

## Terms of Reference

### 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 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/odihr](http://www.osce.org/odihr).

#### 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 Political Analyst monitors and assesses the election campaign in line with OSCE commitments, other international standards for democratic elections and national legislation. The Political Analyst can also be tasked to monitor other aspects of the election, such as participation of national minorities and women, as relevant.

#### Main tasks:<sup>1</sup>

##### 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;
- 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

- 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.

##### Advisory Role

- Prepare briefing materials, talking points on the conduct of the election campaign as requested by the HoM/DHoM; and
- Provide advice to the HoM on political, national minority or gender 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);
- 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; and
- 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 Political Analyst Assistant, including certifying and evaluating the results of his/her work.

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<sup>1</sup> 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.

### 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;
- Act as the core team focal point for gender-related issues; and
- As such, co-ordinate the work of the rest of core team on gender-related issues and collect their input.

### 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;
- Act as the core team focal point for national minorities' related issues; and
- As such, co-ordinate the work of the rest of core team on national minority issues and collect their input.

### Reporting

- Prepare reports on the election campaign and the political process in general, including gender, national minority related issues and the role of civil society 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, political science, social science, or related field;
- Four years of relevant professional domestic or international experience, with some experience in observing and/or organizing election processes;
- Excellent election-related expertise and good knowledge of the international and regional standards for democratic elections;
- Excellent analytical and drafting skills;
- Sound political judgment;
- Demonstrated ability to work under pressure in a sensitive political environment;
- 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.