



Office for Democratic Institutions and Human Rights

INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS

PRESIDENTIAL ELECTION
REPUBLIC OF MOLDOVA
1 November 2020

Following an official invitation from the Moldovan authorities and in accordance with its mandate, ODIHR has established an Election Observation Mission (EOM) to observe the presidential election scheduled for 1 November 2020. Corien Jonker has been appointed Head of the ODIHR EOM. The mission consists of 10 core team members based in Chisinau and 24 long-term observers (LTOs) deployed throughout the country. The core team and LTOs come from a total of 14 OSCE participating States.

ODIHR requests participating States to second 200 (two hundred) short-term observers (STOs) to observe voting, counting, and the tabulation of results. STOs will be deployed in multinational teams of two, under a deployment plan prepared by the ODIHR EOM. In the interest of a broad and balanced representation among participating States, ODIHR requests that individual participating States nominate only up to 15 per cent of the total number of requested STOs.

To ensure a better gender balance in its activities, ODIHR strongly encourages the OSCE participating States to second equal numbers of women and men as short-term observers.

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the Republic of Moldova prior to arrival.

To facilitate accreditation of observers through the Central Election Commission (CEC) and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 13 October 2020**.

STOs are required to arrive in Chisinau by Wednesday 28 October (at the latest) and depart (at the earliest) on Wednesday 4 November. The STO schedule is provided below.

Given the possibility of a potential second round of elections, participating States may expect a second request for short-term observers with a very short deadline for registration.

Observers should strictly abide by the [Code of Conduct for ODIHR Observers](#) and the deployment plan prepared by the ODIHR EOM. Observers should also familiarize themselves with the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#). 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 security and Code of Conduct briefings upon arrival and are required to operate in accordance with security guidelines.

The working language of the EOM is English. All briefings, de-briefings, and reporting will be in English and all interpreters will work in local languages/English. All STOs must therefore have a good working knowledge of both written and spoken English.

ODIHR strongly encourages all observers to undertake the ODIHR comprehensive e-learning course for observers, available at www.odihrobserver.org.

STOs are requested to familiarize themselves with the ODIHR Election Observation Handbook, available online at www.osce.org/odihr/elections/68439.

STOs are kindly asked to refrain from commenting on mission-related issues via social media. In line with the [Code of Conduct for ODIHR Observers](#), media communications regarding the electoral process and the substance of observations should be made only by the Head of Mission, ODIHR Spokesperson, or other responsible ODIHR officials.

A COPY OF THIS INFORMATION SHEET IS AVAILABLE ON THE ODIHR WEBSITE AND SHOULD BE MADE AVAILABLE TO ALL SECONDED STOs.

The ODIHR EOM Office is situated in Chisinau:

Hotel Bristol Central Park

7-9 floors

Bristol Central Park Hotel, Floors 7-9

32 Alexander Pushkin str., Chisinau

Republic of Moldova.

Chisinau, MD-2012, Moldova

Office telephone: +373 22023370

e-mail: office@odihr.md

website: <https://www.osce.org/odihr/elections/moldova/464526>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wednesday 28 October	Last date for arrival in Chisinau
Thursday 29 October	STO briefing (entire day)
Friday 30 October	STO briefing (morning); STO deployment to the areas of observation
Saturday 31 October	Familiarization with areas of observation
Sunday 1 November	Election day
Monday 2 November	Regional debriefing of STOs.
Tuesday 3 November	STOs return to Chisinau STO debriefing;
Wednesday 4 November	STO repatriation

STOs are kindly requested to adhere to the deployment timetable. STOs who cannot arrive in time for the briefing or who wish to depart prior to the debriefing will not be accepted by ODIHR.

a) Briefing

Before deployment, STOs will be provided with an in-depth briefing, which will include:

- code of conduct and professional working environment;
- legislative framework;
- overview of the country, campaign and the media situation;
- voting, counting, and tabulation procedures;
- observation forms;
- security advisory, including COVID-19 precautions;
- logistical and financial arrangements.

STOs will also be provided with briefing materials which will include all necessary electoral and logistical information, as well as observation forms to complete during the observation of voting, counting, and tabulation.

b) Deployment

The ODIHR EOM will develop a deployment plan. STOs should strictly abide by the deployment plan and security instructions. STOs should not request special treatment with regard to deployment locations.

c) Debriefing

A debriefing for STOs will be organized after the election. This will provide an opportunity for STOs to discuss their main findings and share their conclusions with other observers and EOM members. The EOM will hold a press conference on the day after the election to present its preliminary findings and conclusions. A comprehensive final report will be issued by ODIHR approximately two months after the electoral process has been completed, taking into account findings of all observers.

