

## **ELECTION SUPPORT PROJECT TO IRAQ (ESP - IRAQ)**

The terms of reference for both individual experts and for the mission as a whole may be subject to further changes after publication of this notice".

With the aim of supporting the Iraqi elections currently fixed for January 2005, the European Commission, in joint management with the International Organization for Migration (IOM), intends to implement the following measures:

- **Fielding of Experts in Baghdad to support the work of the IECI , including:**
  - Field Coordination Advisor
  - Advisor on International and Domestic Observation
  - Electoral Public Information Advisor

Indicative profiles for these positions have been provided by the United Nations.

- **Training of Domestic Observers:**

A team consisting of two EU nationals and local staff will be based in Amman. They will be responsible for developing a programme of training for up to 150 Iraqi domestic observers, identifying Iraqi nationals who would benefit from such training, organising their deployment to Amman and return to Iraq and delivering appropriate training. Training should be operational by early December, 2004 and should be completed by mid-January. Further details are set out below.

- **Limited Process Monitoring :**

A team of two EU electoral experts (one nominated as team leader) assisted by a local secretary, will be based in Amman, Jordan. They will carry out an evaluation of the legal and administrative regulatory framework governing the January elections, the performance of the Independent Election Commission of Iraq (IECI) . They will assess the data-base on voter registration and such other aspects of the process that can reasonably be evaluated from Jordan. They will produce a confidential report with recommendations for the future which will be delivered to the European Commission and the IECI.

### **Terms of Reference of ESP staff:**

The ESP will consist of a Technical Assistance Team of 5 experts based in Amman together with 3 Field Experts located in Baghdad and seconded to the IECI, under the authority of the international expert serving as a non-voting member appointed by the Secretary General of the United Nations, Carlos Valenzuela or his successor.

Members of the ESP will ideally be deployed around the second or third week of November 2004 for a period of 3 months. All members of the ESP Team should be experienced in electoral and democratisation issues in conflict or post-conflict areas and fluent in English. Knowledge of Arabic is desirable. Detailed terms of reference are presented below.

The members of the ESP will be selected by the European Commission and contracted by IOM in the framework of this project.

### **1. Senior Election Expert- Team Leader (Amman)**

The team in Amman will be led by a Team Leader who will give direction to, manage and coordinate the day to day operation of the mission (excluding the work of the experts in Iraq). The Team Leader will be based in Amman.

i.) As regards election process monitoring:-

- s/he will lead on these activities. Together with the process monitoring election s/he will assess the legislative and administrative framework in force, the quality of the date-base on voter registration maintained in Amman, the decisions and actions of the IECI, , the performance of civil society and any such other activities as can reasonably be assessed from Amman (see section 3.4.2 below);
- Together with the process monitoring expert, s/he will prepare a detailed report on the above issues together with recommendations for the future. ;

ii.) As regards domestic observer training:-

- S/he will lead on these activities. Together with those EU experts working on domestic observation training in Amman s/he will ensure that training is delivered as per these terms of reference in a timely and professional manner. S/he may participate in the training as appropriate and as needed;

iii.) As regards the EU election experts in Iraq, s/he will liaise with these experts and provide support as and when needed.

#### Reports:

- Weekly Reports

The Team Leader will prepare a concise weekly report summarising the activities undertaken by the ESP in Amman, outlining difficulties that have arisen and making recommendations as appropriate. This report will be delivered to the European Commission (Representative for Iraq in Amman, DG Relex B1 and EuropeAid F3).

- Final Report

The Team Leader will compile a final report summarising all the activities carried out by the ESP in Amman and containing recommendations for the future as appropriate.

In general s/he will cooperate closely with the European Commission Representative for Iraq based in the Delegation of the European Commission in Amman, IOM and the European Commission HQ in Brussels. As and when required s/he will also brief members of the European Commission Delegation in Jordan. The Team leader will provide the link between the EU election experts in Baghdad and the EU election experts in Amman.

#### **Qualifications**

S/he must have a thorough knowledge of elections and democratisation processes, and a good understanding of the political process in Iraq. S/he will also possess proven managerial capacities

and have participated in previously in election observation missions or other electoral assessment activities. S/he must have a command of written and spoken English. Knowledge of Arabic is desirable.

