

Terms of Reference

DEPUTY HEAD OF MISSION/POLITICAL ANALYST

Background:

The 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/odihr.

Objective:

Under the direction of the Head of Mission (HoM), and in close co-ordination with the ODIHR Election Department, the Deputy Head of Mission/Political Analyst:

- co-ordinates the work of the core team and the long-term observers (LTOs), if applicable, assists the HoM in his/her tasks and represents the HoM as requested.
- monitors and assesses the election campaign in line with OSCE commitments, other international standards for democratic elections and national legislation. The Political Analyst can also be tasked to monitor other aspects of the election, such as participation of national minorities and women, if required.

Main tasks:¹

Electoral Expertise

- Acquire detailed knowledge of the election law, rules and regulations and all relevant legislation in the country related to the election;
- 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-ordination

- Co-ordinate the work of all the core team analysts together with the HoM;
- Co-ordinate the preparation of the mission electronic archive containing important documents and correspondence to be sent back to ODIHR Election Department;

Reporting

- Prepare reports on the election campaign and the political process in general, including the role of civil society as requested by the HoM;

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.

- Contribute to all mission reporting and formulate relevant recommendations as required for inclusion in the Final Report before leaving the mission area.
- Co-ordinate the preparation of the Final Report for review by the HoM and according to the timeframe agreed with the ODIHR Election Adviser; and
- Remain available for consultation (by phone or email) until the Final Report is published.

Support

- Represent the HoM during his/her absence;
- Support the HoM in all other aspects of his/her responsibilities as required;
- Support the activity of the core team analysts as required;
- Observe the voting process on election day, if possible; and
- Participate in the mission's Crisis Management Team together with HoM, Security Expert, Operations Expert and LTO Co-ordinator.

Political Issues

- Establish contacts with political parties, civil society groups, and non-governmental organizations relevant to the political process;
- Follow and observe political rallies and other relevant campaign activities;
- Follow and monitor overall human-rights issues relevant to the political process; and
- Act as the main point of contact with domestic election observers as required.

Advisory Role

- Prepare briefing materials, talking points on the conduct of the election campaign as requested by the HoM; and
- Provide advice to the HoM on political, national minority or gender issues if required.

Supporting and Managing Role

- Fully support the activity of international core-team members, during the course of their work; respond to their inquiries and follow up on their observations with the relevant authorities (if applicable);
- Support the activity of the mission and of the international observers in any other aspect that is required;
- Participate in selection of support staff to core team members according to the established procedures; and
- Manage Senior Political Analyst Assistant, including certifying and evaluating the results of his/her work.

Requirements:

- University degree in international relations, law, political science, social science, management business administration or related field;
- At least six years of relevant experience in international organizations and non-governmental organizations, with participation in election observation missions organized by the ODIHR, the European Union or any other observer organizations;
- Strong background in elections and knowledge of the ODIHR election observation methodology;
- Excellent analytical and drafting skills;
- Demonstrated ability to manage and co-ordinate the work of others;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to establish and maintain effective working relations with people of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Computer literacy;

- Excellent written and oral communication skills in English with knowledge of election-related terminology. Knowledge of local language(s) is an asset;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Remain available for consultation (by phone or email) until the mission Final Report is published.
- Excellent election-related expertise and good knowledge of the international and regional standards for democratic elections;
- Sound political judgment;

Deliverables:

- Relevant input to Draft Final Report; Draft Final Report based on inputs from experts;
- Mission archive;
- Participation in recruitment of support staff to core team, including signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.