

## Terms of Reference for the Core Team members EU EOM to Paraguay 2023

### *General elections, 30 April 2023*

*The present terms of reference offer selection criteria for the Core Team of the European Union Election Observation Mission to Paraguay 2023. The Core Team is composed of ten 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.”<sup>1</sup> 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.<sup>2</sup>*
- *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 and reporting languages, 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*

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<sup>1</sup> [https://eeas.europa.eu/sites/eeas/files/handbook\\_for\\_eu\\_eom\\_2016.pdf](https://eeas.europa.eu/sites/eeas/files/handbook_for_eu_eom_2016.pdf)

<sup>2</sup> [http://eeas.europa.eu/eueom/pdf/declaration-of-principles\\_en](http://eeas.europa.eu/eueom/pdf/declaration-of-principles_en)

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

## **ELECTION ANALYST**

The Election Analyst is responsible for assessing the performance of the Superior Court of Electoral Justice (*Tribunal Superior de Justicia Electoral – TSJE*) its decentralized offices and other public authorities in the preparation and conduct of the electoral process. S/he will analyse the effectiveness of the relationship between the TSJE and other government bodies, ministries and stakeholders. The Election Analyst should coordinate closely and share information with the Election Technology, Legal, Political / Campaign Finance, Media, Social Media and Data Analysts, the Observer Coordinator and the Deputy Observer Coordinator. S/he will work under the supervision of the CO and DCO.

S/he will:

1. Become familiar with Paraguay's constitutional, legal and regulatory framework for elections, assess the implementation of the national election legislation by the TSJE its decentralised offices and other state bodies responsible for administering elections, concerning, in particular voter registration, political party registration, candidate registration and the polling, counting and tabulation of results, as well as results management.
2. Assess the performance of the election administration and governmental bodies concerning technical preparations for the election. Special attention should be paid to: the system of voter registration and the reliability of the voter register, candidate nomination and registration, recruitment and training of temporary election staff and the measures taken to promote women's and minorities' participation.
3. If possible, attend and observe sessions of the TSJE and its decentralised bodies, follow the issues on their agenda, meet with relevant members of the TSJE including department heads and other officials who are part of the election management, and provide the EU EOM with information about TSJE meetings and complaints brought to the election administration.
4. Assess the performance of the election administration, the extent of its effectiveness, independence, impartiality, transparency of its operations, and the degree to which it enjoys confidence of electoral stakeholders.
5. Assess the election administration capacities, training of election officials, material production and distribution, and degree to which voters are adequately informed about the election process.
6. Maintain regular relations with election analysts of other international observation missions and international technical assistance providers.
7. Liaise with domestic observer groups and other national or international non-governmental organisations engaged in the election process.
8. Support the DCO in developing the analytical framework and in implementing the EU election observation methodology.
9. Ensure LTOs are kept informed of developments in the electoral process. In consultation with the DCO, prepare relevant questions for LTO weekly reports and analyse LTO reporting output.
10. Produce regular reporting on the electoral process developments for core team and observers and provide oral briefings as required.
11. On the basis of templates provided by the EC (EODS project), and with the support of the Data Analyst, prepare election observation electronic checklists for polling station opening, polling, closing and counting, and tabulation of election results.
12. With the Observer Coordinators and Data Analyst analyse data from e-day observation checklists.

13. Participate in observer briefings, debriefings and team meetings.
14. Contribute to the preparation of interim reports, the preliminary statement and the final report in the mission reporting language. This includes amending/re-writing draft contributions after receiving DCO feedback.
15. Contribute to the internal report, including suggestions on any methodological improvements and information on possible areas that merit technical assistance.
16. Perform any other duty required for the good functioning of the EU EOM.
17. If requested be available for the return visit and roundtable.

