

TERMS OF REFERENCE

DEPUTY HEAD/POLITICAL ANALYST, Election Assessment Mission (EAM)

Background

The 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. More recently, the OSCE/ODIHR started to deploy Election Assessment Missions (EAMs) in order to follow specific electoral issues in a broader range of OSCE participating States.

Objective

Under the direction of the Head of the ODIHR Election Assessment Mission (EAM), the Deputy Head of the ODIHR EAM coordinates the work of the core team members, assists the Head of Mission in his/her tasks, and represents him or her as requested. The Deputy Head also serves as the Political Analyst of the ODIHR EAM. S/he monitors and assesses the election campaign in line with OSCE commitments, other international standards for democratic elections and national legislation and provides recommendations.

Main tasks

- Acquire detailed knowledge of the Election Law and all other relevant legislation and regulations;
- Acquire knowledge of the political and electoral situation in the country;
- Become familiar with relevant OSCE/ODIHR publications such as Election Observation Handbook, and Existing Commitments for Democratic Elections in OSCE Participating States, Handbook for Monitoring Women's Participation in Elections, Guidelines to Assist National Minority Participation in the Electoral Process and Existing Commitments for Democratic Elections in OSCE Participating States.

As Deputy Head of Mission, the main tasks include:

- Coordinate the work of all the core team analysts in coordination with the Head of Mission;
- Develop a deployment plan for core team members and coordinate their deployment;
- Coordinate and contribute to the preparation of Interim Reports as requested by the Head of EAM;
- Coordinate the preparation of the Final report in consultation with the Head of the OSCE/ODIHR EAM and according to the timeframe discussed with the Election Adviser;
- Coordinate the preparation of a CD-Rom containing EAM important documents and correspondence to be sent back to ODIHR HQ;
- Ensure that templates provided by the ODIHR are consistently in use in the mission;
- Represent the Head of the Mission during his/her absence;
- Support the Head of the Mission in all other aspects of his/her responsibilities as required;
- Support the activity of the core team analysts as required;
- Observe the voting process in a few areas on election day, if possible;
- Participate in the EAM Crisis Management Team together with the Head of Mission, Security Expert, Logistics Expert.

As Political Analyst, the main tasks include:

- Establish contacts with political parties, civil society groups, and non-governmental organizations relevant to the political process;
- Follow and observe political rallies and other relevant campaign activities;
- Follow and monitor overall human-rights issues relevant to the political process;

Reporting

- Prepare an analytical report including recommendations for the Head of EAM on the political parties and the election campaign and on any other issues covered by the Analyst 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.

Education and Experience

- Advanced university degree in international relations, law, political science, social science, management business administration or related field;
- Minimum six years of relevant experience in international organizations and non governmental organizations, with participation in election observation missions organized by the ODIHR, the European Union or any other observer organizations;
- Strong background in elections and knowledge of the ODIHR election observation methodology;
- Excellent analytical and drafting skills;
- Demonstrated ability to manage and coordinate the work of others;
- 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;
- Computer literacy;
- Excellent written and oral communication skills in English. Knowledge of local languages is an asset.

Deliverables

- Analytical report including recommendations for the Head of EAM on the political parties and the election campaign and on any other issues covered by the Analyst during the EAM.