



Office for Democratic Institutions and Human Rights

**INFORMATION SHEET
REQUEST FOR SHORT-TERM OBSERVERS**

**PARLIAMENTARY ELECTIONS
REPUBLIC OF TAJIKISTAN
2 March 2025**

This Information Sheet is issued to facilitate the institutional preparedness of participating States to nominate the requested number of short-term observers, **pending the decision of the authorities of the Republic of Tajikistan on accrediting the ODIHR EOM** to the 2 March parliamentary elections **in line with the parameters recommended by the Needs Assessment Mission.**

Following an official invitation from the authorities of the Republic of Tajikistan to observe the 2 March 2025 Parliamentary Elections, and in accordance with its mandate, ODIHR has deployed an Election Observation Mission (EOM). Mr. Ditmir Bushati is the Head of the ODIHR EOM. The mission consists of 11 core team members based in Dushanbe and 22 long-term observers (LTOs) to be deployed throughout the country. The core team and LTOs come from a wide variety of OSCE participating States as per ODIHR's standard methodology.

ODIHR requests participating States to second 150 (one hundred fifty) 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 STOs.

Seconding States should confirm visa requirements for their STOs. If required, visas should be obtained at the nearest embassy or consulate of the Republic of Tajikistan prior to arrival. In exceptional cases, visas can also be issued on arrival at the airport in Dushanbe. It is strongly recommended to obtain visas before departure.

To facilitate the accreditation of observers through the Commission for Elections and Referendums (CCER) and the issuance of visas (if required), the ODIHR online mission registration form must be completed **no later than 5 February 2025**.

STOs are required to arrive in Dushanbe by Wednesday, 26 February (in the morning) (at the latest), and depart on Wednesday, 5 March (at the earliest). The STOs activity schedule is provided below.

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 are 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 seconding States are required to ensure that their observers adhere to national rules and regulations related to entry, including with regard to potential requirements related to health insurance.

The working language of the EOM is English. All briefings and reporting will be in English, and all interpreters will work in local language(s)/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.odihroserver.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 located in Dushanbe:

St. Khayrullo Mirzoyeva 1, Proyezd /28, 734013, Dushanbe
Republic of Tajikistan

Office telephone: +992 98 111 3732 emails: office@odihr-tajikistan.org

Website: <https://www.osce.org/odihr/elections/tajikistan/584347>

1. Deployment Timetable

STOs will be deployed according to the following schedule:

Wed	26 February	STO arrival
Thu	27 February	STO briefing
Fri	28 February	STO deployment
Sat	1 March	Familiarization with areas of observation
Sun	2 March	Election Day
Mon	3 March	STO return to Dushanbe
Tue	4 March	STO return to Dushanbe; return of equipment; general de-briefing
Wed	5 March	STO departure

STOs are kindly reminded to adhere to the deployment timetable and attend the briefing.

a) Briefing

Before deployment, STOs will receive an in-depth briefing, which will include:

- code of conduct and professional working environment;
- overview of the country, political, campaign and the media environment;
- voting, counting, and tabulation procedures;
- observation forms;
- security advisory;
- 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 all aspects of the deployment plan (location, partner assignments, deployment times) and security instructions. No special requests can be accommodated regarding any aspect of the deployment plan.

In respect of in-country travel organized by ODIHR, please note that **STOs are required to complete the standard OSCE Liability Release Form** and attach it to the online mission registration form **by 5 February 2025**. **All STOs are required to fill in the CCER application form and send it together with the standard OSCE Liability Release Form no later than 5 February 2025.**

c) Debriefing

A debriefing for STOs will be organized in Dushanbe 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.

2. Logistics and Security

a) Contact details

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

Igor Bulić, Operations Expert
e-mail: igor.bulic@odihhr-tajikistan.org;
mobile phone: +992 98 111 3732

b) Transportation/Accommodation

All STOs will be met at Dushanbe International Airport by an ODIHR representative upon their arrival and transported to their accommodation. Transport and accommodation in Dushanbe and in the areas of observation will be arranged by the ODIHR EOM. **Due to the limited availability of accommodation in Dushanbe and the observation areas, STOs should be aware that double occupancy per room of observers of the same gender might occur and relatively modest conditions may be expected in some of the observation areas.**

IMPORTANT: Hotels in Dushanbe require all guests arriving in the early morning hours to pay 50 percent of the rate. Guests who will have late check-out may incur an additional charge. The standard hotel check-in time is 14:00 hrs. and check-out time 12:00 hrs. (local time).

For safety and security reasons, and to prevent logistical 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.

If ODIHR is not duly notified in advance, STOs or the respective OSCE seconding State will be charged for the cost, regardless of whether the accommodation provided is used.