## LEGAL ANALYST

The Legal Analyst is responsible for providing an analysis of the legal framework governing the elections in Paraguay in accordance with international and regional commitments and obligations applicable to democratic elections, taking into consideration the country's Constitution and relevant election-related laws and regulations as well as any legislation/regulation governing other aspects of public life and fundamental rights and freedoms impacting electoral processes. S/he will analyse processes related to political party registration and candidate registration. The Legal Analyst will take into consideration Paraguay's international and regional commitments in promoting gender equality. The Legal Analyst should co-ordinate closely and share information with the Election, Political/Campaign, Election Technology, Data, Media and Social Media Analysts. S/he will work under the supervision of the CO and DCO.

S/he will:

1. Have acquired solid grasp of the legal and regulatory framework for elections, as well as international and regional commitments and obligations applicable to democratic elections. In this context, the "Compendium of International Standards for Elections" is an important background document.
2. Comprehensively analyse national legislation, in particular concerning universal and equal suffrage, the right to vote and to stand as a candidate, conditions for the exercise of fundamental freedoms of expression/association/assembly/movement, constituency delimitation, election administration, voter registration, political party registration and finance (in coordination with the Political/Campaign Finance Analyst), candidate registration, campaign, traditional media and social media (in coordination with the Media and Social Media Analysts), voting, counting and tabulation, complaints and appeals.
3. In co-ordination with the Election Analyst, assess compliance of Paraguay's legislation with the country's international and regional commitments and obligations for democratic elections.
4. If possible, attend and observe sessions of the Superior Court of Electoral Justice (*Tribunal Superior de Justicia Electoral – TSJE*), follow the issues on their agenda, meet with relevant members of the TSJE including department heads and other officials who are part of the institution, and provide the EU EOM with information about TSJE meetings and complaints brought to the institution.
5. Assess electoral legislation from a gender perspective, in accordance with applicable international conventions, focusing in particular on the participation of women, indigenous people and socially vulnerable people and special needs groups. Assess whether election legislation is respected in practice, allowing all persons to enjoy internationally guaranteed rights.
6. 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 international and regional commitments and obligations for elections.
7. Assess and analyse legal aspects of the activity of the judiciary/election administration, in particular:
  - a. the capability of the judiciary/election administration in implementing the legal framework consistently;
  - b. implementation of new regulations on campaign finance;
  - c. the role of the judiciary/election administration in dispute resolution and election process supervision;
  - d. the conduct and effectiveness of complaints and appeals processes.

8. Log, categorize and maintain in a database all election-related complaints and appeals, filed by parties, candidates, voters, or other stakeholders.
9. Maintain, with the active support of the Political / Campaign Finance Analyst, regular relations with local and international human rights groups and produce regular assessments of formal and informal violations of fundamental freedoms, including civil and political rights, throughout the country.
10. In coordination with the Political/Campaign Finance Analyst, monitor complaints and appeals related to campaign finances, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.)
11. Meet regularly with judicial and other relevant bodies, and attend court hearings relating to petitions, complaints and appeals and electoral offense charges.
12. In co-ordination with the Election Analyst and the Media and Social Media Analysts monitor closely any arrests or detentions impacting fundamental rights underlying elections and the circumstances surrounding such arrest/detentions.
13. Monitor and assess the treatment of electoral offences by the Police and the Courts.
14. Liaise with international organisations and agencies as well as with domestic NGOs specialised in legal issues.
15. Analyse legal information collected by LTOs and other core team members.
16. Support the DCO in developing the analytical framework and implementing the EU
17. election observation methodology.
18. Brief mission members on important legal issues.
19. Suggest relevant questions to be included in LTO weekly report templates.
20. Participate in observer briefings, debriefings and team meetings.
21. Contribute to the preparation of interim reports, the preliminary statement and the final report. This includes amending/re-writing draft contributions after receiving DCO feedback.
22. Contribute to the internal report, including suggestions of methodological improvements and information on possible areas of technical assistance.
23. Perform any other duty required for the good functioning of the EU EOM.
24. If requested be available for the return visit and roundtable.

