

Terms of Reference

REGIONAL 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/odhr.

Objective:

Under the direction of the Head of Mission (HoM), and in close co-ordination with the Deputy Head of Mission (DHoM) and the ODIHR Election Department, the Regional Analyst is responsible for observing all aspects of the election cycle, and gaining an in-depth understanding of the overall pre-election administrative procedures and campaign environment in the area of observation.

Main tasks:

- 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.

Electoral expertise

- Acquire knowledge of the election law and all other election-related legislation;
- Acquire knowledge of the election system as well as the political and legal situation;

Regional Issues

- Establish and maintain contact with the main authorities in charge of administering the elections in specific countries as well as with political parties and candidates, media representatives and members of civil society;
- Attend and report on meetings of national election authorities;
- Attend and report on political rallies and campaign events, where possible;
- Attend and participate in any other relevant meetings with other election stakeholders necessary to cover issues deemed necessary by the HoM, DHoM and the ODIHR Election Adviser;
- Manage Regional Analyst Assistant, including certification of work; and
- Participate in selection of support staff to core team members according to the established procedures.

Reporting:

- Prepare reports for the HoM/DHoM on the election administration, political parties, media, civil society and on any other issues covered for inclusion in the Statement of Preliminary Findings and Conclusions and the Final Report.

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 understanding of the electoral cycle;
- 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 political backgrounds, while maintaining impartiality and objectivity;
- Computer literate; familiarity with word-processing;

- Gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Excellent written and oral communication skills in English with knowledge of election-related terminology. Knowledge of local languages is an asset; and
- Remain available for consultation (by phone or email) until the Final Report is published.

Deliverables:

- Regular reporting, including recommendations for the HoM/ DHoM on the conduct of the elections in the countries, as well as on any other issues covered during the mission;
- 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.