

Terms of reference

LONG-TERM OBSERVER CO-ORDINATOR

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/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 Long-term Observer (LTO) Co-ordinator is the principal point of contact within the core team for the LTOs.

Main tasks:¹

Electoral Expertise

- Acquire knowledge of the election law and other relevant legislation and regulation;
- Acquire knowledge of the political and electoral situation in the country;
- 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.

Co-ordinating Role

- Co-ordinate the deployment, preparations and activities of LTOs in consultation with the DHoM and Operations Expert;
- Together with the DHoM, co-ordinate the activity of LTOs during their period of stay in country;
- Liaise with the Operations Expert on all arrangements and preparations concerning the briefing and deployment of LTOs;
- Prepare briefing materials for LTOs;
- Organize an adequate briefing session for LTOs;
- Ensure smooth and regular information flow between the core team and LTOs;
- Maintain regular contacts with LTOs and provide them with instructions and guidance;
- Task LTOs to collect information on women's participation in the elections;
- Ensure that the ODIHR Handbook for Long-Term Election Observers is consistently used during the mission;
- Keep all records and information relating to the activity of LTOs, including weekly reports, notes for the file etc;
- Where applicable and as requested, liaise with locally recruited short-term observers (STOs);
- Organize and schedule election-day and election-night reporting by LTOs and STOs to ensure that full and timely reports are available for the Draft Statement of Preliminary Findings and Conclusions ("Preliminary Statement").

Supporting and Managing Role

- Fully support the activity of LTOs during the course of their work; respond to their inquiries and follow up on their observations;
- Provide input on the deployment of STOs (if applicable);
- Support the activities of the mission and the observers in any other aspect that is required;

¹ These apply to ODIHR's Election Observation Missions and Limited Election Observation Missions. Some of the tasks, however, particularly due to the absence of short-term observers, are not applicable to Limited Election Observation Missions.

- Participate in the mission Crisis Management Team together with the HoM, DHoM, Security Expert and Operations Expert;
- Participate in selection of support staff to core team members according to the established procedures; and
- Manage Senior LTO Assistant, including certifying and evaluating the results of his/her work;

Reporting

- Collect and analyze information received from LTOs;
- Ensure that information from LTOs is delivered and received in a timely manner;
- Prepare regular summary reports on the findings of LTOs as requested by the HoM or DHoM;
- Contribute to the preparation of Interim Reports on the above mentioned topics;
- Contribute to the preparation of the Preliminary Statement;
- Prepare an analytical report including recommendations for the HoM about the findings and conclusions of the LTOs for inclusion in the final report before leaving the mission area; and
- Prepare evaluation of LTO performance and return to ODIHR Election Department, as requested.

Requirements:

- University degree in international relations, law, political science, social science, or related field;
- Four years of relevant professional work experience at the national or international level with some experience in organizing and/or observing election processes;
- Excellent organizational and co-ordination skills;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to work in supervisory 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:

- Regular summary reports on the findings and conclusions of LTOs;
- Relevant input to Draft Interim Reports, Preliminary Statement, Final Report, LTO Guidebook, and STO Guidebook (if applicable), related to the work, findings and conclusions of LTOs;
- 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.