

## Terms of Reference

### VOTER REGISTRATION ANALYST, 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](http://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 Voter Registration Analyst assesses voter registration process in line with OSCE Commitments, other international standards for democratic elections and national legislation with a view to enhancing the conduct of future elections and improving Afghanistan's framework and procedures.

#### 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.

##### Voter Registration Issues

- Act as the ODIHR EST's principal point of contact with the IEC and other election administration stakeholders with regard to voter registration;
- Establish and maintain contact with the main authorities, in charge of administering voter registration throughout the country;
- Attend and report on all meetings of the national election authorities related to voter registration;
- Assess the voter registration process, in line with OSCE Commitments, other international standards for democratic elections and national legislation;
- Monitor voter registration, and other related issues within the purview of the election administration; and
- Work closely with the Legal Analyst and the Complaints and Appeals Analyst on election-related complaints and appeals.

##### Advisory Role

- Prepare briefing materials, talking points on voter registration as requested by the Head and/or Deputy Head of EST; and

- Provide advice to the Head of EST on any issues related to voter registration 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;
- Participate in selection of support staff to EST members according to the established procedures; and
- Manage Voter Registration Analyst Assistant, including certifying and evaluating the results of his/her work.

#### Gender Issues

- Analyze women's participation in the elections in area of responsibility.

#### National Minority Issues

- Analyze national minority participation in the elections in area of responsibility.

#### Reporting

- Prepare reports on the election administration as requested by the Head/Deputy Head of EST;
- Contribute to all ODIHR EST reporting, including Final Report, and formulate recommendations as required for inclusion in the Final Report before leaving the mission area; and
- Remain available for consultation (by phone or email) until the ODIHR EST Final Report is published.

#### **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 election expertise and good knowledge of the international and regional standards for democratic elections;
- Experience in conflict or post-conflict situations are highly desirable;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Excellent interpersonal, communicational and diplomatic skills;
- Demonstrated ability to work in managerial 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;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities; and
- Remain available for consultation (by phone or email) until the Final Report is published.

#### **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.