The EOM cannot provide airport transfers and in-city transportation for STOs who do not stay in the designated accommodation. It should be noted that the OSCE/ODIHR EOM cannot provide airport transfers and in-city transportation for STOs who choose to stay outside the designated accommodation.

STOs will deploy from Dushanbe to the regions by bus, car and/or plane. STO deployment will be planned in accordance with national regulations and EOM's safety and security guidelines.

The ODIHR EOM will make necessary arrangements for the STOs to return to Dushanbe on Monday, 3 March and will arrange accommodation in Dushanbe. The EOM will arrange transfers to the airport for all STOs from ODIHR designated accommodation.

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 any applicable national regulations.

STOs who do not stay in accommodation provided by the ODIHR EOM will not be covered by the mission's security arrangements.

d) Luggage/Essential Items

STOs are advised to bring with them the following items:

- appropriate attire for election day observation; business casual is recommended;
- personal protection equipment such as face masks, and hand sanitizer;
- torch/flashlight with spare battery;
- all necessary medication;
- electricity converters (if needed) – European style plug.

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

e) Communication

Each STO will be provided with a mobile phone and a local SIM card with credit, for work-related usage. One member of each team will use a smartphone while the other member will use an ordinary mobile phone. 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 Tajikistan is a one-time-zone country. Local time in Dushanbe is GMT/UTC +5:00. Due to the limited number of scheduled flights to Dushanbe, 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 STO teams by finding drivers/cars and interpreters. Even in cases where one team member speaks the 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, in-city transportation	75
In-country transportation (to and from deployment area)	150
Communication (SIM cards/mobile phone/JotForms software)	80
Briefings costs (briefing, briefing pack, PPE, meals, shipment)	250
Estimated cost to be incurred by ODIHR on behalf of STOs	555 EUR
Driver/car (EUR 30 per day @ <u>maximum</u> 5 days <u>per observer</u>) *	150
Fuel (EUR 25 per day @ <u>maximum</u> 5 days <u>per observer</u>) *	125
Interpreter (EUR 30 per day @ <u>maximum</u> 5 days <u>per observer</u>) *	150
Accommodation (<u>maximum</u> 8 nights @ max EUR 110/per night)	880
Meals & Incidentals (approx. EUR 50 per day @ max 8 days)	400
Accommodation and meals for interpreter if needed (EUR 50 per night @ 4 nights per observer) *	200
Accommodation and meals for Driver if needed (EUR 50 per night @ 4 nights per observer) *	200
Costs paid directly by each of observers	2,105 EUR
Total cost per observer:	2,660 EUR

* 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 2,660** (two thousand six hundred and sixty Euros), including **EUR 2,105** (two thousand one hundred and five Euros) which the seconding States should supply to each observer in cash prior to their departure to Dushanbe. **The ODIHR EOM is not able to validate or certify documents related to costs paid directly by the observers (receipts, invoices, contracts, etc.).**

EUR 555 (five hundred and fifty-five Euros) 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. The US Dollar is the foreign currency most widely exchangeable in Tajikistan, although Euro and other currencies can also be exchanged. While there are cash machines (ATMs) in Dushanbe and other larger cities, only some of them dispense foreign currency (US Dollar) and are not available in some areas of deployment. Hotels outside of Dushanbe may not accept credit cards. STOs should be prepared to pay hotel bills outside Dushanbe in cash, in local currency and upon check-in. Travellers' cheques must not be used. The local currency in Tajikistan is the Somoni (TJS). The exchange rate is approximately 1 EUR = 11.40 TJS.

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 Tajikistan prior to arrival. For STOs without an embassy or consulate of the Republic of Tajikistan in their country of residence, seconding States are requested to inform the OSCE/ODIHR office in Warsaw (Sylwia Zwolinska or Anna Krzysztofik – see below), as soon as possible in order to receive support, if necessary, with issuance of visas.

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 the 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).**

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@odihr.pl, anna.krzysztofik@odihr.pl) no later than 3 February 2025.

To be nominated by the seconding States, STOs are required to create a personal account in the 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 **3 February 2025; 16:00 (Warsaw Time)**.

After the nomination deadline, ODIHR will consider the overall number of nominations received and confirm the final numbers it is able to receive from each seconding State and, subsequently, enable the focal point to proceed with the on-line registration.

In respect of in-country travel organized by ODIHR, please note that STOs are required to complete the standard OSCE Liability Release Form and attach it to the on-line mission registration form by **5 February 2025**.

For the purposes of accreditation of STOs with the CCER of the Republic of Tajikistan, the online mission registration form must be completed and supporting documents attached by the end of **5 February 2025**.

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

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@odihr.pl, anna.krzysztofik@odihr.pl) by **5 February 2025**.

