

Terms of Reference for Core Team members of the EU EOM to BOLIVIA

General Elections 2020: 03 May 2020 (with a possible second round for the presidential election on 14 June)

The present terms of reference offer selection criteria for the Core Team (excluding the Deputy Chief Observer whose Terms of Reference are published in a separate call) of the European Union Election Observation Mission to Bolivia. In addition to the Chief Observer and the Deputy Chief Observer, the Core Team is composed of nine experts, whose individual terms of reference are outlined below.

Preliminary remarks

- 1. European Union Election Observation Missions (EU EOMs) are independent in their findings and conclusions, but must, at all times, adhere to the standard EU methodology for election observation in both, political/electoral and implementation/security matters, as outlined in the “Handbook for European Union Election Observation”¹. EU EOMs must follow standard guidelines, models and practices as specified by the European Commission. All mission members must follow the EU Code of Conduct for election observation, as well as adhere to the UN “Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers”².*
- 2. The Core Team is an essential component of EU EOMs. The respective roles and responsibilities of all retained experts is a key element of a successful mission. All members of the Core Team must be experienced in election observation or related activities, fluent in the working languages of the mission, and be able to work cooperatively in a team. Experience and training within EU missions and initiatives will be considered an asset.*
- 3. Please note that due to the evolving context of elections, the following Terms of Reference offer a general overview of the requested job profiles that is potentially subject to changes. The final version including the detailed description of the final profiles and responsibilities of each analyst/expert will be provided in the contract.*

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http://ec.europa.eu/europeaid/what/humanrights/election_observation_missions/documents/eu_election_observation_handbook_en.pdf

² http://ec.europa.eu/europeaid/observer/declaration_of_principles_code_of_conduct_fr.pdf

4. *All Core Team members are required to participate in EU EOM briefings and debriefings organised by the European Commission. These activities are an integral part of the mission.*

The working and reporting language of the mission will be English and Spanish.

CHIEF OBSERVER (CO)

The CO has the overall responsibility for the EU EOM. S/he is commissioned directly by the European External Action Service (EEAS) and the European Commission. The CO's duties, tasks and responsibilities are detailed in the annex attached to her/his contract.

DEPUTY CHIEF OBSERVER (DCO)

As a Special Adviser to the High Representative for Foreign Policy/Vice President of the European Commission (HR/VP), the role of the DCO is to assist the Chief Observer in the conduct of the EOM and in managing its core team. The DCO also replaces the Chief Observer whenever absent, including in the diplomatic and media contacts essential to the functioning of the EOM. The DCO will be present in the field during the full duration of the mission as well as its preparatory, winding-down phases and final report presentation.

(1) ELECTION ANALYST

The Election Analyst is responsible for assessing the performance of the Electoral Supreme Tribunal (Tribunal Supremo Electoral - TSE), its 9 decentralized offices (Tribunales Electorales Departamentales - TEDs) and election staff (electoral judges, electoral notaries and polling station staff) as well as other public authorities in the preparation and conduct of the electoral process. S/he will analyze the effectiveness of the relationship between the TSE/TEDs, as well as between TSE and other government bodies, ministries and stakeholders. The Election Analyst should coordinate closely and share information with the Observer Coordinator, Data Analyst, Legal/Human Rights/ Vulnerable Groups, Political/Campaign Finance, Media and Social Media Analysts. S/he will work under the supervision of the CO and DCO.

S/he will:

1. Become familiar with Bolivia's constitutional, legal and regulatory framework for elections; assess the implementation of the national election legislation by the TSE, its decentralized offices and other state bodies responsible for administering elections, concerning, in particular voter registration, political party registration, candidate registration and the polling, counting and tabulation of results, as well as results management;
2. Assess the performance of the election administration and governmental bodies concerning technical preparations for the election. Following the 2019 elections, special attention should be paid to: the system of voter registration and the reliability of the voter register, the conduct of election operations pre- and post-elections, candidate nomination and registration, recruitment and training of temporary election staff, the system for the transmission of preliminary results (called "TREP") and the measures taken to promote women's and minorities' participation;
3. If possible, attend and observe sessions of TSE, follow the issues on their agenda, meet with relevant members of the TSE including department heads and other officials who are part of the election management, and provide the EU EOM with

information about TSE meetings and complaints brought to the election administration;