2. Logistics and Security

a) Contact details

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

Ruslan OVEZDURDYEV, Operations Expert

e-mail: ruslan.ovezdurdyev@odih.md; mobile phone: +373 68 997 395

b) Transportation/Accommodation

All STOs will be met at Chisinau international airport by an ODIHR EOM representative upon their arrival and transported to their accommodation. Transport and accommodation in Chisinau and in the areas of observation will be arranged by the EOM.

IMPORTANT: Hotels in Chisinau may require guests arriving/departing in the early morning hours to pay the full overnight rate.

For safety reasons, particularly in the current health environment, and to prevent problems with transportation, observers are expected to use the accommodation arranged for them by the ODIHR EOM. The EOM will also make all arrangements for in-country travel to deployment areas and for on-site drivers, cars, and interpreters.

Should any of the observers choose not to stay in the accommodation arranged by the ODIHR EOM, the seconding States should indicate this while registering online.

If ODIHR is not notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used. It should be noted that the EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Chisinau to the regions by bus or car. STO deployment will be planned in accordance with national regulations and the EOM's COVID-19 safety guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Chisinau on Tuesday 3 November, and will arrange accommodation in Chisinau. The EOM will arrange transfers to the airport for all STOs.

c) Security

STOs must adhere to the [Code of Conduct for ODIHR Observers](#), as outlined in the ODIHR Election Observation Handbook, and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as security instructions and national regulations related to the prevention of COVID-19.

A memo on security details for the STOs will be handed over to the observers upon arrival, including guidelines related to the EOM's Standard Operating Procedures to promote the safe conduct of mission activities during the COVID-19 pandemic. STOs who choose not to stay in accommodation provided by the ODIHR EOM will not be covered by the mission's security arrangements.

d) Luggage/Essential Items

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

- appropriate attire for election day observation – business casual is recommended;
- torch/flashlight with spare battery;
- all necessary medication (case-specific);
- warm clothing (including for sleeping);
- electricity converters (if needed) – European style plug.
- hand sanitizer and PPE (face masks) for your trip

The ODIHR EOM strongly recommends that STOs, when travelling by air, put essential items into their hand luggage, in case of late arrival of their luggage in Chisinau.

e) Communication

Each STO will be provided with a mobile phone and a local SIM card with credit, for work-related usage. Please note that using mobile phones for international calls and SMSs should be avoided. Such usage is very expensive and will quickly deplete allocated phone credit.

f) Time zone/Flight bookings

The Republic of Moldova is one time-zone country. Local time in Chisinau (KIV) is GMT/UTC +2:00. Due to the limited number of scheduled flights to Chisinau, the ODIHR EOM strongly encourages seconding States to make early flight bookings. To

ensure operational flexibility, (e.g. in case of bad weather conditions), seconding States are advised to book changeable airline tickets.

3. Interpreters and Drivers

All observers will be organized in multinational teams of two persons under a deployment plan prepared by the ODIHR EOM. The ODIHR EOM will assist each STO team with finding a driver/car and an interpreter. Even in cases where one team member speaks local languages, it will be necessary for that team to have an interpreter in order that both members of the team can have full access to complete and equal information as they carry out their observation duties.

4. Costs

It is projected that, while in country, **each STO** will incur the following costs, although some STOs may not require the full amount indicated below:

Operational/Transportation Cost	EUR
Airport transfers	60
In-City Transportation (to and from STO briefing/de-briefing)	20
In-Country Transportation (to and from deployment area)	50
Communication (SIM card/mobile phone/e-pen use)	45
Briefing costs (briefing, debriefing, briefing pack, meals, PPE)	320
Estimated cost to be incurred by ODIHR on behalf of STOs	495 EUR
2 x Driver/Car (EUR 40 per day @ 4 days per observer)*	320
2x Fuel (EUR 10 per day @ 4 days per observer)*	80
Interpreter (EUR 40 per day@ 4 days per observer)*	160
Accommodation (7 nights @ max EUR 100/per night)	700
Meals & Incidentals (approx. EUR 40 per day @ max 7 days)	280
Accommodation and meals for Interpreter if needed (EUR 40 per night @ 4 nights per observer)*	160
Accommodation and meals for 2 x Driver if needed (EUR 40 per night @ 4 nights per observer)*	320
Costs paid directly by the observers	2,020 EUR

Total cost per observer:	2,515 EUR
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* The two members of each STO team will share equally the cost of drivers and interpreters. The amount above therefore represents half of these costs (i.e. for each STO).

