

TERMS OF REFERENCE

ELECTION ANALYST, Election Assessment Mission (EAM)

Background

The OSCE/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. More recently, the OSCE/ODIHR started to deploy Election Assessment Missions (EAMs) in order to follow specific electoral issues in a broader range of OSCE participating States.

Objective

Under the guidance of the Head of the OSCE/ODIHR Election Assessment Missions (EAM) and in close coordination with the Election Department, the Election Analyst of the OSCE/ODIHR EAM assesses the performance of the election administration in line with OSCE Commitments, other international standards for democratic elections and national legislation.

Main tasks

- Acquire knowledge of the election law and all other election-related legislation;
- Acquire knowledge of the election system as well as the political and legal situation;
- Become familiar with relevant OSCE/ODIHR publications such as Election Observation Handbook, and Existing Commitments for Democratic Elections in OSCE Participating States, Handbook for Monitoring Women's Participation in Elections, Guidelines to Assist National Minority Participation in the Electoral Process and Existing Commitments for Democratic Elections in OSCE Participating States;
- Establish and maintain contact with the main authorities, in charge of administering the elections throughout the country;
- Attend and report on meetings of the National Election Authorities, where possible;
- Assess the performance of the election administration, in line with OSCE Commitments, other international standards for democratic elections and national legislation;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the OSCE/ODIHR Election Adviser and the Head of the EAM.

Reporting

- Prepare an analytical report including recommendations for the Head of EAM on the performance of the election administration and on any other issues covered by the Analyst for inclusion in the final report;
- Remain available for consultation (phone or email) until the 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

- Analytical report including recommendations for the Head of EAM on the performance of the electoral administration and on any other issues covered during the EAM.