4. Assess the performance of the election administration, the extent of its effectiveness, independence, impartiality, transparency of its operations, and the degree to which it enjoys confidence of electoral stakeholders;
5. Assess the election administration's capacity in relation to voter education initiatives, training of election officials, material production and distribution, and degree to which voters are adequately informed about the election process;
6. Maintain regular relations with election analysts of other international observation missions and international technical assistance providers;
7. Liaise with domestic observer groups and other national or international non-governmental organizations engaged in the election process;
8. Support the DCO in developing the analytical framework and in implementing the EU election observation methodology;
9. Ensure LTOs are kept informed of developments in the electoral process. In consultation with the DCO, prepare relevant questions for LTO weekly reports and analyze LTO reporting output;
10. Produce regular reporting on the electoral process developments for core team and observers and provide oral briefings as required;
11. Based on templates provided by the EC (EODS project), and with the support of the Data Analyst, prepare election day observation electronic forms for polling stations' opening, voting, closing and counting, and tabulation of results;
12. With the Observer Coordinators and Data Analyst analyze data from e-day observation forms;
13. Participate in observer briefings, debriefings and team meetings;
14. Contribute to the preparation of interim reports, the preliminary statement and the final report in the mission reporting language. This includes amending/re-writing draft contributions after receiving DCO feedback;
15. Contribute to the internal report, including suggestions on any methodological improvements and information on possible areas that merit technical assistance;
16. Perform any other duty required for the good functioning of the EU EOM;
17. If requested be available for the return visit and roundtable.

(2) LEGAL ANALYST

The Legal/Human Rights/Vulnerable Groups Analyst is responsible for providing an analysis of the legal framework governing the elections in Bolivia in accordance with international and regional commitments and obligations to democratic elections, taking into consideration the country's legislation and regulations related to elections. S/he will analyze processes related to petitions and election offences. This will include looking at the role of the judiciary, the security forces including the police, and the election administration. S/he will also look at political party registration, political finance regulation (political party and electoral campaign) and enforcement, and candidate registration. The Analyst will take into consideration Bolivia's international and regional commitments in promoting human rights, minority and gender equality. The Legal Analyst should coordinate closely and share information with the Election, Political and Media Analysts. S/he will support Core Team colleagues in their use of international law related to elections. S/he will work under the supervision of the CO and DCO. S/he will:

1. Have acquired solid grasp of the legal and regulatory framework for elections, as well as international and regional commitments and obligations applicable to democratic elections. In this context the "Compendium of International Standards for Elections" is an important background document;

2. Comprehensively analyze the national legislation, in particular concerning universal, equal and secret suffrage, right to vote and to stand as a candidate, conditions for the exercise of fundamental freedoms, constituency delimitation, election administration, voter registration, political party registration, campaign finance (in conjunction with the Political Analyst), candidate registration, campaign, media (in conjunction with the Media Analyst), voting, counting and tabulation, complaints and appeals;
3. In co-ordination with the Election Analyst, assess compliance of national legislation with Bolivia's international and regional commitments and obligations for democratic elections;
4. Assess electoral legislation from a gender perspective, in accordance with international standards for elections, focusing on the participation of women and socially vulnerable people and special needs groups. Assess whether election legislation is respected in practice, so that all persons can enjoy their rights;
5. If possible, attend and observe sessions of TSE, follow the issues on their agenda, meet with relevant members of the TSE including department heads and other officials who are part of the election management, and provide the EU EOM with information about TSE meetings and complaints brought to the election administration;
6. Contribute to the EU EOM assessment of whether the elections are conducted in accordance with the legal framework as set out in national legislation as well as international and regional commitments and obligations for elections;
7. Assess and analyze legal aspects mainly of the activity of the judiciary/election administration, in particular:
 - a. The capability of the judiciary/election administration in implementing the legal framework consistently;
 - b. The role of the judiciary/election administration in dispute resolution and election process supervision;
 - c. The conduct and effectiveness of complaints and appeals processes;
8. Log, categorize and maintain in a database key election-related complaint and appeals, filed by parties, candidates, voters and other stakeholders;
9. Assess the role and participation of women and minorities in the country, and related human rights subjects, as required by the DCO and in coordination with other Core Team members;
10. Assess the participation of women and minorities in the electoral process & evaluate the approach of the election administration with regards to women and minorities, the registration of women and minorities as voters and the representation of minorities at all levels within the electoral administration;
11. In coordination with the Political Analyst and the Media Analyst, monitor closely any arrests or detentions impacting fundamental rights underlying elections and the circumstances surrounding such arrest/detentions;
12. Attempt to record, assess and analyze election-related arrests, investigations and prosecutions. This includes looking at the respective roles played by the police, election administration, courts and any other administration concerned by elections;
13. Meet regularly with judicial and other relevant bodies, and attend court hearings relating to petitions, appeals and electoral offence charges;
14. Liaise with international organizations and agencies as well as with domestic NGOs specialized in legal, human rights, minority and gender issues;
15. Analyze, summarize and share with other CT members the Long-Term Observers (LTOs) reports and suggest specific tasks for the LTOs concerning those specific topics;