## **POLITICAL / CAMPAIGN FINANCE ANALYST**

The Political/Campaign Finance Analyst is responsible for conducting a political assessment of the electoral process and provide information concerning the historical, cultural and political background on the country as well as on- going developments. S/he will conduct an assessment of the existing regulatory framework for political and campaigning finance in Paraguay. S/he will analyse political party and candidate campaigning finance in line with international and regional standards for genuine democratic elections and national legislation paying special attention to possible misuse of state resources. S/he will work under the guidance of CO and DCO in close coordination with the Legal, Media, Social Media, Election and Election Technology Analysts as well as the Observer Coordinator.

### As Political Analyst, s/he will:

1. Undertake a comprehensive political analysis of the electoral process and produce benchmarks to assess the genuine competitiveness of the electoral process between stakeholders before, during and after elections.
2. Gain a broad understanding of the historical, cultural, social and political context in which the elections are being held and produce an assessment of historical patterns of political alignment, overall party system, voting patterns and political affiliations.
3. Maintain regular relations with political parties, candidates and political analysts in co-ordination with the DCO throughout the deployment of the mission. Gain official and unofficial insight into the internal workings of the main parties and their consequences to the process, including, inter alia, acceptance of results.
4. Assess the legal, regulatory and administrative framework managing political activities, including for political parties and NGO participation and activities.
5. Assess the approach of political parties to and the role and participation of women, and politically disenfranchised, ethnic minorities and/or socially vulnerable groups.
6. Assess political parties' compliance with Codes of Conduct and the application of enforcement mechanisms.
7. Maintain regular relations with local and international political analysts (from other international observation missions, civil society organisations, political parties, international organisations, diplomatic missions, media outlets, university departments) and produce a regularly updated political and electoral conflict/risk analysis overview for Paraguay.
8. Maintain close relations with domestic observer groups and other national or international non-governmental organisations engaged in the election process.
9. Provide assessment, background knowledge and relevant material on a wide range of interlocutors including candidates, political parties, state authorities, military, media groups, journalists, and decision makers in the country.
10. Produce regular reporting on political developments for core team and observers and provide oral briefings as required.
11. Ensure that LTOs are kept abreast of political developments. In consultation with the DCO and the Observer Coordinators, prepare relevant questions for the LTO weekly reports and process and interpret the responses thereto.
12. Develop a cultural awareness briefing for mission staff, taking into particular consideration Paraguay-specific sensitivities. In conjunction with the Service Provider (SP) operations and

security experts, brief mission members about culturally sensitive issues and the appropriate behaviour to be observed by all mission staff, including the SP, in the course of their activities.

13. Participate in observer briefings, debriefings and team meetings.
14. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.
15. Contribute to the internal report, including suggestions on any improvements and information on possible areas of technical assistance.
16. Perform any other duty required for the good functioning of the EU EOM.
17. If requested be available for the return visit and roundtable.

As Campaign Finance Analyst, in addition, s/he will:

18. Become familiar with international and regional obligations, commitments, and best practice, relevant to political parties and campaign finance;
19. Assess the legal arrangements regarding political parties and campaign financing in Paraguay, their implementation and the sufficiency and transparency of party/election financing;
20. Acquire knowledge of the political party landscape, campaign modus operandi, as well as of the election administration structure and the role of the judiciary in ensuring sound campaign finance;
21. Monitor and analyse the use of state resources to determine whether it is a hindrance to the level playing field, to the extent it is feasible in the context of the EU EOM;
22. Monitor the enforcement and compliance with finance reporting requirements of political parties and candidates;
23. Monitor complaints and appeals related to campaign finances, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.);
24. Follow the monitoring of campaigning finance mechanisms put in place by domestic and other observer groups; establish coordination mechanisms with domestic and other observers working in relevant fields;
25. Liaise with the Media, Social Media, Legal, Election and Election Technology Analysts, particularly when meeting political parties and candidates and with the election administration.



## **ELECTION TECHNOLOGY ANALYST**

The Election Technology expert will work in synergy with the Core Team and contribute in the EOM assessment of the integrity, credibility and transparency of the overall electoral process. The expert will work closely with the Election Analyst and other CT Analysts. S/he is responsible for providing an analysis of electoral technologies and in particular of the voting machines and the system for the transmission of preliminary election results (TREP).

