

TERMS OF REFERENCE

Election Analyst/Voter Registration Expert, Limited Election Observation Mission (LEOM)

Background

The ODIHR is the leading agency in Europe in the field of election observation. It coordinates 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.

Objective

Under the guidance of the Head of the ODIHR Limited Election Observation Mission (LEOM), in close co-ordination with the Deputy Head, and with the assistance of the Election Analyst or Junior Election Analyst (as applicable), the Election Analyst / Voter Registration Expert assesses the administration of the electoral process in line with OSCE Commitments, other international standards for democratic elections and national legislation, with a particular focus on the voter registration process and on voter identification documents.

Main Tasks

The main tasks will include:

Electoral Expertise

- Acquiring a detailed knowledge of the electoral law and all other relevant legislation and regulations;
- Becoming familiar with the ODIHR Election Observation Handbook, ODIHR “Guidelines on Resolving Election Disputes”, “Guidelines for Reviewing a Legal Framework for Elections”, “ODIHR Report on Existing Commitments for Democratic Elections in OSCE Participating States”, the “Handbook for Monitoring Women’s Participation in Elections” and “Handbook for Assisting National Minority Participation in the Electoral Process”;
- Acquiring a detailed knowledge of the electoral and political situation in the country.

Electoral Issues

- Together with the election analyst or junior election analyst (as applicable), acting as the LEOM’s principal point of contact with the state electoral authorities;
- Establishing and maintaining contact with the main authorities charged with administering the elections;
- Attending and reporting on all meetings of the state election authorities;
- Assessing the performance of the electoral administration, in line with OSCE Commitments, other international standards for democratic elections and national legislation;
- Monitoring voter registration, candidate registration, election regulations and procedures, the design and printing of ballot papers, the performance of lower-level electoral commissions, and other issues within the purview of the electoral administration;
- Reviewing the counting and tabulation procedures and analyzing the establishment of the final results for conformity with legal regulations and administrative procedures;

- Working closely with the legal analyst on election-related complaints and appeals.

Voter Registration Issues

- Acquiring detailed knowledge on the voter registration and the civil registration systems;
- Establishing and maintaining contact with the authorities at national level in charge of civil registration and the voter lists;
- Working closely with the LTO co-ordinator to ensure that LTOs are provided guidance to collect findings on the civil registration and the voter registration processes, at local level;
- Collecting and coordinating findings on the conduct of all the steps of the voter registration process, including the civil registration process;
- Assessing the performance of the administrative bodies in charge of voter registration, in line with OSCE Commitments, other international standards for democratic elections and national legislation.

Specific Voter Identification Issues (as applicable)

- Acquiring detailed knowledge on the issuance and use of identification documents (IDs);
- Establishing and maintaining contact with the state authority at national level in charge of issuing IDs;
- Working closely with the LTO co-ordinator to ensure that LTOs are provided guidance to collect findings on citizens' applications for IDs, and on ID distribution and collection;
- Collecting and coordinating findings on all steps of the ID distribution process;
- Assessing the performance of the administrative bodies in charge of the ID process, in line with OSCE Commitments, other international standards for democratic elections and national legislation.

Supervisory Role (as applicable)

- Providing guidance to the junior election analyst and supervising their work and reporting.

Advisory Role

- Preparing briefing materials, talking points on the performance of the election administration, and on issues related to voter registration and voter identification (as requested by the head of the LEOM or deputy);
- Providing advice to the head of LEOM on any election-related issues, as required.

Supporting Role

- Working closely with the LTO co-ordinator to ensure that LTOs are provided guidance to effectively observe the work of lower level election commissions and local-level authorities dealing with civil/residence registration;
- Fully supporting the activity of core-team members and long-term observers during the course of their work; responding to their inquiries and following up on their observations with the relevant authorities;
- Supporting LEOM activity in any other aspect required;
- Participating in briefings for parliamentary observers and diplomats, as required.

Gender Issues

- Analyzing women's participation in the elections in your area of responsibility if the LEOM core team does not include a dedicated gender analyst. When the LEOM core team does include such an analyst, assist him/her to collect information on women's participation in your area of responsibility.

National Minority Issues

- Analyzing national minorities' participation in the elections in your area of responsibility if the LEOM core team does not include a dedicated national minorities' analyst. When the LEOM core team does include such an analyst, assist him/her to collect information on national minorities' participation in your area of responsibility.

Reporting

- Preparing reports on the election administration, as requested by the LEOM head or deputy, with a specific focus on civil and voter registration and voter identification (as applicable);
- Contributing to the preparation of interim reports;
- Contributing to the preparation of a *Statement of Preliminary Findings and Conclusions*;
- Preparing an analytical report, including recommendations for the LEOM head on the election-related legal framework for inclusion in a final report before leaving the LEOM;
- Remaining available for consultation (via phone or e-mail) until the ODIHR *Final Report* is published.

Education and Experience

- Advanced university degree in international relations, law, political science, social science, or related field;
- Two to three years of relevant professional work experience in national election administration, non-governmental organizations, international organizations, involved in observing and/or organizing election processes;
- Specific experience in observing or organizing voter registration;
- 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;
- PC literate. Familiarity with word-processing;
- Excellent written and oral communication skills in English with knowledge of election related terminology. Knowledge of the local language is an asset.

Deliverables

- Election Administration and Voter Registration section of draft interim reports, draft *Statement of Preliminary Findings and Conclusions* ("Preliminary Statement"), draft *Final Report*, and LTO Guidebook.