Following an official invitation from the government of Somaliland, an Election Observation Mission (EOM) has been established to observe the presidential elections scheduled for 13 November 2017. The Bartlett Development Planning Unit (DPU) at University College London (UCL) has been commissioned by FCO to carry out this work. The EOM is fully independent of the Somaliland authorities, and will conduct its observation activities in accordance with the Declaration of Principles for International Election Observation, agreed at the United Nations in 2005.

Michael Walls is a senior lecturer at DPU and is leading the EOM as Chief Observer. The mission will consist of a team of 60 observers including 6 members of the coordinating team. The remaining 54 team members will be short-term observers (STOs) and deployed throughout Somaliland on/ shortly before Election Day to observe voting, counting and the tabulation of results. STOs will be deployed in multi-national teams of two people, under a deployment plan developed by the EOM. We aim to achieve gender balance in our activities.

There is funding available for 24 STOs, and the remaining 30 STOs will be self-funding (i.e. covering airfares, travel insurance and accommodation/expenses in Hargeisa themselves or from an employer). We will cover the direct deployment expenses (transport, security etc.) for all observers on Election Day (13 November) itself, but self-funding STOs will have to cover their own airfares and other expenses in Hargeisa, and for all discretionary travel/expenses.

We herewith would like to invite you to apply for the role of STO for the Presidential Election 2017 in Somaliland. Please see the requirements for the role below and further information in the Terms of Reference in Appendix 1 located at the end of this document.

Applications must be received by 8am GMT on Friday 8th September 2017. Please populate the application form here: https://goo.gl/forms/peTfAVGB2sLFgjIV2 If you have any questions please contact Carrie Goggin at UCL Consultants: c.goggin@uclconsultants.com

All STOs are required to be in Somaliland from 9th to 15th November 2017 and should therefore arrive in Hargeisa, Somaliland by Wednesday 8th November and depart (at the earliest) on Thursday 16th November in the morning. An indicative STO activity schedule is provided below.

A copy of this information sheet is available on the SOMALILAND FOCUS website (www.somalilandfocus.org.uk) and SOMALILAND ELECTION OBSERVER google group (https://groups.google.com/forum/?hl=en-GB#!forum/somaliland-ieo-2017)
**REQUIREMENTS FOR POSITION OF STO**

1. Experience of election administration/observation and/or knowledge of Somaliland.
2. English language proficiency - the working language of the EOM is English; all briefings, debriefings and reporting will be conducted in English. All STOs must, therefore, have a good working knowledge of both written and spoken English.
3. Fulfil role and responsibilities set out in the Terms of Reference (Appendix 1).
4. All observers are required to undertake the free OSCE/ODIHR e-learning course for observers, available at [http://www.odihrobserver.org/enrol/index.php?id=2](http://www.odihrobserver.org/enrol/index.php?id=2). We will request a copy of the course certificate issued on successful completion as part of the shortlisting process.
5. Good health and willingness to work long hours in conditions which can be difficult.
6. Ability to work in a team and deal with difficult situations in a positive manner.
7. Observers should read the Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers: [https://www.ndi.org/sites/default/files/1923_declaration_102705_0.pdf](https://www.ndi.org/sites/default/files/1923_declaration_102705_0.pdf). All STOs have to strictly abide by its Code of Conduct and sign the pledge that accompanies it. Observers should certify that they have no conflict of interest (e.g. political affiliation) in participating as an election observer. The security and safety of observers is of the highest priority and will take precedence in EOM management, including the deployment plan. All observers will receive a security briefing upon arrival and are required to operate in accordance with security guidelines.
8. STOs must be prepared to read briefing materials, attend briefing, training and de-briefing sessions, understand procedural instructions and complete evaluation forms accurately.

**DEPLOYMENT SCHEDULE (indicative)**

A briefing will be held at some point early October in London prior to the coordinating team leaving for Somaliland. We ask STOs in/ near London to attend; details to be confirmed.

STOs will be deployed according to the following schedule (subject to change):

**Arrive - Wed 8 Nov:** Last date for arrival in Hargeisa, Somaliland  

**Day 1 - Thurs 9 Nov:** STO welcome and briefing (Day 1); familiarisation with Hargeisa  

**Day 2 - Fri 10 Nov:** Training part 1; accreditation; possible allocation of support tasks; training part 2;  

**Day 3 - Sat 11 Nov:** Preparation for deployment; final briefing and checks; possible allocation of support tasks  

**Day 4 - Sun12 Nov:** Deployment to the areas of observation; familiarisation with areas of observation  

**Day 5 - Mon 13 Nov:** Election Day; observation of voting, counting of votes and tabulation of results  

**Day 6 - Tues 14 Nov:** Remotely deployed STOs return to Hargeisa; observation of tabulation of results; first debrief with STOs returning during the day (evening)  

**Day 7 - Wed 15 Nov:** Debrief with STOs who returned late to Hargeisa (morning); observation of tabulation of results  

**Depart - Thurs 16 Nov:** STO repatriation
The operation centre for the EOM will be situated in the Maan-Soor Hotel in Hargeisa http://www.maan-soor.com and all briefings, de-briefings and training are planned to be delivered at Maansoor Hotel.

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

Andrea Klingel, Logistical Manager
e-mail: andreasomaliland2017@gmail.com
mobile phone: +44 7949591694

Carrie Goggin, Project Manager UCL Consultants
e-mail: c.goggin@uclconsultants.com
tel: 020 7679 9772

1. Transportation

1.1. To/ from the airport of arrival

Funded STOs will be met at the airport of arrival by a driver arranged by EOM on 8th Nov and transported to their accommodation.

