

Terms of Reference

ELECTION 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 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. Further details of the organization can be found at www.osce.org/odihhr.

Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM) and the ODIHR Election Department, the Election Analyst assesses the performance of the election administration in line with OSCE Commitments, other international standards for democratic elections and national legislation. He or she can 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 election law and all other relevant legislation and regulations;
- Acquire detailed knowledge of the electoral and political situation in the country; 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.

Electoral Issues

- Act as the mission's principal point of contact with the national election authorities;
- Establish and maintain contact with the main authorities, in charge of administering the elections throughout the country;
- Attend and report on all meetings of the national election authorities of the country;
- Assess the performance of the election administration, in line with OSCE Commitments, other international standards for democratic elections and national legislation;
- Monitor voter registration, candidate registration, election regulations and procedures, the design and printing of ballot papers, the performance of lower-level election commissions, and other issues within the purview of the election administration;
- Review the counting and tabulation procedures and analyze the production of the final aggregated results for conformity with legal regulations and administrative procedures; and
- Work closely with the Legal Analyst on election-related complaints and appeals.

Advisory Role

- Prepare briefing materials, talking points on the performance of the election administration as requested by the HoM and/or DHoM; and
- Provide advice to the HoM on any election-related issues as required.

Supporting and Managing Role

- 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);

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.

- 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);
- Support the activity of the mission and of the international observers in any other aspect that is required;
- Participate in briefings for observers seconded by participating States, locally recruited observers, parliamentary observers, and diplomats as required;
- Participate in selection of support staff to core team members according to the established procedures; and
- Manage Senior Election Analyst Assistant, including certifying and evaluating the results of his/her work.

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.

Reporting

- Prepare reports on the election administration as requested by the HoM/DHoM; and
- Contribute 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:

- University degree in international relations, law, political science, social science, or related field;
- Four years of relevant professional work experience in national election administration, non-governmental organizations, international organizations, involved in observing and/or organizing election processes;
- Excellent election expertise and good knowledge of the international and regional standards for democratic elections;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Excellent interpersonal, communicational and diplomatic skills;
- Demonstrated ability to work in managerial role and 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;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; and
- Remain available for consultation (by phone or email) until the 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.