordinate the deployment (in cooperation with Logistics and Security experts) and activities of observers ensuring adequate observation coverage and taking into account geographical, country particularities and security considerations.
7. Ensure high quality of observer briefings and debriefings. Ensure that adequate briefing materials are properly provided (including observer’s handbooks, agendas, speakers).
8. Organise and schedule election-day and election-night reporting by observers to ensure that their reports are timely available for the Preliminary Statement. Throughout the day prepare regular update reports to CO/DCO on voting operations, counting and tabulation of results.
9. Co-ordinate with Election and Data Analysts the customisation of E-Day app. Provide corresponding information and training to observers on data collection. Assist the Data Analyst in the conduct of statistical analyses of collected data.
10. With the DCO and Service Provider, co-ordinate the integration of locally recruited diplomatic STOs (LSTOs) and EP delegation (if present) into the EU EOM.
11. Support the observers in providing guidance on the field, regularly contacting them, ensuring smooth implementation of the mission as well as team work, possibly act as mediator in case of difficulties;
12. Conduct the observer evaluation process in co-ordination with all Core Team members and Service Provider and in compliance with Commission guidelines; co-sign the evaluations and certificates for observers together with the DCO. Include the evaluations in the Commission roster.
13. In conjunction with other Core Team members and the Service Provider, prepare an internal report including recommendations for further EU EOMs.
14. Perform any other duty required for the good functioning of the EU EOM.

1. https://eeas.europa.eu/sites/eeas/files/handbook\_for\_eu\_eom\_2016.pdf [↑](#footnote-ref-1)
2. http://eeas.europa.eu/eueom/pdf/declaration-of-principles\_en.pdf [↑](#footnote-ref-2)