

**TERMS OF REFERENCE**  
**National Minorities Analyst, 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) and in close coordination with the Deputy Head, the National Minorities Analyst of the ODIHR LEOM monitors and analyzes the participation of national minorities, as candidate, voters and election administrators, in the electoral process in line with OSCE commitments, other universal principles and national legislation.

**Main tasks**

The main tasks will include:

**1. Prior to Departure**

- Review and collate existing material on the effective participation of national minorities in elections.
- Initial review of election legislation from a national minority's perspective.
- Acquire knowledge of the Election Law, other relevant legislation and regulations, the ODIHR Election Observation Handbook and the ODIHR "Handbook to Assist National Minorities in the Electoral Process";
- Acquire knowledge of the political and electoral situation in country;

**2. In the Field**

National Minority issues

- Prepare overview of national minorities in the given country
- Assess impact of electoral system and constituencies on national minority participation
- Monitor and analyze the participation of national minorities in the elections;
- Work closely with Election Analyst, Political Analyst, Legal Analyst and Media Analyst to assess the participation of national minority representatives as candidates, voters and election administrators;
- Establish contact with and interview national minority candidates, party activists and electoral administrators;
- Liaise at both the central and regional level with domestic national minority NGOs;
- Analyse information collected by core team.
- Collect relevant data for final report on the participation of national minorities in the electoral process;

#### Advisory Role

- Prepare briefing materials, talking points on the participation of national minorities in the elections as requested by the Head or his/her deputy;
- Provide advice to the Head of EAM on any national minority related issues as required;

#### Supporting Role

- Fully support the activity of core-team members during the course of their work; respond to their inquiries and follow up on their observations with the relevant authorities;
- Support the activity of the mission in any other aspect that is required;

#### Reporting

- Prepare reports on the participation of national minorities in the elections as requested by the Head of EAM or his/her deputy;
- Contribute to the preparation of reports, and mission's findings and conclusions;
- Prepare an analytical report including recommendations for the Head of EAM about the participation of national minorities for inclusion in the final report before leaving the mission area;
- Produce, if required, more detailed report of analysis and findings on national minorities' participation in the electoral process in the country within four weeks of departure from the field;
- Remain available for consultation (phone or email) until the ODIHR Final Report is published.

#### Qualifications

- Advanced university degree in international relations, law, political science, social science, or related field
- Two to three years of relevant professional work experience at the national or international level with some experience in national minority participation analysis and/or observing election processes
- 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. Knowledge of local languages is an asset.

#### Deliverables

- Sections related to the participation of national minorities of Draft Final Report.
- Detailed analysis (quantitative and qualitative) of national minorities' participation in the electoral process