

TERMS OF REFERENCE

Election 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 Election Analyst of the ODIHR LEOM assesses the performance of the election administration in line with OSCE Commitments, other international standards for democratic elections and national legislation.

Main tasks

The main tasks will include:

Electoral Expertise

- Acquire detailed knowledge of the Election Law and all other relevant legislation and regulations;
- Become familiar with the ODIHR Election Observation Handbook, ODIHR “Guidelines on Resolving Election Disputes”, “Guidelines for Reviewing a Legal Framework for Elections”, “ODIHR Report on Existing Commitments for Democratic Elections in OSCE Participating States”, the “Handbook for Monitoring Women’s Participation in Elections” and “Handbook for Assisting National Minority Participation in the Electoral Process”;
- Acquire detailed knowledge of the electoral and political situation in the country;

Electoral Issues

- Act as the LEOM’s principal point of contact with the National Election Authorities;
- Establish and maintain contact with the main authorities, in charge of administering the elections throughout the country;
- Attend and report on all meetings of the National Election Authorities of the country;
- Assess the performance of the election administration, in line with OSCE Commitments, other international standards for democratic elections and national legislation;
- Monitor voter registration, candidate registration, election regulations and procedures, the design and printing of ballot papers, the performance of lower-level election commissions, and other issues within the purview of the election administration
- Review the counting and tabulation procedures and analyses the production of the final aggregated results for conformity with legal regulations and administrative procedures;
- Works closely with the Legal Analyst on election-related complaints and appeals.

Advisory Role

- Prepare briefing materials, talking points on the performance of the election administration as requested by the Head or his/her deputy;
- Provide advice to the Head of LEOM on any election related issues as required;

Supporting Role

- Work closely with the LTO-Coordinator to ensure that LTOs are provided guidance to effectively observe the work of lower level election commissions;
- Fully support the activity of international core-team members and long-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;

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.

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.

Reporting

- Prepare reports on the election administration as requested by the Head of LEOM or his/her deputy;
- Contribute to the preparation of interim reports
- Contribute to the preparation of the Preliminary Findings and Conclusions
- Prepare an analytical report including recommendations for the Head of LEOM about the election related legal framework 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, or related field
- Two to three years of relevant professional work experience in national election administration, non-governmental organizations, international organizations, involved in observing and/or organizing election processes
- Excellent analytical and drafting skills
- 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 with knowledge of election related terminology. Knowledge of local languages is an asset.

Deliverables

- Election Administration section of Draft Interim Reports, Draft Preliminary Findings and Conclusions ("Preliminary Statement"), Draft Final Report, LTO Guidebook.