

TERMS OF REFERENCE

NATIONAL MINORITY ANALYST, Election Assessment Mission (EAM)

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. 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 ODIHR Election Assessment Mission (EAM) and in close coordination with the Deputy Head, the National Minority Analyst of the ODIHR EAM monitors and analyzes the participation of national minorities, as candidate, voters and election administrators, in the electoral process in line with OSCE commitments, other universal principles and national legislation.

Main tasks

- Acquire knowledge of the Election Law and all other relevant legislation and regulations;
- Acquire knowledge of the election administration, political party system and campaign;
- 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;
- Prepare overview of national minorities in the given country and assess impact of electoral system and constituencies on national minority participation;
- Work closely with Election Analyst, Political Analyst, Legal Analyst and Media Analyst to monitor and assess the participation of national minority representatives as candidates, voters and election administrators;
- Liaise with and interview national minority candidates, party activists and electoral administrators;
- Liaise at both the central and regional level with domestic national minority's NGOs;

Reporting

- Prepare an analytical report including recommendations for the Head of EAM about the participation of national minorities and any other issues covered by the Expert during the EAM for inclusion in the final report before leaving the mission area;
- Remain available for consultation (phone or email) until the ODIHR 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 at the national or international level with some experience in national minority participation analysis and/or observing elections;
- 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. Knowledge of local languages is an asset.

Deliverables

- Analytical report including recommendations for the Head of EAM on the participation of national minorities in elections and on any other issues covered by the Expert during the EAM.