

Terms of Reference

MEDIA ANALYST, ELECTION SUPPORT TEAM (EST)

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several 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 standards for democratic elections and national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

The Afghan Independent Election Commission (IEC) has called Presidential and Provincial Council elections for 5 April 2014. On 24 October 2013, following an invitation from the Independent Election Commission of Afghanistan to support Afghanistan's election process, the Permanent Council passed Decision 1094 which tasks the OSCE/ODIHR to deploy an Election Support Team (EST) to Afghanistan. The OSCE/ODIHR EST will *"assist government and international efforts"* for the upcoming elections and prepare a report *"on the electoral process, based on its findings, including a set of recommendations to the Government of Afghanistan for implementation as appropriate in the post-election period, with a view to enhancing the conduct of future elections and improving Afghanistan's legal framework and procedures."*

Objective:

Under the guidance of the Head of the ODIHR EST and in close co-ordination with the Deputy Head of EST and the ODIHR Election Department, the Media Analyst monitors and assesses the performance of the private and public electronic and print media as well as social media during the election process in line with OSCE commitments, other international standards for democratic elections and national legislation with a view to enhancing the conduct of future elections and improving Afghanistan's framework and procedures.

Main tasks:

Media Expertise

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations;
- Acquire detailed knowledge of media laws and related regulations and legislation;
- Acquire detailed knowledge of the media situation in the country;
- Acquire knowledge of the political and electoral situation in the country;
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international standards for democratic elections; and
- Establish and maintain contact with the main electronic and print media as well as media regulatory bodies in the country throughout the election period.

Media Issues

- Monitor the activities of the main electronic and print media to verify their compliance in line with OSCE commitments, other international standards for democratic elections and national legislation during the election campaign;
- Assess whether media provide sufficiently diverse and balanced information to enable voters to make informed choices;
- Assess the extent to which parties and candidates have equal access to the media in accordance with OSCE commitments and other international and regional standards and principles;
- Monitor whether the media, and in particular the state or public media, meet their responsibilities to provide balanced and neutral coverage of the electoral process;
- Analyze the impartiality, fairness, accuracy and effectiveness of the media's coverage of the elections;
- Analyze media, including coverage of women, women candidates and women participation in elections, as appropriate; and
- Follow the election-related work of any media regulatory bodies and any election-related disputes concerning the media.

Gender Issues

- Analyze women's participation in the elections in area of responsibility.

National Minority Issues

- Analyze national minority participation in the elections in area of responsibility.

Advisory Role

- Prepare briefing materials, talking points on the performance of the media during the election campaign as requested by the Head and/or Deputy Head of EST; and
- Provide advice to the Head of EST on media-related issues as required;

Supporting and Managing Role

- Fully support the activity of international team members during the course of their work; respond to their inquiries and follow up on their observations with the relevant authorities (if applicable);
- Support the activity of the EST in any other aspect that is required;
- Participate in briefings as required;
- Participate in selection of support staff to EST members according to the established procedures; and
- Manage Senior Media Assistant, including certifying and evaluating the results of his/her work.

Reporting

- Prepare reports on the performance of the media and the media situation as requested by the Head/Deputy Head of EST;
- Contribute to all ODIHR EST reporting, including Final Report, and formulate recommendations as required for inclusion in the Final Report before leaving the mission area.
- Ensure that all media monitoring data and recording is transferred to hard disk or similar storage device for transport and storage in ODIHR Warsaw; and
- Remain available for consultation (by phone or email) until the ODIHR EST Final Report is published.

Requirements:

- University degree in information and communication, journalism, international relations, law, political science, social science, or related field;
- Four years of relevant professional work experience at the national or international level with some experience in monitoring the conduct of media during election processes;
- Excellent knowledge of the ODIHR methodology for media monitoring during election campaigns;
- Experience in conflict or post-conflict situations are highly desirable;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Ability to manage and co-ordinate the work of others;
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Computer literate; familiarity with word-processing, excel and access;
- Excellent written and oral communication skills in English with knowledge of election-related terminology. Knowledge of local language(s) is an asset;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; and
- Remain available for consultation (by phone or email) until the Final Report is published.

Deliverables:

- Advice and guidance to election stakeholders, as requested;
- Daily news summary;
- Relevant input Final Report and other reports, as requested;
- 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.