1.2. To/ from areas of observation and within Hargeisa

Deployment transport to the areas of observation the day before/ on Election Day and return to Hargeisa will be arranged and paid for by the EOM for all observers. Any transport used during the other days will be reimbursed for funded STOs only.

It should be noted that the EOM cannot provide airport transfers and in-city transportation for self-funded STOs.

2. Accommodation

2.1. In Hargeisa

For safety reasons, and to prevent problems with transportation, observers are recommended to use the same accommodation as the coordinating team (Maansoor Hotel); for funded STOs accommodation will be booked by the EOM. Should any of the observers choose not to stay in the accommodation recommended this should be indicated prior to departure.

2.2. In observation areas

All accommodation in observation areas outside Hargeisa will be funded. It will be arranged by each team on arrival in the observation area and STOs should stay in the same accommodation in each region as far as possible. Due to the limited availability of accommodation in some observation areas, STOs should be aware that double occupancy per room of observers of the same gender may be required, and relatively modest conditions may be expected in some of the observation areas.

3. Security

A memo on security details for the STOs will be handed over to the observers at the first briefing. STOs who choose not to stay in accommodation provided by the EOM will not be covered by the mission’s security arrangements.
4. What to bring

Due to potential modest conditions in the regions, STOs are advised to bring the following items with them:

- Appropriate attire for your stay in a conservative Muslim country and for election day observation – business casual is recommended (women long sleeves, long skirt/dress and head-cover);
- Torch with spare bulb and batteries;
- All necessary medication (case-specific);
- Electricity converters (if needed)/ adapter

We strongly recommend that when travelling by air STOs put essential items into the hand luggage, in case of late arrival of their luggage.

5. Communication

During the election observation STOs will be equipped with radios. STOs are recommended to purchase a local SIM card. There is Wi-Fi connection within the Maansoor Hotel.

6. Time zone/Flight bookings

Local time in Hargeisa is UTC/GMT +2 hours. The EOM strongly encourages self-funded STOs to make early flight bookings and it is strongly advisable to book changeable airline tickets.

7. Drivers and SPUs

All observers will be organised in multinational teams of two persons under a deployment plan prepared by the EOM. If possible, we will have one Somali speaking STO per pair. Each pair will be allocated a driver and a second vehicle with two Special Security Units (SPUs) that will accompany the STOs. Arrangements will be made by the EOM.

8. Visas and Insurance

8.1. Visa

All STOs should confirm visa requirements. If possible, visas should be obtained prior to departure. If consular services are not available in your departure city, we can facilitate the visa process on arrival at the airport/ border – please make the Project Manager (Carrie Goggin) aware of this situation as soon as possible. The EOM will provide information and support, if possible, with issuance of visas.

8.2. Insurance

All STOs are required to hold appropriate travel insurance that covers their IEO mission activities throughout Somaliland and it is the responsibility of each individual STO to ensure that such cover is in place. For funded STOs only, EOM will reimburse the premium up to a capped amount of £11 per day for the nine days you are engaged on the project. A certificate confirming insurance coverage will need to be provided electronically immediately following a signed contract for both funded and non-funded STOs.
9. Code of Conduct

STOs must adhere to the International Election Observer Code of Conduct (https://www.ndi.org/DoP), security instructions and national laws. The EOM reserves the right to reject any candidate who is not capable of undertaking his/ her activities in an impartial and objective manner, and to withdraw accreditation in case of any serious breach of the Observer Code of Conduct.

10. Somali speakers

Team members with Somali language skills might be asked to assist with interpretation and possibly translation. The aim is to deploy mixed Somali/ non-Somali speaking STO pairs as far as possible.

11. Media activity

It is likely that members of the EOM will be asked to be involved in the media aspect of the mission, by being included in coverage and images, and being available for interview/ quotation, while noting that no individual observer speaks for the EOM’s findings.

Documents to be provided prior to departure:

- Copy of the data page of your passport
- Copy of visa (if applicable)
- Insurance certificate confirming coverage
- STO contract
- Certificate of OSCE/ODIHR e-learning course completion for observers
Appendix 1:

**TERMS OF REFERENCE: SHORT TERM OBSERVER (STO)**

Under the supervision of the Coordinating Team, the Short Term Observer (STO) shall:

- Familiarise themselves with the EOM methodology and respective roles and duties of EOM staff;
- Prior to deployment, complete the OSCE e-learning course for EOMs ([http://www.odihroobserver.org](http://www.odihroobserver.org));
- Sign and abide by the Code of Conduct for Election Observers ([https://www.ndi.org/DoP](https://www.ndi.org/DoP)) and abide by the instructions of the Coordinating Team;
- Attend training sessions, briefing and debriefing sessions, as required by the Coordinating Team;
- Familiarise themselves with the applicable international standards for elections, and the relevant election rules, regulations and procedures in Somaliland;
- Observe the immediate pre-electoral environment, including the election campaign and administrative preparations in the Area of Observation (the area to which the STO is deployed);
- Observe election day procedures, counting and tabulation operations;
- Monitor immediate post-electoral developments;
- Participate in an evaluation meeting with the Coordinating Team at the end of the mission;
- Submit an End of Mission report, based on the template provided by the Coordinating Team;
- Perform any additional duties and comply with any additional requests deemed necessary to the good functioning of the EOM.
- Observers should certify that they have no conflict of interest (e.g. political affiliation) in participating as an election observer.
- Be willing to be involved in the media aspect of the mission, by being included in coverage, including images, and to be available for interview/quotation as needed. The EOM also encourages proactive media engagement on the part of STOs, provided such activity adheres strictly to the Code of Conduct for Election Observers (e.g. providing and making media contacts, writing, blogging, etc) and no individual observer speaks for the EOM’s findings.