

Terms of Reference

JUNIOR MEDIA 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/odihr.

Objective:

Under the guidance of the Media Analyst, and in close co-ordination with the Deputy Head of Mission (DHoM) and the ODIHR Election Department, the Junior Media Analyst monitors and assesses the performance of the private and public electronic and print media as well as social media during the election process in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation.

Main tasks:¹

Media Expertise

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations;
- Acquire detailed knowledge of media laws and related regulations and legislation;
- Acquire detailed knowledge of the media situation in the country;
- Acquire knowledge of the political and electoral situation in the country;
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications;
- Acquire knowledge of OSCE commitments and other international standards for democratic elections; and
- Establish and maintain contact with the main electronic and print media in the country throughout the election period.

Media Issues

Under guidance of the Media Analyst, assist him/her in:

- Providing a qualitative and quantitative analysis of the performance and content of the electronic and print media during the election process;
- Monitoring the activities of the main electronic and print media to verify their compliance in line with OSCE commitments, other international standards for democratic elections and national legislation during the election campaign;
- Assessing whether media provide sufficiently diverse and balanced information to enable voters to make informed choices;
- Assessing the extent to which parties and candidates have equal access to the media in accordance with OSCE commitments and other universal principles;
- Monitoring whether the media, and in particular the state or public media, meet their responsibilities to provide balanced and neutral coverage of the electoral process;
- Analyzing the impartiality, fairness, accuracy and effectiveness of the media's coverage of the elections;
- Analyzing media, including coverage of women, women candidates and women participation in elections,

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. In addition, as per its standard methodology, ODIHR does not monitor media in its Election Assessment Missions.

- as appropriate;
- Following the election-related work of any media regulatory bodies and any election-related disputes concerning the media; and
- Together with the Media Analyst recruit, train and oversee a team of local media monitors (if applicable).

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.

National Minority Issues

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

Supporting and Managerial Role

- Together with the Media Analyst, work closely with the Long-term Observer (LTO) Co-ordinator to ensure that LTOs are provided guidance to effectively monitor the performance of local and regional media (if applicable);
- Together with the Media Analyst prepare and distribute relevant information on the media situation in connection with the elections, and any press reporting on the mission;
- Together with the Media Analyst prepare a daily news summary and reports on media issues as requested;
- In co-ordination with the Media Analyst fully support the activity of international core-team members, LTOs and short-term observers (STOs) during the course of their work; respond to their inquiries and follow up on their observations with the relevant authorities (if applicable);
- In co-ordination with the Media Analyst support the activity of the mission and of the international observers in any other aspect that is required;
- Manage Junior Legal Analyst Assistant, including certifying and evaluating the results of his/her work; and
- Participate in briefings for observers seconded by participating States, locally recruited observers, parliamentary observers, and diplomats as required.

Reporting

- Assist Media Analyst in preparation reports on the performance of the media and the media situation as requested by the HoM or DHoM;
- Assist Media Analyst by contributing 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
- Ensure that all media monitoring data and recording is transferred to hard disk or similar storage device for transport and storage in ODIHR Warsaw.

Requirements:

- First level University degree in information and communication, journalism, international relations, law, political science, social science, or related field;
- Two years of relevant professional work experience at the national or international level with some experience in monitoring the conduct of media during election processes;
- Good knowledge of the ODIHR methodology for media monitoring during election campaigns;
- Excellent analytical skills;

- Good drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Ability to manage and co-ordinate the work of others;
- Ability to work 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, excel and access;
- 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 consultation (by phone or email) until the Final Report is published.

Deliverables:

- Daily news summary;
- Qualitative and quantitative results of the media monitoring;
- 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.