

Terms of Reference

ELECTORAL SECURITY 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 Electoral Security Analyst of the ODIHR EST assesses the preparation, planning and implementation of the Afghan national and international security forces present in the country with regard to the conduct of elections and with a view to enhancing the conduct of future elections and improving Afghanistan's framework and procedures.

Tasks:

Electoral Expertise

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations;
- Acquire detailed knowledge of the electoral and political situation in the country; and
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Security Expertise

- Acquire knowledge of the security situation and security-related preparations for elections in the country; and
- Establish and maintain regular contact with national authorities responsible for providing security for the electoral process in Afghanistan, as well as with NATO/ISAF and security officers of international organizations present in the country and major embassies.

Advisory Role

- Prepare briefing materials, talking points on the electoral security topics, as requested by the Head and/or Deputy Head of EST; and
- Provide advice to the Head of EST on any electoral security 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 Electoral Security Analyst Assistant, including certifying and evaluating the results of his/her work.

Gender issues

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

National Minority Issues

- Analyze national minorities' participation in the elections in your area of responsibilities.

Reporting

- Prepare reports on the role of security forces, national and international, as requested by the Head/Deputy Head of EST;
- Contribute to all ODIHR EST reporting (Interim Reports and Final Report) and formulate recommendations as required for inclusion in the Final Report before leaving the mission area; and
- Remain available for consultation (phone or email) until the ODIHR EST Final Report is published.

Education and Experience:

- Advanced university degree or an equivalent professional qualification in the field of intelligence and security management, international relations, law, political science, social science, or related field;
- Thorough understanding of security policy, principles and practices, in particular the formulation and execution of field security plans and procedures;
- Minimum of four years of professional experience, part of it should have been acquired in an international organization or a mission environment, ideally within the area of elections;
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Excellent written and oral communication skills in English; knowledge of local languages is an asset.

Deliverables:

- Advice and guidance to election stakeholders, as requested;
- Relevant input to Draft Interim Reports, Final Report;
- 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.