

## **TERMS OF REFERENCE**

### **Media Analyst, Limited Election Observation Mission (LEOM)**

#### **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.

#### **Objective**

Under the guidance of the Head of the ODIHR Limited Election Observation Missions (LEOM) and in close coordination with the Deputy Head, the media Analyst of the ODIHR LEOM monitors and assesses the performance of the private and public electronic and print media during the election process in line with OSCE commitments, other international standards for democratic elections and national legislation.

#### **Main tasks**

The main tasks will include:

##### **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 knowledge of ODIHR Election Observation Handbook, the ODIHR 'Handbook for Monitoring Women's Participation in Elections', and Media Monitoring Guidelines for Election Observation Missions;
- Acquire detailed knowledge of the media situation in the country;
- Acquire knowledge of the political and electoral situation in the country;
- Establish and maintain contact with the main electronic and print media in the country throughout the election period;

##### **Media Issues**

- Provide a qualitative and quantitative analysis of the performance and content of the electronic and print media during the election process;
- 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 universal 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;
- Follow the election-related work of any media regulatory bodies and any election-related disputes concerning the media;

##### **Management**

- Recruit, train and oversee a team of local media monitors;

### Advisory Role

- Prepare briefing materials, talking points on the performance of the media during the election campaign as requested by the Head or his/her deputy;
- Provide advice to the Head of LEOM on media related issues as required;
- Undertake any public affairs duties as requested by the Head of LEOM;
- Where relevant, organize interviews for the Head of LEOM;

### Supporting Role

- Where applicable and relevant, work closely with the LTO-Coordinator to ensure that LTOs are provided guidance to effectively monitor the performance of local and regional media;
- Prepare and distribute relevant information on the media situation in connection with the elections, and any press reporting on the OSCE/ODIHR Limited Election Observation Mission;
- Prepare a daily news summary and reports on media issues as requested;
- Fully support the activity of international core-team members and long-term and short-term observers 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 seconded and parliamentary observers, and diplomats as required;

### Reporting

- Prepare reports on the performance of the media and the media situation as requested by the Head of LEOM or his/her deputy;
- Contribute to the preparation of interim reports on the above mentioned topics
- Contribute to the preparation of the Preliminary Findings and Conclusions
- Prepare an analytical report including recommendations for the Head of LEOM about the performance of the media and the media situation 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 information and communication, journalism, international relations, law, political science, social science, or related field
- Two to three 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
- Excellent analytical and drafting skills
- Demonstrated ability to work under pressure in a sensitive political environment
- Ability to manage and coordinate 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
- PC literate; familiarity with word-processing, excel and access
- Excellent written and oral communication skills in English. Knowledge of local languages is an asset.

### Deliverables

- Daily news summary
- Quantitative results of the media monitoring
- Media related section of Draft Interim Reports, Draft Preliminary Findings and Conclusions (“Preliminary Statement”), Draft Final Report and LTO Guidebook.