16. Participate in observer briefings, debriefings and team meetings;
17. Contribute to the preparation of interim reports, preliminary statements and the final report. Contribute to the internal report, including suggestions of methodological improvements and information on possible areas of technical assistance;
18. Perform any other duties required for the good functioning of the EU EOM;
19. If requested be available for the return visit and roundtable.

(3) POLITICAL / CAMPAIGN FINANCE ANALYST

The Political/Campaign Finance Analyst is responsible for conducting a political assessment of the electoral process and provide information concerning the historical, cultural and political background on the country as well as on- going developments. S/he will conduct an assessment of the existing regulatory framework for political and campaigning finance in Bolivia. S/he will analyze political party and candidate campaigning finance in line with international and regional standards for genuine democratic elections and national legislation paying special attention to possible misuse of state resources. S/he will work under the guidance of CO and DCO in close coordination with the Legal, Media, Social Media and Election Analysts as well as the Observer Coordinator.

S/he will:

1. Undertake a comprehensive political analysis of the electoral process and produce benchmarks to assess the genuine competitiveness of the electoral process between stakeholders before, during and after elections;
2. Gain a broad understanding of the historical, cultural, social and political context in which the elections are being held and produce an assessment of historical patterns of political alignment, overall party system, voting patterns and political affiliations;
3. Maintain regular relations with political parties, candidates and political analysts in coordination with the DCO throughout the deployment of the mission. Gain official and unofficial insight into the internal workings of the main parties and their consequences to the process, including, inter alia, acceptance of results;
4. Assess the legal, regulatory and administrative framework managing political activities, including for political parties and NGO participation and activities;
5. Assess the approach of political parties to and the role and participation of women, and politically disenfranchised, ethnic minorities and/or socially vulnerable groups;
6. Assess political parties' compliance with Codes of Conduct and the application of enforcement mechanisms;
7. Maintain regular relations with local and international political analysts (from other international observation missions, civil society organizations, political parties, international organizations, diplomatic missions, media outlets, university departments) and produce a regularly updated political and electoral conflict/risk analysis overview for Bolivia;
8. Maintain close relations with domestic observer groups and other national or international non- governmental organizations engaged in the election process;
9. Provide assessment, background knowledge and relevant material on a wide range of interlocutors including candidates, political parties, state authorities, military, media groups, journalists, and decision makers in the country;
10. Produce regular reporting on political developments for core team and observers and provide oral briefings as required;

11. Ensure that LTOs are kept abreast of political developments. In consultation with the DCO and the Observer Coordinators, prepare relevant questions for the LTO weekly reports and process and interpret the responses thereto.;
12. Develop a cultural awareness briefing for mission staff, taking into consideration Bolivia-specific sensitivities. In conjunction with the SP operations and security experts, brief mission members about culturally sensitive issues and the appropriate behavior to be observed by all mission staff – including SP - in the course of their activities;
13. Participate in observer briefings, debriefings and team meetings;
14. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback;
15. Contribute to the internal report, including suggestions on any methodological improvements and information on possible areas of technical assistance;
16. Perform any other duty required for the good functioning of the EU EOM;
17. If requested by available for the return visit and roundtable.

As Campaign Finance Analyst, in addition, s/he will:

18. Become familiar with international and regional obligations, commitments, and best practice, relevant to political parties and campaign finance;
19. Assess the legal arrangements regarding political parties and campaign financing in Bolivia, their implementation and the sufficiency and transparency of party/election financing;
20. Acquire knowledge of the political party landscape, campaign modus operandi, as well as of the election administration structure and the role of the judiciary in ensuring sound campaign finance;
21. Monitor and analyze the use of state resources to determine whether it is a hindrance to the level playing field, to the extent it is feasible in the context of the EU EOM;
22. Monitor the enforcement and compliance with finance reporting requirements of political parties and candidates;
23. Monitor complaints and appeals related to campaign finances, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.);
24. Follow the monitoring of campaigning finance mechanisms put in place by domestic and other observer groups; establish coordination mechanisms with domestic and other observers working in relevant fields;
25. Liaise with the Media, Social Media, Legal and Election Analysts, particularly when meeting political parties and candidates and with the election administration.