<p style="text-align: center;">IN ORDER TO MAKE ALL LOGISTICAL ARRANGEMENTS ON TIME, NO APPLICATIONS WILL BE CONSIDERED BY ODIHR UNDER ANY CIRCUMSTANCES AFTER 5 FEBRUARY 2025.</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/tajikistan>

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

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;
- Become familiar with the ODIHR election observation methodology for observing election day, as reflected in the relevant ODIHR publications;
- 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.



Organization for Security and Co-operation in Europe

LIABILITY RELEASE FORM

I, the undersigned, recognize that my participation in the event, named below, does not create an employment relationship between the OSCE and myself. The costs for my travel to, and participation in, the event are covered by the OSCE solely for my convenience and benefit. I accept all conditions of travel and further:

- a) release the OSCE and all of its officials, agents and consultants/experts from liability for loss, damage, injury, illness or death that may be sustained by me during such travel, and/or participation in the event, named below;
- b) agree for myself as well as for my dependants, heirs and estate to hold harmless the OSCE and its officials agents and consultants/experts from any claims or actions on account of any such loss, damage, injury, illness or death;
- c) agree to submit receipts and other relevant supporting documentation, evidencing that the funds have been used for the purpose for which they have been provided;
- d) agree to reimburse the OSCE all funds paid in advance, including but not limited to transportation costs, Daily Subsistence Allowances (DSAs) and Terminal Allowances (TAs) within fourteen (14) days of the cancellation should I not be able to travel as originally planned.
- e) Acknowledging that the proposed travel outlined in the ToR is to a region the WHO has designated as affected by COVID-19, agree to acquaint myself prior to travel with the latest information about the level of infection and preventative measures to take by consulting WHO's website at time of offer to be found at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019> and to keep abreast of local developments in this regard and adhere to the guidelines provided by ODIHR for the duration of the assignment.
- f) agree that in the event that potential restrictive measures are imposed by state or local authorities due to the COVID-19 pandemic the OSCE shall not be liable for any such restrictive measures and may take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances, including but not limited to reducing the risk to the safety and security of the undersigned

Name of event

Name of participant

Date(s) of event

Signature of participant

Venue of event

Date of Signature



**ИНТИХОБОТИ ВАКИЛОНИ МАҶЛИСИ НАМОЯНДАГОНИ МАҶЛИСИ ОЛИИ
ҶУМӢУРИИ ТОҶИКИСТОН**

2 МАРТИ СОЛИ 2025

**ELECTIONS OF THE DEPUTIES OF MAJLISI NAMOYANDAGON OF MAJLISI OLI OF
THE REPUBLIC OF TAJIKISTAN**

MARCH 2, 2025

БАРАҚА

барои аккредитатсия (бақайдгирӣ) ба ҳайси мушоҳиди байналмилалӣ

APPLICATION FORM

for accreditation of an international observer

Please complete this Form using **BLOCK LETTERS** and send it by e-mail or fax.

tajikistan.elections@gmail.com FAX: +992 372 21 13 64/ 21 76 78

1.	Насаб/LastName Ном/First Name Номи падар/Patronymic	
2.	Санай таваллуд (рӯз, моҳ, сол) Date of birth (dd/mm/yy)	
3.	Шаҳрвандӣ Citizenship	
4.	Ҳуҷҷати тасдиқкунандаи шахсият Рақам Таърихи судур (рӯз, моҳ, сол) Таърихи ниҳояти эътибор (рӯз, моҳ, сол) Мақома, ки ҳуҷҷатро додааст Identification Document Number Date of issue (dd/mm/yy) Valid until (dd/mm/yy) Issued by	

5.	<p>Ҷои кор (номи пурра, суроға, телефон, факс, почтаи электронӣ) Вазифа Employment (full name, address, telephone, fax, e-mail) Position</p>	
6.	<p>Мақома, ки Шумо онро ба ҳайси нозирӣ байналмилалӣ намояндагӣ мекунад Телефон (факс), почтаи электронӣ Organization which you represent as an international observer Telephone, fax, e-mail</p>	<p>OSCE ODIHR Election Observation Mission Ul. Miodowa 10 00-251 Warsaw, Poland +48 22 520 06 00 Office@odihr.pl</p>
7.	<p>Суроғаи хона Телефон (факс) Home address Telephone (fax)</p>	
8.	<p>Қаблан Шумо ба ҳайси нозирӣ байналмилалӣ ширкат варзидаед? Агар ҳа, дар кадом мамлакат, кадом сол ва дар кадом намуди интихобот, лутфан қайд намоед Have you ever served as an international observer? If yes, then please indicate the country, year and type of elections.</p>	
9.	<p>Санаи ба Ҷумҳурии Тоҷикистон таширифт овардан Date of arrival in the Republic of Tajikistan</p>	
10.	<p>Санаи аз Ҷумҳурии Тоҷикистон баромадан Departure date from the Republic of Tajikistan</p>	
11.	<p>Имзои шахсӣ ва сана Date and Signature</p>	