

Terms of Reference

NEW VOTING TECHNOLOGIES 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 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/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 New Voting Technologies (NVT) Analyst reviews and assesses the electronic voting system in place in line with OSCE Commitments, other international obligations and standards for democratic elections, as well as national legislation, and provides recommendations.

Main tasks:¹

Electoral Expertise

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations;
- Acquire knowledge of the political party system and campaign, as well as the election administration and legal situation;
- 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.

New Voting Technology Issues

- Review the electronic voting system in place for the election in terms of transparency; public confidence; reliability and security; design and documentation; data protection, as well as other relevant criteria, and report on findings;
- Observe and report on any tests of the electronic voting system;
- Establish and maintain contact with the main authorities in charge of administering the elections throughout the country, in co-ordination with the Election Analyst;
- 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 Assistant on NVT Issues, 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.

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.

When the core team includes such an analyst, assist him/her to collect information on national minority participation in area of responsibility.

Disability Issues

- Analyze the participation of persons with disabilities in the elections in area of responsibility. If the core team includes a dedicated analyst working on the participation of persons with disabilities, assist him/her to collect information on the topic in area of responsibility.

Reporting:

- 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; and
- Provide analytical report on new voting technologies used in the elections for HoM.

Requirements:

- University degree in mathematics, statistics, computer science, political science, social science, or a related field;
- Four years of relevant professional work experience at the national or international level with some experience in implementing or researching electronic voting systems and in observing election processes;
- Excellent analytical and drafting skills;
- 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;
- 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 Final Report is published.

Deliverables:

- Relevant input to Draft Interim Reports, Preliminary Statement, Final Report, LTO Guidebook, and STO Guidebook (if applicable);
- Analytical report including recommendations for the HoM on electronic voting and on any other issues covered by the Analyst during the mission;
- Participation in recruitment of support staff to core team, including preparing and signing the interview report;
- Certification and evaluation of work performed by support staff under direct supervision.