S/he will:

1. Undertake an in-depth assessment of the voting machine system and the transmission of results process in the general elections looking at technology systems used.
2. Assess the impact of election technologies on election preparations, including the tendering process, the TSJE capacity to manage the system and related contractors, and considering the views of stakeholders.
3. Analyse how election technologies are used for voting, counting tabulation and the transmission/transcription of results with special focus on their contribution to the integrity and transparency of Election Day and following days operations.
4. Consider how effective the voting machine and electronic transmission systems are in providing for inclusivity of voters, transparency, timeliness, effectiveness, usability and accuracy of the transmission and safeguards in the electoral process.
5. Assess the likely effectiveness and risks of use of the voting machine and electronic transmission systems, covering also system audits, contingency plans and testing of the system, including its scalability on e-day, training plans for system operators ahead of the general elections
6. Assess work done by stakeholders to address possible weaknesses, security vulnerabilities and issues of concern for its improvement.
7. Examine the benefits of electronic results transmission versus manual tabulation, in particular in terms of cost and reliability, transparency, timeliness and accuracy.
8. Participate in observer briefings, debriefings and team meetings.
9. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback. Provide information on possible areas of technical assistance.
10. Contribute to the internal report, including suggestions on any improvements and information on possible areas of technical assistance.
11. Perform any other duty required for the good functioning of the EU EOM.
12. If requested be available for the return visit and roundtable.

## **MEDIA ANALYST**

The Media Analyst is responsible for conducting an assessment of the media coverage during the election period, as well as making an assessment of the overall media environment. S/he will work under the supervision of the CO and DCO.

As Media Analyst, s/he will:

1. Identify Paraguay's most important traditional and social media outlets to be monitored in terms of distribution, audience, ownership and impact.
2. Monitoring the most important traditional and social media outlets, in close cooperation with all experts in the CT for input in their own areas of responsibility.
3. Set up a traditional monitoring unit, including both staff recruitment and training, technical set up and management.
4. Coordinate media monitoring conducted by LTOs in their areas of responsibility.
5. Monitor the impact of the EU EOM public outreach strategy on the traditional and social media, in cooperation with the social media analyst and press officer.
6. Assess whether the media, both public and private, provide balanced coverage of the election campaign in accordance with the existing legislation, using both quantitative and qualitative analysis.
7. Assess the tone of the media coverage of the campaign including recording any statements that "go beyond any acceptable limits".
8. Assess the quantity and range of official voter information items distributed in the media.
9. Assess the coverage of women and minorities issues in the media, the access of women and minorities to the media, and other human rights issues coverage, as required by the DCO and in coordination with other Core Team members.
10. Evaluate the freedom of speech in the media and their ability for pluralistic political expression.
11. Assess the media related legal framework and codes of conduct.
12. Assess any complaints directed by political parties against the media.
13. Assess the legal mechanisms to handle media related complaints including the performance of media regulatory bodies during the elections.
14. Collate and analyse all material available on opinion polls.
15. Maintain contact with civil society groups engaged in media monitoring, especially in regard to the public broadcasters and other media.
16. Ensure that findings of the media monitoring are communicated regularly to LTOs.
17. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM.
18. Prepare in coordination with the Security Expert, daily briefings on election and political violence.
19. Participate in observer briefings, debriefings and team meetings.
20. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.

21. Contribute to the internal report, including suggestions on any improvements and information on possible areas of technical assistance.
22. Perform any other duty required for the good functioning of the EU EOM.
23. If requested by available for the return visit and roundtable.

## **SOCIAL MEDIA ANALYST**

The Social Media Analyst will assess the online environment and content related to the electoral process and the campaign. In particular s/he will provide information concerning the online environment in the Paraguay and will also conduct analysis regarding the regulation of the Internet and social network platforms in Paraguay. She/he will also provide an overview of the use of social networks for electoral campaign, voter mobilisation and education. The analysis should be informed by the EU EOM Internal Guidelines on the Online Environment.