The total cost per observer is estimated at **EUR 2,515** (two thousand five hundred fifteen Euro), including **EUR 2,020** (two thousand twenty Euro) which the seconding States should supply to each observer in cash prior to their departure to Chisinau. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 495 (four hundred ninety five Euro) is the projected cost per each STO to be incurred by ODIHR. After closure of the EOM, each seconding State will be billed by ODIHR on the basis of total actual expenses incurred and the number of seconded STOs. Payment instructions will be provided to the seconding States with the final invoice.

All of the above costs should be paid in local currency or Euro. The Euro is widely exchangeable locally, although other currencies can also be exchanged. While there are cash machines (ATMs) in Chisinau, some of them dispense Euro and may be available in some areas of deployment. Hotels in the Republic of Moldova do not accept foreign currency, and are able to exchange the currency at their rate that is slightly lower than the market rate. On a rare occasions STOs should be prepared to pay hotel bills outside Chisinau in cash and upon check-in. Travellers cheques must not be used. The local currency is the Moldavian Lei (MDL). The exchange rate is approximately 1 EUR ≈ 19.50 MDL.

5. Visas and Insurance

a) Visa

Seconding States should confirm visa requirements for their STOs. If required, visas must be obtained at the nearest embassy or consulate of the Republic of Moldova prior to arrival.

b) Insurance

STOs should ensure that they arrive with adequate health, accidental/life disability, emergency/medical evacuation, property, theft, and accident insurance, as this will not be provided by ODIHR. **STOs must have a copy of their insurance policy with them, as well as two copies of the data page of their passport and the visa (if applicable).**

c) COVID related entry requirements

Most of the pandemic related rules and regulations in the Republic of Moldova are adopted and supervised by the National Emergency Public Health Commission (NEPHC). Primary Regulation of the NEPHC was adopted on 21 August 2020. The ODIHR EOM will follow the applicable national regulations. On 7 September, the NEPHC has amended its Regulation of 21 August (the decision No. 29) enabling international observers, accredited by the Central Electoral Commission (CEC) of Moldova to enter and stay in the country without mandatory self-isolation or quarantine of 14 days.

In this regard, the registration process of the STOs includes a mandatory requirement to fill in the application form for the CEC accreditation. ODIHR will forward the forms to the CEC and MFA along with scans of the STO's passports. Following the CEC decision on STO accreditation, a notification will be sent to the Ministry of Foreign Affairs, who will in turn inform the border police at all relevant entry points about each observer's arrival.

Despite the decision to waive the requirement for the PCR tests and/or self-isolation/quarantine requirements for international observers, as a mitigating measure to minimize the risk of COVID-19 spread within the Mission, **ODIHR would like to recommend that all STOs consider conducting a COVID-19 test prior to arrival in Chisinau.**

6. Registration and Accreditation Process

After receiving this Information Sheet, all OSCE participating States considering secondment are requested to inform ODIHR on the number of STOs (to the attention of Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihhr.pl, anna.krzysztofik@odihhr.pl no later than 7 October 2020.

To be nominated by the seconding States, STOs are required to create a personal account in the new Election Expert Database, fully complete their profile, and share it with their national focal point. The seconding States are requested to submit the names of proposed STOs using the Election Expert Database as soon as possible and no later than 7 October 2020; 17:00 (Warsaw Time).

The seconding States which have not requested access to the Election Expert Database as a national Focal Point yet (Note Verbale 218/2017, 5 June 2017) or require additional guidance on the observers' registration process should contact Sylwia Zwolinska or Anna Krzysztofik; e-mail: sylwia.zwolinska@odihhr.pl, anna.krzysztofik@odihhr.pl.

For the purposes of accreditation of STOs with the Central Election Commission of the Republic of Moldova, the online mission registration form must be completed and supporting documents attached by the end of **13 October 2020.**

An official cover letter from the Ministry of Foreign Affairs of the seconding State or designated national focal point should be sent together with the list of STO names to the attention of Sylwia Zwolinska or Anna Krzysztofik (e-mail: sylwia.zwolinska@odihhr.pl, anna.krzysztofik@odihhr.pl) 13 October 2020.

<p>IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 13 OCTOBER 2020.</p>
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STOs must not have any concurrent commitments that could produce a conflict of interest with the ODIHR EOM.

ODIHR 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 [Code of Conduct for ODIHR Observers](#).

7. Other Information

Please note that all ODIHR election observation interim reports, preliminary statements, final reports, election laws, and reviews of election laws are available at the ODIHR website: www.osce.org/odihr.

