

Terms of Reference

EXTERNAL LIAISON OFFICER, ELECTION SUPPORT TEAM (EST)

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/odihr.

The Afghan Independent Election Commission (IEC) has called Presidential and Provincial Council elections for 5 April 2014. On 24 October 2013, following an invitation from the Independent Election Commission of Afghanistan to support Afghanistan's election process, the Permanent Council passed Decision 1094 which tasks the OSCE/ODIHR to deploy an Election Support Team (EST) to Afghanistan. The OSCE/ODIHR EST will *"assist government and international efforts"* for the upcoming elections and prepare a report *"on the electoral process, based on its findings, including a set of recommendations to the Government of Afghanistan for implementation as appropriate in the post-election period, with a view to enhancing the conduct of future elections and improving Afghanistan's legal framework and procedures."*

Objective:

Under the guidance of the Head of the ODIHR EST and in close co-ordination with the Deputy Head of EST and the ODIHR Election Department, the External Liaison Officer of the ODIHR EST will be responsible for liaising with the representatives of international bodies and international observer groups present in Afghanistan, as appropriate.

Main tasks:

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; and
- 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.

Political Issues

- Follow all aspects of the election process as assessed by the EST, as well as the political context in which it operates.

Electoral Issues

- Act as the ODIHR EST's principal point of contact with the international election stakeholders; and
- Attend and report on all meetings of the international election stakeholders.

Advisory Role

- Prepare briefing materials, talking points, as requested by the Head and/or Deputy Head of EST; and
- Provide advice to the Head of EST on any issues related to co-ordination with international election stakeholders, as required.

Supporting and Managing Role

- Fully support the activity of international 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 EST in any other aspect that is required;
- Participate in briefings as required; and
- Participate in selection of support staff to EST members according to the established procedures.

Liaison Role and Reporting

- Prepare updates on ODIHR EST activities, as requested by the Head of EST or his/her Deputy;
- Prepare notes and talking points for the Head of EST or his/her Deputy for the meetings with representatives of international community in Afghanistan;
- Prepare minutes of meetings with representatives of international community, as requested by Head of EST or his/her Deputy;
- Prepare/edit additional reports as necessary;
- Remain available for consultation (phone or email) until the ODIHR Final Report is published.

Requirements:

- Advanced university degree in international relations, political science, social science, or related field;
- At least four years of relevant professional domestic or international experience, with some experience in election processes;
- Excellent analytical and drafting skills;
- Sound political judgment;
- Strong background in electoral technical assistance;
- Experience in conflict or post-conflict situations, especially Afghanistan, is highly desirable;
- Demonstrated ability to work under pressure in sensitive political environment;
- Excellent health condition;
- Demonstrated ability to work as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Excellent written and oral communication skills in English.

Deliverables:

- Advice and guidance to election stakeholders, as requested;
- Relevant input to Final Report and other reports, as requested;
- 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.