

## **TERMS OF REFERENCE**

### **Political 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 Mission (LEOM) and in close coordination with the Deputy Head, the Political Analyst of the ODIHR LEOM monitors and assesses the election campaign in line with OSCE commitments, other international standards for democratic elections and national legislation. He or she could also be tasked to monitor other aspects of the election, such as participation of national minorities and women, as relevant.

#### **Main tasks**

The main tasks will include:

##### **Electoral Expertise**

- Acquire detailed knowledge of the political and electoral situation in the country;
- Acquire knowledge of the Election Law and other relevant legislation and regulations;
- Acquire knowledge of the ODIHR Election Observation Handbook, ODIHR “Guidelines to Assist National Minority Participation in the Electoral Process” and the “Handbook for Monitoring Women’s Participation in Elections” and “ODIHR Report on Existing Commitments for Democratic Elections in OSCE Participating States”;

##### **Political Issues**

- 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;
- Act as the main point of contact with domestic election observers as required;

##### **Advisory Role**

- Prepare briefing materials, talking points on the conduct of the election campaign as requested by the Head or his/her deputy;
- Provide advice to the Head of LEOM on political, national minority or gender issues as required;

##### **Supporting Role**

- Work closely with the LTO-Coordinator to ensure that LTOs are provided guidance to effectively observe the conduct of the election campaign regarding political rallies and other relevant campaign activities;
- Fully support the activity of international core-team members and long-term 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;

### Gender issues

- Analyze women's participation in the elections in your area of responsibilities whenever the LEOM core team does not include a dedicated analyst for women's participation in the electoral process. When the LEOM core team includes a gender analyst, assist him/her to collect information on women's participation in your area of responsibilities.
- Act as the core team focal point for women's related issues as requested.
- As such, coordinate the work of the rest of core team and collect their input.

### National Minority Issues

- Analyze national minorities' participation in the elections in your area of responsibilities whenever the LEOM core team does not include a dedicated analyst for national minorities' participation in the electoral process. When the LEOM core team includes such analyst, assist him/her to collect information on national minorities' participation in your area of responsibilities;
- Act as the core team focal point for national minorities' related issues as requested; and
- As such, coordinate the work of the rest of core team and collect their input.

### Reporting

- Prepare reports on the election campaign and the political process in general, including gender, national minority related issues and the role of civil society 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 election campaign, participation of women and national minorities, and the role of civil society 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, political science, social science, or related field
- Two to three years of relevant professional domestic or international experience, with some experience in observing and/or organizing election processes
- Excellent analytical and drafting skills
- Sound political judgment
- 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. Knowledge of local languages is an asset.

### Deliverables

- Political, gender, national minority and civil society section of Draft Interim Reports, Draft Preliminary Findings and Conclusions ("Preliminary Statement"), Draft Final Report and LTO Guidebook.