(4) PRESS OFFICER

The Press Officer is responsible for organizing the EU EOM's communication and public outreach strategy. S/he is also responsible for maintaining relations with the media as regards the EU EOM's activity, and for organizing EU EOM press conferences. S/he will work under supervision of the CO and DCO.

As Press Officer, S/he will:

1. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM in the national and international media at all stages of the Mission's deployment;
2. Develop an overall public outreach strategy making use of traditional and social media, networks of non-governmental organizations, political parties, universities etc;
3. Establish and maintain contact with the local and international media;
4. Prepare a comprehensive press distribution list for both local and international media;
5. Monitor the impact of the EOM's public outreach strategy on traditional and social media, in cooperation with the media and social analyst;
6. Prepare (or receive from another institution/organization) a basic daily media digest of political and election related items for the EU EOM;
7. Ensure that "EU Visibility guidelines for external actions" are followed;
8. Coordinate the development of the mission website and accounts on social networks as well as of mission related audio-visual material, in terms of design and contents. This task should be done in cooperation with all other mission members and in close coordination with the European Union institutions in Brussels, ensuring the widest possible outreach through the EU's social media channels (press and communication services in Brussels and in the EU Delegations);
9. Prepare a "Mission Factsheet" to explain the mandate and objectives of the EU EOM to the general public;
10. Assist the CO and DCO in the preparation of media interviews, press releases and press conferences, as instructed by CO/DCO;
11. Ensure, where appropriate, the translation of the relevant information and documents issued by the EU EOM to the public;
12. Ensure that the public outreach strategies are gender and minority (ethnic groups/marginalized communities) sensitive;
13. Ensure maximum distribution of the EU EOM's press releases, preliminary statement and final report both locally and internationally;
14. Ensure that EU EOM press releases and statements are communicated regularly to observers;
15. Participate in briefings, debriefings and Core Team meetings;
16. If requested by the CO, DCO or the European External Action Service, prepare drafts of interim reports, the preliminary statement, and the final report ensuring that the EU guidelines are carefully and rigorously followed and that the quality of language is of the highest possible standards. Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance;
17. Perform other duties as required for the good functioning of the EU EOM.

(5) MEDIA ANALYST

The Media Analyst is responsible for assessing the media coverage during the election period, as well as making an assessment of the overall media environment. S/he will work under the supervision of the CO and DCO.

As Media Analyst, s/he will:

1. Identify Bolivia's most important traditional and social media outlets to be monitored in terms of distribution, audience, ownership and impact;
2. Monitoring the most important traditional and social media outlets, in close cooperation with all experts in the CT for input in their own areas of responsibility;

3. Set up a traditional monitoring unit, including both staff recruitment and training, technical set up and management;
4. Coordinate media monitoring conducted by LTOs in their areas of responsibility;
5. Monitor the impact of the EOM's public outreach strategy on traditional and social media, in cooperation with the social media analyst and press officer;
6. Assess whether the media, both public and private, provide balanced coverage of the election campaign in accordance with the existing legislation, using both quantitative and qualitative analysis;
7. Assess the tone of the media coverage of the campaign including recording any statements that "go beyond acceptable limits";
8. Assess the quantity and range of official voter information items distributed in the media;
9. Assess the coverage of women and minorities issues in the media, the access of women and minorities to the media, and other human rights issues coverage, as required by the DCO and in coordination with other Core Team members;
10. Evaluate the freedom of speech in the media and their ability for pluralistic political expression;
11. Assess the media related legal framework and codes of conduct;
12. Assess any complaints directed by political parties against the media;
13. Assess the legal mechanisms to handle media related complaints including the performance of media regulatory bodies during the elections;
14. Collate and analyze all material available on opinion polls;
15. Maintain contact with civil society groups engaged in media monitoring, especially in regard to the public broadcasters and other media;
16. Ensure that findings of the media monitoring are communicated regularly to LTOs;
17. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM;
18. Prepare in coordination with the Security Expert, daily briefings on election and political violence;
19. Participate in briefings, debriefings and Core Team meetings;
20. Contribute to the preparation of weekly reports, the preliminary statement and the final report including with well targeted recommendations;
21. Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance;
22. Perform other duties as required for the good functioning of the EU EOM;
23. Be available for the return visit and roundtable if necessary.

