

Terms of Reference

NATIONAL MINORITY ANALYST

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 obligations and standards for democratic elections, as well as 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/odihhr.

Objective:

Under the guidance of the Head of Mission (HoM), and in close co-ordination with the Deputy HoM (DHoM) and the ODIHR Election Department, the National Minority Analyst monitors and analyzes the participation of national minorities, as candidate(s), voters and election administrators, in the electoral process in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation.

Main tasks:¹

Electoral Expertise

- Acquire knowledge of the election law, and other any other laws relevant to the elections;
- Acquire knowledge of the political and electoral situation in country;
- 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.

National Minority Issues

- Review and collate existing material on the effective participation of national minorities in elections;
- Initial review of election legislation from a national minority's perspective;
- Prepare overview of national minorities in the given country;
- Assess impact of electoral system and constituency delimitation on national minorities;
- Monitor and analyze the participation of national minorities in the elections;
- Work closely with Election Analyst, Political Analyst, Legal Analyst, Media Analyst and Long-term Observer (LTO) Co-ordinator to assess the participation of national minority representatives as candidates, voters and election administrators (if applicable);
- Collect relevant data for final report on the participation of national minorities in the electoral process;
- Establish contact with and interview candidates, party activists and electoral administrators representing national minorities;
- Liaise at both the central and regional level with domestic national minority's non-governmental organizations;
- Analyze information collected by core team, LTOs and short-term observers (STOs) (if applicable); and
- Review LTO and STO materials and contribute on the national minority component to materials and questionnaires (if applicable).

Advisory Role

- Prepare briefing materials, talking points on the participation of smaller ethnic communities in the elections as requested by the HoM or DHoM; and
- Provide advice to the HoM on any national minority related issues as required.

¹ These apply to all types of ODIHR observation related activities (Election Observation Missions, Limited Election Observation Missions, Election Assessment Missions, and Election Expert Teams). Some of the tasks, however, particularly due to the absence of long and short-term observers, are not applicable to Limited Election Observation Missions, Election Assessment Missions and/or Election Expert Teams.

Supporting and Managing Role

- Work closely with the LTO Co-ordinator to ensure that LTOs are provided guidance to effectively observe the participation of national minorities in elections in the regions (if applicable);
- Fully support the activity of core-team members, LTOs and STOs 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 mission and of the international observers in any other aspect that is required;
- Participate in briefings for observers seconded by participating States, locally recruited observers, parliamentary observers, and diplomats as required;
- Participate in selection of support staff to core team members according to the established procedures; and
- Manage Senior Assistant of National Minority Analyst, including certifying and evaluating the results of his/her work.

Gender Issues

- Analyze women's participation in the elections in area of responsibility whenever the mission core team does not include a dedicated analyst for women's participation in the electoral process. When the core team includes a gender analyst, assist him/her to collect information on women's participation in area of responsibility.

Disability Issues

- Analyze the participation of persons with disabilities in the elections in area of responsibility. If the core team includes a dedicated analyst working on the participation of persons with disabilities, assist him/her to collect information on the topic in area of responsibility.

Reporting

- Prepare reports on the participation of national minorities in the elections as requested by the HoM and/or DHoM;
- Contribute to all mission reporting (Interim Reports, Statement of Preliminary Findings and Conclusions ("Preliminary Statement"), and Final Report) and formulate recommendations as required for inclusion in the Final Report before leaving the mission area; and
- Produce more detailed report of analysis and findings on national minority participation in the electoral process in the country within four weeks of departure from the field.

Requirements:

- University degree in international relations, law, political science, social science, or related field;
- Four years of relevant professional work experience at the national or international level with some experience in assessing participation of national minorities in elections and/or observing election processes;
- Strong knowledge of regional and international standards and good practices on political and electoral participation of national minorities;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to work in managerial role and as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Computer literate; familiarity with word-processing;
- Excellent written and oral communication skills in English with knowledge of election-related terminology. Knowledge of local language(s) is an asset;
- Previous experience or knowledge of the current situation in the country is desirable;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Abide by the ODIHR Observer [Code of Conduct](#) and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as [data protection responsibilities](#) when processing the personal data of mission participants; and
- Remain available for duration of the mission and consultation (by phone or email) until the mission Final Report is published.

Deliverables:

- Relevant input to Draft Interim Reports, Preliminary Statement, Final Report, LTO Guidebook, and STO Guidebook (if applicable);
- 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.