

Terms of Reference

VOTER REGISTRATION ANALYST

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 direction of the Head of the ODIHR Election Observation Mission (EOM), and in close coordination with the Deputy Head, the Voter Registration Analyst of the ODIHR EOM assesses the performance of the election administration and other relevant institutions, specifically with a view to voter registration issues, in line with OSCE Commitments, other international obligations and standards for democratic elections, as well as national legislation.

Main tasks:

Electoral Expertise

- Acquire detailed knowledge of the Election Law, Rules and Regulations and all relevant legislation in the country, in particular as related to voter registration;
- Become familiar with the ODIHR Election Observation Handbook, ODIHR “Guidelines on Resolving Election Disputes”, “Handbook to Assist National Minority Participation in the Electoral Process”, “ODIHR Report on Existing Commitments for Democratic Elections in OSCE Participating States”, “Guidelines for Reviewing a Legal Framework for Elections”, Handbook ‘For the Observation of Voter Registration’, and “Handbook for Monitoring Women’s Participation in Elections”;
- Acquire knowledge of the political and electoral situation in the country.

Electoral Issues

- Act as the EOM’s principal point of contact on voter registration and voter identification issues;
- Establish and maintain contact with the main authorities in charge of administering voter registration and identification throughout the country;
- Attend and report on all meetings with relevant election stakeholders;
- Work closely with the Election Analyst on voter registration issues.

Advisory Role

- Prepare briefing materials, talking points related to voter registration as requested by the Head or his/her deputy;
- Provide advice to the Head of EOM on any election-related issues, as required.

Supporting Role

- Work closely with the LTO-Coordinator to ensure that long-term observers (LTO) are provided guidance to effectively observe the voter registration process;
- Fully support the activity of international core-team members and LTOs during the course of their work; respond to their inquiries and follow up on their observations with the relevant authorities;
- Support the activity of the mission and of the international observers in any other aspect that is required;
- Participate in briefings for observers and diplomats as required.

Gender Issues

- Analyze women's participation in the elections in area of responsibility whenever the mission core team does not include a dedicated analyst for women's participation in the electoral process. When the core

team includes a gender analyst, assist him/her to collect information on women's participation in area of responsibility.

National Minority Issues

- Analyze national minority participation in the elections in area of responsibility whenever the mission core team does not include a dedicated analyst for national minority participation in the electoral process. When the core team includes such an analyst, assist him/her to collect information on national minority participation in area of responsibility.

Disability Issues

- Analyze the participation of persons with disabilities in the elections in area of responsibility. If the core team includes a dedicated analyst working on the participation of persons with disabilities, assist him/her to collect information on the topic in area of responsibility.

Reporting

- Prepare reports on voter registration practices and legal framework as requested by the Head of EOM or his/her deputy;
- Contribute to the preparation of interim reports;
- Contribute to the preparation of Preliminary Findings and Conclusions;
- Prepare an analytical report on voter registration including recommendations for the Head of EOM for inclusion in the final report before leaving the mission area;
- Remain available for consultation (phone or email) until the ODIHR Final Report is published.

Requirements:

- University degree in international relations, law, political science, social science, or related field;
- Four years of relevant professional work experience in national election administration, non-governmental organizations, international organizations, involved in observing and/or organizing election processes;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- PC literate; familiarity with word-processing;
- Excellent written and oral communication skills in English with knowledge of election related terminology. Knowledge of local languages is an asset;
- Previous experience or knowledge of the current situation in the country is desirable;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; and
- Abide by the ODIHR Observer [Code of Conduct](#) and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as [data protection responsibilities](#) when processing the personal data of mission participants;

Deliverables:

- Relevant input to Draft Interim Reports, Preliminary Statement, Final Report, LTO Guidebook, and STO Guidebook (if applicable);
- Participation in recruitment of support staff to core team, including preparing and signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.