

Terms of Reference

ELECTION ACCESSIBILITY 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, 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 Election Expert Team Leader and in close co-ordination with the ODIHR Election Department the Election Accessibility Expert assesses the degree to what the electoral process is inclusive for persons with disabilities to participate as voters, candidates and election officials, in line with the OSCE commitments, other international obligations and standards for democratic elections and national legislation, and provides recommendations.

Main tasks:

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations as relates to accessibility issues;
- Acquire detailed knowledge of the electoral and political situation in the country;
- Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications, including the Election Observation Handbook, Existing Commitments for Democratic Elections in OSCE Participating States and the Handbook on Observing and Promoting the Electoral Participation of Persons with Disabilities;
- Establish and maintain contact with relevant election management bodies at national and regional levels, main political parties, other state bodies and civil society organizations promoting the rights of persons with disabilities;
- Assess the access of voters with different types of temporary and permanent disabilities to relevant voter information, campaign materials and activities, data on election contestants and other information related to electoral process, including election results;
- Assess the possibilities of voters to vote, both assisted and independently;
- Assess the access of persons with disabilities to political processes, including exercise of freedoms of association and peaceful assembly, the possibilities to take part in activities of political parties, receive and impart information, and to stand as candidates;
- Assess the possibilities for persons with disabilities to work as election officials.
- Assess the access of persons with disabilities from the gender and national minority perspectives.

Reporting:

- Report on all meetings held with election stakeholders, including national election authorities;
- Contribute to the mission final report and formulate recommendations as required for inclusion in the Final Report before leaving the observation area;

Requirements:

- University degree in international relations, law, political science, social science, or related field;

- At least 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 communication skills and written 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:

- Relevant input to Draft Final Report;
- Short reports on all meetings held with election stakeholders;
- Participation in recruitment of support staff, including preparing and signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.