(6) SOCIAL MEDIA ANALYST (DIGITAL COMMUNICATIONS)

The Social Media Analyst will work with the Media Analyst and will lead on assessing the online environment and content related to the electoral process and the campaign. S/he will provide information concerning the online environment in the host country and will also conduct a framework analysis regarding the regulation in Bolivia of the Internet and social network sites. The expert should provide reporting and recommendations for the EU EOM final report and should also prepare methodological advice on how to further include digital communications analysis within the framework of an EU EOM (internal report). S/he must have experience in social networks analysis, including reporting on quantitative and qualitative analytics. The Analyst should be informed by the EU EOM Internal Guidelines on the Online Environment and suggest amendments/updates. S/he will work under the supervision of the CO and DCO and will also work with the Media Analyst.

S/he will:

1. Undertake comprehensive legal analysis of internet regulation in the host country and gain broad understanding of the online legal environment in which the elections are being held. Legal analysis will include subject matters relating to Internet access, freedom of speech, dangerous speech, data protection and privacy, political finance, advertising, and disinformation;
2. Hold regular meetings with relevant stakeholders and undertake comprehensive analysis of the de facto situation in Bolivia regarding digital communications. This will include meetings with government institutions and agencies, Internet activists, academics and researchers, and civil society groups active in the protection of digital rights and social network monitoring;
3. Assess Bolivia's fulfilment of commitments related freedom of opinion, expression and association, also the right to privacy online. Be familiar with international and regional obligations, commitments, and best practices, relevant for freedom of expression and association, the right to information, dangerous speech, and privacy in the online environment;
4. Identify the most important social platforms, in terms of penetration and reach, and assess feasibility of limited monitoring of social network sites. Be responsible for such monitoring, including staff recruitment and training, technical set up and management, with the technical support of the SP;
5. In cooperation with the media and political analysts, devise a system for monitoring/following the Social Network Sites (SNS) of the main candidates and other opinion makers. This may include referring to findings from credible civil society organizations and other analysts. To analyze:
 - a. The strategies used by candidates and parties to campaign on social platforms;
 - b. The presence of dangerous speech, incitement to violence and defamation;
 - c. The type, volume and effect of disinformation disseminated during the campaign;
 - d. Any possible interference in the integrity of the electoral process via bots, trolls and other forms of orchestrated campaigns;
 - e. Whether social platforms act in accordance with the existing legislation on elections and the campaign;
 - f. The reliability and credibility of online opinion polls;
 - g. The impact of the EOM's public outreach strategy on social networks, in cooperation with the press officer.
6. Assess the relevant supervisory bodies' capacity and role in regulation of the Internet and online campaign (cooperation with other CT analysts);
7. Assess the measures put in place by social network companies to protect the integrity of the electoral process and the campaign, including providing information on paid adverts and relations with the election management body and other state bodies;
8. Monitor complaints and appeals related to online campaigning and online content, the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.);
9. Follow and assess the monitoring of social networks by citizen observers' groups and other civil society organizations; Establish coordination mechanisms with such organizations;
10. Assess efforts to promote digital literacy and to promote the inclusion of women and other marginalized groups;

11. Assess any barriers to the participation of women and minorities in online debate and campaign;
12. Produce regular reporting on online developments on elections for Core Team and observers and provide briefings, as required. Provide information and points of enquiry to LTO teams;
13. Support the DCO in developing the analytical framework and implementing the EU election observation methodology;
14. Participate in observer briefings, debriefings and Core Team meetings.
15. Contribute to the preparation of interim reports the preliminary statement and the final report;
16. Contribute to the internal report, including suggesting any methodological improvements;
17. Perform other duties as required for the good functioning of the EU EOM.

(7) OBSERVER COORDINATOR

The Observer Coordinator is responsible for coordinating the activities of long term observers and for providing the link between the field and the core team. S/he will work under the supervision of the CO and DCO.