## **2. Election Expert (Process Monitoring)**

The Election Expert will cover the electoral process including the performance of the electoral authorities at all levels and assist the Team Leader in producing documents on the evolution of the election process and in making recommendations for improvement of the process in the future.

- She/he will analyse the legal framework and the extent to which the law falls short of international standards or impedes the efficient and fair administration of the elections and will make recommendations for improvements of the process in the future.
- She/he will analyse the election administration, election complaints and appeals, political party registration, voters' registration, candidate registration, progress in voter education, the electoral campaign, the media, constituencies' delimitation and the arrangements for polling, counting and the aggregation of results.
- S/he will also analyse the extent to which women are able to participate in the electoral process both as voters and candidates and will make recommendations designed to improve women's participation and combat discrimination.

. S/he will contribute to the various reports described in 3.4.1 above.

The Election Expert will be based in Amman and will work under the supervision of the Team Leader. S/he should have a thorough knowledge of election processes and election law and experience in observation or other election assessment missions, in which s/he has played an advisory role. Experience of work on gender issues is desirable. S/he must have a command of spoken and written English. Knowledge of Arabic is desirable.

## **3. Operations & Security Expert**

The Security and Operations Expert should primarily focus activities on Amman. Regarding Iraq its activities should be limited to sending of election experts to Iraq and liaison with either the UK or UNSECOORD regarding their deployment. Within Amman s/he should be responsible for the security of the ESP and assist in the operational aspects of the bringing up to 150 election domestic observers over to Jordan for training and ensuring the security when there.

S/he will be responsible for the ESP Operational aspects and will be the principal point of contact with IOM. S/he will assist IOM and the UK representatives in the implementation and co-ordination of the deployment of the three election experts to Iraq.

The Operations & Security Expert will:

- Advise the IOM, the Commission, the TL and other members of the ESP in Amman on the administrative and logistics arrangements for the different tasks to be carried out by the ESP in Amman (and in particular all logistic activities related to the implementation of domestic observer training). These will include: staff recruitment and contracting, insurance policy, airport arrangement, office space and accommodation including briefing, debriefing,

identification of candidates for domestic observer training, transportation air and road, IT equipment and furniture, communication means;

- Provision of various services to the ESP such as: translation services, rental of equipment, sub-contracting of vehicles, medical evacuation arrangement, provision of mobile close protection escorts etc.);
- Centralise operational needs of the ESP team members in Amman and maintain regular contacts with IOM in order to ensure that it provides adequate services to the Mission;
- Participate in briefings, debriefings and team meetings;
- Report weekly to the Team Leader on operation management of the ESP and assist the TL preparing the Mission Internal Report by assessing IOM's performance in line with the Mission Terms of Reference. Highlight areas of concern and provide recommendations for future missions.

Regarding security S/he will closely monitor the security situation, maintain contact with EU Members States' Security Officers in Amman and, where appropriate in Baghdad, UNSECOORD Security Officer, UNAMI Security Officers, IOM, provide advice on the safety of ESP experts in Amman and set up adequate security arrangements for ESP members in Amman. His/her terms of reference will include the following:

- Maintain working relations with relevant security officers operating in Jordan and Iraq (the latter to the extent that it is necessary to facilitate the travel of domestic observers to and from Jordan as well as the travel of the EU election experts in Iraq) such as Member's State security officers and United Nations Security Officers in Amman, MNF and UNSECOORD officials. S/he will liaise regularly with the relevant Ministries, the Police, Civilian and Military Intelligence Agencies;
- Elaborate evacuation plan and ensure the testing of the evacuation plan with all ESP team in Amman ;
- Provide Team Leader and the Commission (delegation and HQ) with comprehensive security briefings regarding the situation in Amman.
- Elaborate mission security plan including security contact numbers, concentration points, evacuation roads, security wardens, evacuation procedures, out-of-bound areas, and clearance system in accordance with the existing Security System for EU Citizens ;
- As appropriate, maintain regular contact with experts deployed in Baghdad;
- Advise the ESP in Amman and IOM on security arrangements.