As Social Media Analyst, s/he will:

1. In coordination with the Legal Analyst, undertake comprehensive legal analyses of internet regulation in Paraguay and gain broad understanding of the online legal environment in which the elections are being held. Legal analysis will include subject matters relating to Internet access, freedom of speech, dangerous speech, data protection and privacy, political finance, advertising, and disinformation.
2. Hold regular meetings with relevant stakeholders and undertake comprehensive analysis of the situation in Paraguay in regards to digital/ social media communications. This will include meetings with relevant government institutions and agencies, Internet activists, academics and researchers, social media platforms representatives and civil society groups active in the protection of digital rights and social network monitoring.
3. Assess Paraguay's fulfilment of commitments related to digital rights, including freedom of opinion, expression and association, access to the Internet and to the right to privacy online. Be familiar with international and regional obligations, commitments, and best practices, relevant for freedom of expression and association, the right to information, dangerous speech, and privacy in the online environment.
4. Identify the most important social platforms, in terms of penetration and reach, and assess feasibility and scope of monitoring social network sites. Be responsible for such monitoring, including with regards to staff recruitment and training, technical set up and management, with the technical support of the Service Provider.
5. In cooperation with the Media and Political/Campaign Finance Analysts, devise a system for monitoring/following the Social Network Sites (SNS) of the main candidates and other opinion makers. This may include referring to findings from credible civil society organisations and other analysts. To analyse:
  - a. the strategies used by candidates and parties to campaign on social platforms;
  - b. the presence of dangerous speech, incitement to violence and defamation;
  - c. the type, themes and targets of disinformation the EOM could detect during the campaign;
  - d. possible interference in the integrity of the electoral process via bots, trolls and other forms of orchestrated campaigns;
  - e. whether social platforms act in accordance with the existing legislation on elections and the campaign;
  - f. the publication of online opinion polls.
  - g. the reach of the EOM's public outreach strategy on social networks, in cooperation with the press officer.
6. Assess the relevant supervisory bodies' capacity and role in regulation of the Internet and online campaign, including any enforcement measures in place (in cooperation with other Core Team Analysts).

7. Assess the measures put in place by social network companies to protect the integrity of the electoral process and the campaign, including in regards to providing information on paid adverts and relations with the Election Management Body and other state bodies.
8. Monitor complaints and appeals related to online campaigning and online content, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.);
9. Follow and assess the monitoring of social networks by citizen observers' groups and other civil society organisations. Establish information exchange mechanisms with such organisations.
10. Assess efforts to promote digital literacy and to specifically target women and other marginalised groups
11. Assess any barriers to the participation of women and minorities and other disadvantaged groups in online debate and campaign.
12. Produce regular reporting on online campaign developments on elections for Core Team and observers and provide briefings, as required. Provide information and points of enquiry to LTO teams.
13. Participate in observer briefings, debriefings and team meetings.
14. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.
15. Contribute to the internal report, including suggestions on any improvements and information on possible areas of technical assistance.
16. Perform any other duty required for the good functioning of the EU EOM.
17. If requested by available for the return visit and roundtable.

## **DATA ANALYST**

The Data Analyst is responsible, in close co-ordination with the DCO, the Political and Election Analysts and the Observer Coordinator, for customisation of E-Day application for the collection and assessment of key election findings based on observation data, particularly pertaining to voting, counting and result tabulation, received from long term and short- term observers (LTOs and STOs). He/she will provide a comprehensive statistical report on Election Day observations.

