

**TERMS OF REFERENCE**  
**HEAD OF MISSION, Limited Election Observation Mission (HoM, 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 overall direction of the ODIHR Director and in close coordination with the ODIHR Election Department, the Head of Mission for the ODIHR Limited Election Observation Mission (LEOM) leads international observers deployed within the ODIHR election observation framework and oversees all observation related activities.

**Tasks**

**Electoral Expertise**

- Acquire knowledge of the Election Code and other relevant legislation and regulations;
- Acquire knowledge of the political and electoral situation in the country
- Become familiar with the ODIHR Election Observation Handbook, ODIHR “Guidelines on Resolving Election Disputes”, “Handbook for Assisting National Minority Participation in the Electoral Process”, “ODIHR Report on Existing Commitments for Democratic Elections in OSCE Participating States”, “Guidelines for Reviewing a Legal Framework for Elections”, “ODIHR Long-Term Observers Handbook” (forthcoming), “ Guidelines on Monitoring the Media during Election campaigns” (Forthcoming) and “Handbook for Monitoring Women's Participation in Elections”.

**Management/Coordination**

- Lead the Core Team members and observers of the ODIHR Election Observation Mission;
- Lead the deployment of international observers;
- Preside over briefings and de-briefings of international observers;
- Oversee, lead and coordinate all observation duties in accordance with the established ODIHR election observation methodology
- Ensure a professional working environment;
- Establish and maintain contact with the authorities, election administration, main political parties, candidates, civil society, diplomatic community and international organizations;
- Organize briefings for the diplomatic community, international organizations and parliamentary delegations, as required.

**Asset Management**

- Ensure a proper and cost-effective management of the Limited Election Observation Mission in accordance with the ODIHR budget and in line with the OSCE rules and regulations, with assistance of the Logistics Experts and the ODIHR Finance Officer;
- Ensure the proper management and use of the equipment allocated to the Limited Election Observation Mission in accordance with OSCE rules and regulations, decide on the purchase of equipment in the course of Limited Election Observation Mission, in consultation with the Logistics Expert, ODIHR Election Department and ODIHR Procurement Unit.

## **Security**

- Ensure the implementation of safety and security measures for all observers in cooperation with the Security Expert and/or Logistics Expert;
- Participate in the LEOM Crisis Management Team together with Security Expert, Logistics Expert and LTO Coordinator;

## **Public Statements and Documents**

- Request advance approval by the ODIHR Director or his designated representative for all written public statements and representations, other than on routine matters not related to policy, issued by and on behalf of the Limited Election Observation Mission.
- Organize the work of the Limited Election Observation Mission in dealing with the media in accordance with the following Guidelines for the Heads of Election Observation Mission:
  1. The ODIHR's general approach towards the media is characterized by transparency and openness, recognizing the media's legitimate interest in the work of EOMs. In addition, good relations with the media contribute to the ODIHR's general objective of increasing its visibility and raising its profile in the media and among the general public.
  2. Heads of Missions (HoMs) are encouraged to explain the EOM's mandate, work and structure to the public, including by giving interviews to the print and electronic media in the run-up to elections.
  3. Within their responsibility, HoMs may also touch upon the significance of an election within the country's or region's broader political and security framework, as well as preliminary findings of the EOM already published in interim reports or law reviews. In doing so, HoMs must exercise sound political judgment.

## **Gender Awareness in the Election Process**

- Ensure mainstreaming of gender aspects into all activities of the Limited Election Observation Mission;
- Analyze women's participation in the electoral process, working closely with the Gender Analyst, if applicable, the Election Analyst, Legal Analyst, Political Analyst and the Long Term Observer Co-ordinator (LTO)"

## **Reporting**

- Oversee the preparation of all LEOM reports.

## **Education and Experience**

- Advanced university degree in international relations, law, political science, social science, management business administration or related field
- At least ten to twelve years of relevant experience in government, international organizations, preferably with the OSCE, and/or diplomatic missions/embassies, as senior management
- Leadership and negotiations skills
- Ability to work under pressure in 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
- Excellent written and oral communication skills in English. Knowledge of local languages is an asset.

## **Deliverables**

- Draft Interim Reports
- Draft Preliminary Findings and Conclusions ("Preliminary Statement")
- Draft Post-election Press Release
- Delivery of the Preliminary Statement in conjunction with parliamentary observers (where applicable) during a press conference; and

- Draft Final Report prepared in consultation with the Deputy Head of the LEOM in accordance with the guidelines provided and according to the timeframe discussed with the Desk Officer.