

Terms of Reference

DEPUTY HEAD OF MISSION

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 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 direction of the Head of Mission (HoM), and in close co-ordination with the ODIHR Election Department, the Deputy Head of Mission (DHoM) co-ordinates the work of the core team and the long-term observers (LTOs), if applicable, assists the HoM in his/her tasks, and represents the HoM as requested.

Main tasks:¹

Electoral Expertise

- Acquire detailed knowledge of the election law, rules and regulations and all relevant legislation in the country related to the election;
- 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; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Co-ordination

- Co-ordinate the work of all the core team analysts together with the HoM;
- Develop a deployment plan for observers and co-ordinate their deployment;
- Co-ordinate the briefing, meetings and debriefing of Long-Term Observers (LTOs) with the LTO Co-ordinator (if applicable);
- Co-ordinate the production of briefing materials for LTOs and short-term observers (STOs) (if applicable);
- Co-ordinate the preparations of briefings for observers seconded by participating States, parliamentary observers and members of the diplomatic community and participate in them as required (if applicable);
- Co-ordinate the debriefing and deployment of international STOs in conjunction with the HoM and Operations Expert (if applicable);
- Co-ordinate and contribute to the preparation of information sheet requesting STOs, in co-ordination with ODIHR HQ (if applicable);
- Co-ordinate and contribute to the preparation of the information sheet requesting locally recruited STOs, in co-ordination with ODIHR Election Department (if applicable);
- Co-ordinate the design and drafting of election day observation forms seeking input and advice from the Statistics Analyst (if applicable) and in co-ordination with ODIHR Election Department;
- Co-ordinate the preparation of the mission electronic archive containing important documents and correspondence to be sent back to ODIHR Election Department;
- Ensure that evaluation forms of LTOs are completed by the LTO Co-ordinator and returned to ODIHR Election Department (if applicable);
- Ensure that mission evaluation forms are filled by STOs, returned to the Statistics Analyst and processed before departure from mission area (if applicable);

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.

- Ensure that the results of the mission evaluation are forwarded to the ODIHR Election Adviser; and
- Ensure that templates provided by the ODIHR are consistently used in the mission.

Reporting

- Co-ordinate and contribute to the preparation of Interim Reports as requested by the ODIHR Election Department (if applicable);
- Co-ordinate and contribute to the preparation of a Draft Statement of Preliminary Findings and Conclusions (“Preliminary Statement”) as requested by the ODIHR Election Department (if applicable);
- Co-ordinate the preparation of the Final Report for review by the HoM and according to the timeframe agreed with the ODIHR Election Adviser; and
- Remain available for consultation (by phone or email) until the Final Report is published.

Support

- Assist the HoM with press release and preparation for press conferences, in co-ordination with ODIHR Election Department (if applicable);
- Represent the HoM during his/her absence;
- Support the HoM in all other aspects of his/her responsibilities as required;
- Support the activity of the core team analysts as required;
- Observe the voting process on election day, if possible; and
- Participate in the mission’s Crisis Management Team together with HoM, Security Expert, Operations Expert and LTO Co-ordinator.

Requirements:

- University degree in international relations, law, political science, social science, management business administration or related field;
- At least six years of relevant experience in national election administration, international organizations and non-governmental organizations, with participation in election observation missions organized by the ODIHR, the European Union or any other observer organizations;
- Strong background in elections and knowledge of the ODIHR election observation methodology;
- Excellent analytical and drafting skills;
- Sound political judgment;
- Demonstrated ability to manage and co-ordinate the work of others;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to establish and maintain effective working relations with people of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Computer literacy;
- 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 mission Final Report is published.

Deliverables:

- Draft Interim Reports (if applicable);
- Election day observation forms (if applicable);
- Mission Evaluation Form (if applicable);
- Draft Preliminary Statement (if applicable);
- Draft Post-election Press Release (if applicable);
- Draft Final Report;
- LTO Guidebook (if applicable);
- STO Guidebook (if applicable);

- Mission archive;
- Participation in recruitment of support staff to core team, including signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.