

Terms of Reference

CAMPAIGN FINANCE ANALYST

Background:

OSCE/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 HoM (DHoM) and the ODIHR Election Department, the Campaign Finance Analyst assesses the situation regarding political party and campaign financing in line with OSCE Commitments, other obligations and standards for democratic elections, as well as national legislation, and provides recommendations.

Main tasks:¹

- Acquire knowledge of the election law and all other election-related legislation related to campaign and party finance;
- 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;
- Acquire knowledge of OSCE commitments and other international standards for democratic elections;
- Establish and maintain contact with the main political party and campaign finance stakeholders;
- Assess the status of political party and campaign financing, in line with OSCE Commitments, other international standards for democratic elections and national legislation; and
- Participate in selection of support staff to core team members according to the established procedures.

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.

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 electoral 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;
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and

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.

- 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);
- 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.