

Terms of Reference

JUNIOR ELECTION 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, 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 Election Analyst and in close co-ordination with the Deputy Head of Mission (DHoM) and the ODIHR Election Department, the Junior Election Analyst assesses the performance of the election administration in line with OSCE Commitments, other international obligations and standards for democratic elections, as well as national legislation.

Main tasks:¹

Electoral Expertise

- Acquire detailed knowledge of the election law and all other relevant legislation and regulations;
- 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; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Electoral Issues

Under guidance of the Election Analyst, assist him/her to:

- Assess the performance of the election administration, in line with OSCE Commitments, other international standards for democratic elections and national legislation;
- Monitor voter registration, candidate registration, election regulations and procedures, the design and printing of ballot papers, the performance of lower-level election commissions, and other issues within the purview of the election administration;
- Review the counting and tabulation procedures and analyze the production of the final aggregated results for conformity with legal regulations and administrative procedures; and
- Work closely with the Legal Analyst on election-related complaints and appeals.

Together with the Election Analyst,

- Establish and maintain contact with the main authorities, in charge of administering the elections throughout the country;
- Attend and report on all meetings of the national election authorities of the country; and
- Prepare briefing materials, talking points on the performance of the election administration as requested by the HoM/DHoM.

Supporting and Managerial Role

- Together with Election Analyst, work closely with the Long-term Observer (LTO) Co-ordinator to ensure that LTOs are provided guidance to effectively observe the work of lower level election commissions (if applicable);

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.

- In co-ordination with Election Analyst, fully support the activity of LTOs and short-term observers (STOs) during the course of their work; respond to their inquiries and follow up on their observations with the relevant authorities (if applicable);
- In co-ordination with the Election Analyst, support the activity of the mission and of the international observers in any other aspect that is required;
- Participate in briefings for observers seconded by participating States, locally recruited observers, parliamentary observers, and diplomats as required; and
- Manage Junior Election Analyst Assistant, including certifying and evaluating the results of his/her work.

Gender Issues

- Under the guidance of the Election Analyst, analyze women's participation in the elections in area of responsibility whenever the mission core team does not include a dedicated analyst for women's participation in the electoral process. When the core team includes a gender analyst, assist him/her to collect information on women's participation in area of responsibility.

National Minority Issues

- Under the guidance of the Election Analyst, analyze national minority participation in the elections in area of responsibility whenever the mission core team does not include a dedicated analyst for national minority participation in the electoral process. When the core team includes such an analyst, assist him/her to collect information on national minority participation in area of responsibility.

Disability Issues

- Analyze the participation of persons with disabilities in the elections in area of responsibility. If the core team includes a dedicated analyst working on the participation of persons with disabilities, assist him/her to collect information on the topic in area of responsibility.

Reporting

- Assist the Election Analyst in contributing 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:

- First level University degree in international relations, law, political science, social science, or related field;
- Two years of relevant professional work experience in national election administration, non-governmental organizations, international organizations, involved in observing and/or organizing election processes;
- Excellent analytical skills;
- Good drafting skills;
- Ability to work under pressure in a sensitive political environment;
- 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;
- 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.