

Terms of Reference

JUNIOR POLITICAL 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 Political Analyst, and in close co-ordination with the Deputy Head of Mission (DHoM) and the ODIHR Election Department, the Junior Political Analyst monitors and assesses the election campaign in line with OSCE commitments, other international obligations and standards for democratic elections, as well as 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:¹

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; and
- 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.

Political Issues

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

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

Together with the Political Analyst:

- Prepare briefing materials, talking points on the conduct of the election campaign as requested by the HoM and/or DHoM;

Supporting And Managerial Role

- Together with the Political Analyst, work closely with the Long-term Observer (LTO) Co-ordinator to ensure that LTOs are provided guidance to effectively observe the conduct of the election campaign regarding political rallies and other relevant campaign activities (if applicable);
- In co-ordination with the Political 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 Political Analyst, support the activity of the mission and of the international observers in any other aspect that is 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.

- Participate in briefings for observers seconded by participating States, locally recruited observers, parliamentary observers, and diplomats as required; and
- Manage Senior Political Analyst Assistant, including certifying and evaluating the results of his/her work.

Gender Issues

- Under the guidance of the Political Analyst, 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

- Under the guidance of the Political Analyst, 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.

Reporting

- Assist the Political Analyst in 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.

Requirements:

- First level University degree in international relations, political science, social science, or related field;
- Two years of relevant professional domestic or international experience, with some experience in observing and/or organizing election processes;
- Excellent analytical skills;
- Good drafting skills;
- Sound political judgement;
- Ability to work under pressure in a sensitive political environment;
- 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;
- 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.