Specific information on the EOM is available on the EOM website: <https://www.osce.org/odihr/elections/moldova/464526>

All STOs will receive by email a copy of the ODIHR EOM Observer Guide before their departure to Chisinau.

Terms of Reference

SHORT-TERM OBSERVER

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of numerous observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits making concrete recommendations to further improve electoral processes.

Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM), assigned Long-term Observers (LTOs), and the ODIHR Election Department, the short-term observers (STOs) are deployed in multinational teams of two and are responsible for observing election day procedures in their assigned areas and reporting their findings accurately and efficiently to the mission headquarters.

Main Tasks:

Electoral Expertise

- Acquire detailed knowledge of the election law and procedures concerning election day;
- Acquire detailed knowledge of the electoral and political situation in the country; and
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.
- Attend and report on meetings of local election authorities, where requested;
- Attend and report on political rallies and campaign events, where requested;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the HoM, DHoM and LTOs;
- Supervise the local support staff;
- Abide by the [Code of Conduct for ODIHR Election Observers](#), the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), and security instructions and deployment plan of the OSCE/ODIHR EOM, as well as [data protection responsibilities](#) when processing the personal data of local staff.

Reporting

- Prepare and submit regular reports to assess the close of the campaign, voting, counting and the tabulation of results.

Requirements:

- Experience in public administration, non-governmental organizations, and/or international organizations, preferably involved in observing and/or organizing election processes, is desirable.
- Knowledge of the country and surrounding region is desirable but not essential.
- Command of English language is essential. STOs must be prepared to read briefing materials, attend briefing and de-briefing sessions, understand procedural instructions and complete forms accurately, all in English. Knowledge of local languages is desirable but not essential.
- Willingness and ability to work long hours in conditions which are sometimes difficult.
- Ability to work in a team and deal with difficult situations in a positive manner.

Deliverables:

- Regular reporting on the conduct of the elections in the area of deployment, as well as on any other issues covered during the mission.

Comisia Electorală Centrală

FORMULARUL DEMERSULUI
pentru acreditarea observatorului internațional
APPLICATION FORM
 for the accreditation as a foreign (international) observer

1.	Numele Family name	
2.	Prenumele First name	
3.	Data nașterii (ziua, luna, anul) Date of birth (day, month, year)	
4.	Cetățenia Citizenship	
5.	Seria, numărul și tipul pașaportului (diplomatic, oficial, ordinar) Passport number and type: (diplomatic, official, ordinary)	
6.	Data și locul eliberării pașaportului Date and place of issue of passport	
7.	Data valabilității (ziua, luna, anul) Valid until (day, month, year)	
8.	Instituția pe care o reprezintă (denumirea completă, adresa, telefon, fax, e-mail) Represented organization (full name, address, phone, fax, e-mail)	OSCE Office for Democratic Institutions and Human Rights Warsaw, Poland 48 22 520 06 00
9.	Funcția deținută și locul de muncă Position and place of work	
10.	Informația de contact (e-mail, mobil, telefon) Contact information of the applicant (e-mail, mobile, telephone)	
11.	Data intrării în Republica Moldova Arrival date in the Republic of Moldova	
12.	Data plecării din Republica Moldova Departure date from the Republic of Moldova	

* **Consimt prelucrarea datelor cu caracter personal care mă vizează de către Comisia Electorală Centrală/consiliul electoral de circumscripție, în scopul acreditării în calitate de observator, precum și în scopuri statistice pentru perioada necesară realizării acestora. Drepturile subiectului de date cu caracter personal, stabilite la art. 12-18 din Legea nr. 133 din 8 iulie 2011 privind protecția datelor cu caracter personal, îmi sînt cunoscute.**

* **Declar pe propria răspundere că am luat cunoștință cu prevederile legale referitoare la protecția datelor cu caracter personal și consimt să păstrez confidențialitatea datelor care mi-au devenit cunoscute în activitatea desfășurată, inclusiv după încetarea calității de observator.**

* I hereby express my consent to the processing of my personal by the Central Election Commission, for the accreditation as an observer, as well as for statistical purposes, for the period necessary to achieve the above mentioned activities. I hereby declare that I'm informed about the rights of the subject of

personal data, as established in the Articles 12 to 18 of the Law No. 133 of 8 July 2011 on Personal Data Protection.

* I declare, on my own responsibility, that I am aware of the legal stipulations regarding the protection of personal data and I consent to respect the confidentiality of the data that became known to me in my activity carried out, including after the completing of the observer status.

Data completării Date	
Semnătura Signature	