S/he will:

1. In cooperation with the Election and Political Analysts, in case relevant data is available, design and prepare an appropriate system to facilitate the analysis of the demographic, civil registration and voter registration data collected by the mission, including registration of women, minorities and socially vulnerable voters.
2. Contribute to the customisation of E-Day application to facilitate the analysis of the data collected by observer teams. In co-ordination with the Election Analyst, contribute to the design and content of EU observer reporting electronic forms, ensuring that the information contained can be processed effectively by the database.
3. Prepare a briefing on election day electronic forms and the use of tablets for LTOs and STOs and if deemed necessary be available for a video conference (if not already deployed to EOM) during LTOs briefing.
4. In co-ordination with the Election and Election Technology Analyst provide input on eventual electronic results tabulation system, on its credibility and transparency and on any potential anomalies in data available on the tabulation of results from official sources.
5. Train and supervise data entry clerk(s) responsible for data entry on E-Day, if necessary.
6. Attend briefings and debriefings as requested.
7. Contribute to the internal report, including suggestions on any improvements and information on possible areas of technical assistance.
8. Perform other duty required for the good functioning of the EU/EOM, as requested by the CO/DCO.

## **OBSERVER COORDINATOR**

The Observer Coordinator is responsible for coordinating the activities of observers (long-term and short-term) 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:
  - a. 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.
  - b. 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.
  - c. 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.
8. 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.
9. With the DCO and Service Provider, co-ordinate the integration of locally recruited diplomatic STOs (LSTOs) and EP delegation into the EU EOM.
10. 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;
11. 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.

12. In conjunction with other Core Team members and the Service Provider, prepare an internal report including recommendations for further EU EOMs.
13. Perform any other duty required for the good functioning of the EU EOM.



## **DEPUTY OBSERVER COORDINATOR**

The Deputy Observer Coordinator will assist the Observer Coordinator in his/her activities and duties.

S/he will:

1. Acquire knowledge of the election law, political and electoral situation of the host country. Ensure that observers understand and sign the EU EOM Code of Conduct and its Ethical guidelines.
2. Act possibly 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.
3. Ensure that all EU EOM members are fully aware of the applicable data protection framework.
4. Perform any task or duties as requested by the Observer Coordinator, the CO and DCO.
5. Perform any other duties as required for the good functioning of the EU EOM.

## **PRESS AND PUBLIC OUTREACH OFFICER**

The Press Officer is responsible for organising the EU EOM communication and public outreach strategy. S/he is also responsible for maintaining relations with the media as regards the EU EOM activity, and for organising EU EOM press conferences. S/he will work under supervision of the CO and DCO

As Press Officer, s/he will:

1. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM in the national and international media at all stages of the Mission's deployment.
2. Develop an overall public outreach strategy making use of traditional and social media, networks of non-governmental organisations, political parties, universities etc.
3. Establish and maintain contact with the local and international media.
4. Prepare a comprehensive press distribution list for both local and international media.
5. Monitor the impact of the EU EOM public outreach strategy on traditional and social media in cooperation with the Media and Social Media Analysts.
6. Prepare (or receive from another institution/organisation) a basic daily media digest of political and election related items for the EU EOM.
7. Ensure that the “EU Visibility Guidelines for External Actions” are followed.
8. Coordinate the development of the mission website and accounts on social networks as well as of mission related audio-visual material, in terms of design and contents. This task should be done in cooperation with all other mission members and in close coordination with the European Union institutions in Brussels and the EODS project, ensuring the widest possible outreach through the EU's social media channels (press and communication services in Brussels and in the EU Delegations).
9. Prepare a “Mission Factsheet” to explain the mandate and objectives of the EU EOM to the general public.
10. Assist the CO and DCO in the preparation of media interviews, press releases and press conferences, as instructed by CO/DCO.
11. Ensure, where appropriate, the translation of the relevant information and documents issued by the EU EOM to the public.
12. Ensure that the public outreach strategies are gender and minority (ethnic groups/ marginalised communities) sensitive.
13. Ensure maximum distribution of the EU EOM press releases, preliminary statement and final report both locally and internationally.
14. Ensure that EU EOM press releases and statements are communicated regularly to observers.
15. Participate in briefings, debriefings and Core Team meetings.
16. If requested by the CO, DCO or the European External Action Service, prepare drafts of interim reports, the preliminary statement, and the final report ensuring that the EU guidelines are carefully and rigorously followed and that the quality of language is of the highest possible standards. Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance.
17. Perform other duties as required for the good functioning of the EU EOM.
18. If requested be available for the return visit and roundtable.