S/he will:

1. In coordination with other core team members and the Service Provider (including Logistics and Security experts), ensure high quality of observer briefings and debriefings. If necessary ensure that necessary arrangements are properly prepared: organize meetings, develop session agendas, ensure that observers understand EU observation methodology, identify and select relevant speakers, prepare necessary materials for observers briefing and debriefing sessions, ensuring that observers will be provided with pertinent information on the European Union, its goals, institutions and composition, its foreign policy, particularly the EU election support policy and the European Commission's role in electoral assistance and election observation;
2. Ensure that all observers are fully aware of the EU EOM Code of Conduct (including guidelines on harassment) and the consequences of failing to abide by them. In case any problem arises (e.g. harassment, inappropriate behaviour) immediately inform the DCO. Ensure that observers sign the EU EOM Code of Conduct;
3. Ensure full compliance with EU methodology as outlined in the Handbook for European Union Election Observation;
4. Under guidance of the DCO and in co-ordination with the SP Operations and Security experts, plan and organize the deployment and movement of LTOs, ensuring representative observation coverage and considering geographical, country particularities and security considerations;
5. Co-ordinate with Election, Legal, Political/Campaign Finance and Data Analysts the development of a database for Election Day and provide corresponding information and training to observers on statistical data collection;
6. Provide technical assistance to the Data Analysts in the conduct of statistical analyses of observer collected data;
7. With the DCO, co-ordinate the integration of locally recruited diplomatic STOs (LSTOs), observers from non-EU member states and MEP delegations into the EU EOM;

8. On E-day be responsible for liaison with observers, collection of qualitative as well as quantitative info, supervises data entry into database, conduct immediate analysis and updates to CO and CT. Throughout the day prepare regular update reports on vote operations, counting and tabulation of results to DCO;
9. Prepare summaries of the main observer findings for the preparation of EU EOM interim reports, of the preliminary statement and of the final report;
10. Conduct the observer evaluation process. Ensure that this is prepared in co-ordination with all core team members; co-sign the evaluations and certificates for observers together with the DCO. Ensure that evaluations follow COM guidelines. Include the evaluations in the roster and sign a letter of confidentiality on the information obtained in the roster;
11. Perform any other duty required for the good functioning of the EU EOM.

(8) DEPUTY OBSERVER COORDINATOR

The Deputy Observer Coordinator will assist the Observer Coordinator in his/her activities and duties. S/he will work under the direct supervision of the Observer Coordinator and the CO and DCO.

S/he will:

1. Keep records of all observers' reports (weekly reports, incident reports, campaign events reports, flash reports, election day reports, etc.);
2. Establish and maintain a database of all cases of irregularities and incidents reported by the observers and monitor the follow-up of these cases. The database will be use in preparing interim reports, the EU EOM preliminary statement and final report;
3. Establish and maintain, in coordination with the Observer Coordinator, the Election Analyst and the Data Analyst, a database of election day observation;
4. Perform any task or duties as requested by the Observer Coordinator, the CO and DCO;
5. Perform any other duties as required for the good functioning of the EU EOM.

(9) DATA ANALYST

The Data Analyst is responsible, in close co-ordination with the DCO, the Election Analyst and the Observer Coordinators, for the design of analytical tools for the treatment of key election findings based on observation data collected by long term observers (LTOs). S/he will work under the supervision of the CO and DCO.

S/he will:

1. Under the supervision of the Election Analyst, design and prepare an appropriate database system to facilitate the analysis of the demographic, civil registration and voter registration data collected by the mission, assess representation of woman, indigenous people and socially vulnerable categories on the voter register, including access to personal documentation and civil registration;
2. In co-ordination with the Election Analyst and the Observer Coordinators, ensure that LTOs and LSTOs are briefed on the structures and statistical characteristics of the voter list and on civil and registration procedures;

3. Contribute to the design of an appropriate database to facilitate the analysis of the data collected by observer teams. In co-ordination with the Election Analyst, contribute to the design and content of EU observer reporting electronic forms, ensuring that the information contained can be processed effectively by the database;
4. Prepare and be available for briefings on election day electronic forms and use of tablets for LTOs and LSTOs as appropriate;
5. In co-ordination with the Election Analyst provide input on the electronic system of the tabulation of results, on its integrity and on any data available on the tabulation of results from official or mission sources in terms of potential anomalies;
6. Train and supervise data entry clerk(s) responsible for data entry on E-day, if necessary;
7. Attend briefings and debriefings as requested;
8. Perform other duty required for the good functioning of the EU/EOM.