#### **4 2 Experts on Domestic Observation**

- Together with the Team Leader and Security and Operations Expert the Domestic Observation Experts will set up, design and deliver a programme of training seminars for Iraqi domestic observers. The training shall be adapted according to the rules and procedures laid down for domestic observation by the IECEI;
- Identify and select candidates to participate in the training. To assist him or her in this task the Domestic Observation Expert will develop contacts with NGOs, international organisations working in Iraq, EU Member States and such other organisations as appropriate;
- Together with the Security and Operations Expert ensure that all the logistic arrangements for seminars are in place;
- The Domestic Observation Experts will co-operate with other organisations working in this field such as the National Democratic Institute and the Friederich Ebert Stiftung so as to ensure that the training contribute to wider efforts to support domestic observation groups and civil society generally.

The training programme should involve a maximum of 150 Iraqi individuals and shall take place between 22 November 2004 and 15 January 2005. The domestic observation expert should envisage training seminars of between 3- 5 days in duration.

The Domestic Observer Experts in Amman shall liaise with the EU International and Domestic Observer Expert to be deployed in Iraq.

They will contribute to the various reports described above and, as appropriate, the process monitoring report.

The domestic observation experts will be based in Amman and will work under the responsibility of the Team Leader. S/he will have considerable experience in the area of domestic observation including the provision of training and technical advice. S/he will have a command of both written and spoken English. A command of Arabic is highly desirable.

## **5. 3 Experts - Baghdad**

### **1 Field Coordination Advisor**

The field coordination advisor will assist the IECI Director of Operations in the establishment of a Field Coordination and Support Section, including a Security Coordination Cell. The field coordination advisor will:

- » Assist the IECI with the development of a field communications plan, including the deployment and installation of communications equipment.
- » Assist the IECI with the development of a field reporting template and a statistical tracking system.
- » Assist the IECI with the development of a management and support plan for IECI field offices.
- » Assist the IECI in such other electoral related tasks as the IECI may identify, so far as it falls within the competence of the advisor to do so.

Duty Station: Baghdad, Iraq

### **1 International and Domestic Observation Advisor**

- Assist the IECI with the development and implementation of the regulatory framework for domestic and international observers;
- Assist the IECI in developing a system of accreditation for domestic and international observers
- Assist the IECI in providing information to domestic observers regarding the regulatory framework for observation.
- Assist the IECI in such other electoral related tasks as the IECI may identify, so far as it falls within the competence of the advisor to do so.

### **1 Electoral Public Information Advisor**

The electoral public information advisor will support the IECI public information unit in the following areas:

- Reviewing and determining needs, defining goals, and recommending steps needed to carry out a planned public information program;
- Planning, and composing news items, newspaper articles, speeches, radio and television scripts; posters, leaflets and other media related to convey messages regarding the electoral process;
- Researching, preparing, and disseminating IECI public information materials;
- Providing day-to-day advice to the IECI officers to improve operations of the IECI public information department.
- Assist the IECI in such other electoral related tasks as the IECI may identify, so far as it falls within the competence of the advisor to do so.

Required Knowledge, Skills and Abilities for all three EU Election Experts based in Iraq:

- Substantial experience in the area of expertise for which they are applying (ie field coordination, or international and domestic observation, or information outreach).
- Work cooperatively with other employees, media representatives, and the public.
- Fluency in written and spoken English; fluency in Arabic is a major asset.

The three field experts should ideally have experience of working in the field in crisis situations. Field experts will work under the authority and direction of the UN Electoral Assistance Division (UNEAD) representative in Baghdad and non-voting Member of the IECI.

The field experts will have a command of written and spoken English.

### **Hostile Environment Training**

Considering the difficult logistical and security environments in Baghdad and the need for all experts to receive accreditation from UNSECOORD to be able to operate in Iraq, and the need to achieve high levels of awareness and preparedness, all mission members should be briefed before their departure in issues related to the Iraqi electoral process and how to operate in ongoing conflict areas, such as health care, first aid, radio communications, use of sat phones and GPS, mine awareness, correct ethnic and religious behaviour, use of instruments and materials (first aid kits, trauma packs, flack jackets), security (Iraqi UNSECOORD rules, MOSS compliance), etc.

### **Insurance**

Insurance will be negotiated by IOM to cover all mission members during their stay overseas.

The General conditions of any insurance policy, subscribed by IOM, should be adhered to by the experts under penalty of forfeiture of his/her rights. The general conditions of the above insurance policies will be annexed to the individual contracts signed between the Service Provider IOM and the experts and observers.