Annex I.B

**Terms of Reference for the Core Team members**

**EU EOM to Honduras 2021**

**General elections 28 November 2021**

*The present terms of reference offer selection criteria for the Core Team of the European Union Election Observation Mission to Honduras 2021. The Core Team is composed of nine experts. The call for candidatures of Deputy Chief Observer and the relevant Terms of Reference are published separately.*

**Preliminary remarks**

* *European Union Election Observation Missions (EU EOMs) are independent in their findings and conclusions, and must, at all times, adhere to the EU methodology for election observation in both, political/electoral and implementation/security matters, as outlined in the “Handbook for European Union Election Observation.”*[[1]](#footnote-1) *EU EOMs must follow practical guidelines as specified by the European External Action Service (EEAS) and the European Commission Service for Foreign Policy Instruments (FPI).*
* *All EU EOM members must follow the EU Code of Conduct for election observation and its Ethical aspects, as well as adhere to the UN “Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers”.*[[2]](#footnote-2)
* *The Core Team is an essential component of EU EOMs. The different roles and responsibilities of all experts are key elements for a successful EU EOM. All members of the Core Team must be experienced in election observation or related activities, fluent in the EU EOM working language(s), and be able to work cooperatively in a team. The Core Team work in conjunction with the Service Provider of the EU EOM.*
* *The following Terms of Reference offer a general overview of the requested job profiles, which are 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 Letter of Assignment.*

**General tasks for Core Team analysts**

* All Core Team members work under the supervision of the Chief Observer (CO) and Deputy Chief Observer (DCO). They are required to participate in EU EOM briefings and debriefings organised by the EEAS and the European Commission. These activities are an integral part of the EU EOM.
* All Core Team analysts should acquire a solid grasp of the legal and regulatory framework for elections, as well as international and regional commitments and obligations applicable to democratic elections. They should become familiar with relevant EU publications, particularly the “EU Election Observation Handbook” and the “Compendium of International Standards for Elections”. The analysts should support the DCO in developing the analytical framework and in implementing the EU election observation methodology.
* All Core Team analysts should 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 relevant international and regional commitments and obligations for elections. In their specific area of responsibility, they should assess whether election legislation is respected in practice. They should regularly brief mission members on important issues and legal provisions regarding their area of responsibility.
* All Core Team analysts should contribute to the preparation of weekly/interim reports, to the preliminary statement and to the final report in the mission reporting language. This includes amending/re-writing draft contributions after receiving CO and DCO feedback.
* All Core Team analysts should contribute to the drafting of EOM recommendations from the start of the mission in close coordination with the DCO. They should ensure that draft EOM recommendations are discussed as early as possible in the process. In line with EODS guidelines on drafting recommendations, the analysts should consult the relevant stakeholders, including Electoral Management Body (EMB), electoral observer groups and electoral assistance providers on the general content of the recommendations they are considering.
* All Core Team analysts should contribute to the EOM internal report and preparation of the follow-up plan to the EU EOM recommendations, including suggestions on any methodological improvements and information on possible areas of technical assistance and political dialogue.
* All Core Team members should ensure that any personal data received during an EU EOM is handled in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, as well as with the Privacy Statement on the Implementation of the European Union Election Observation Missions.

The working language will be Spanish. The reporting language of the EU EOM will be English.

# POLITICAL ANALYST

The Political Analyst is responsible for the political assessment of the electoral process. He/she will also provide the EOM information on the historical, cultural and political background of the country as well as ongoing political developments.

S/he will:

1. Undertake a comprehensive political analysis of the electoral process and assess the dynamics and genuine competitiveness and fairness of the electoral process before, during and after elections.
2. In co-ordination with the DCO, maintain constant relations with political party representatives, candidates, campaign managers and political analysts throughout the mission. Gain insight into the views of the main competitors and their impact on the process, including, inter alia, their assessment of the credibility of the election and acceptance of the final election results.
3. Provide background information and relevant assessments on a wide range of interlocutors including candidates, political parties, state authorities, police, military, media groups, journalists, and decision makers in the country.
4. Draft regular reports on political developmentsfor core team and observers and provide oral briefings as required.
5. Maintain regular relations with local and international political analysts (from civil society organizations, political parties, international organizations, including those providing technical assistance to the electoral process and/or working in diplomatic missions, media outlets, academics) and produce a regularly updated electoral conflict/risk analysis overview for the country.
6. In cooperation with the EOM Data analyst, develop statistical and analytical tools for analysis of collected data on rights violation as well as for comparative election results analysis, including data visualization tools.
7. In relation with the Election and the Data analysts, exploit demographic and voter registration data to assess the inclusivity of the voter registration process.
8. With the Legal, Election, Social Media, Election Tecnologies and Media analysts assess the legal, regulatory and administrative framework for political competition and election campaigning, including political parties, media and NGO registration as well as adherence to campaign finance regulations. Assess whether the framework allows for a genuine competition, level playing field and political pluralism. Assess the approach of political parties regarding the participation of marginalized/disenfranchised political groups, women and socially vulnerable groups, ethnic and religious minorities, etc. Contribute to the EOM assessment on the human rights situation, in particular related to the freedom of association and of assembly.
9. Assess the role of the state security bodies during the whole electoral process.
10. Assess the capacity of political parties and candidates to use the existing mechanism for redressing of electoral complaints.
11. Assess whether the independence of institutions administering the election is respected by authorities and political parties.
12. Support the Media, Social Media, Legal and Election Analysts in assessing the conduct and content of the electoral campaign, including in the media and social media; in particular whether fundamental freedoms are being protected by law and upheld by state actors; the existence of a level playing field, and the general security surrounding the campaign.
13. Liaise with domestic observer groups and other national or international non-governmental organisations engaged in the election process.
14. Ensure that LTOs are kept abreast of political developments. In consultation with the DCO and Observer Coordinator, prepare relevant feedback and questions for the LTO weekly reports and process and interpret their responses.
15. Develop a cultural awareness briefing for mission staff, taking into particular consideration host country 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.
16. Support the DCO in developing the analytical framework and in implementing the EU election observation methodology.
17. Participate in observer briefings, debriefings and team meetings.
18. Perform any other duty required for the good functioning of the EU EOM.
19. If requested, be available to take part in the return visit and roundtable.

**MEDIA ANALYST**

The Media Analyst is responsible for assessing media coverage of the election during the election period, the overall media landscape and environment as well as media freedoms

S/he will:

1. Identify the most important host country’s media outlets to be monitored in terms of coverage, audience, ownership, content, editorial lines, and relevance at central and regional level.
2. Assess the overall media landscape in terms of outlets and importance and maintain a database of relevant media outlets, media NGOs and regulatory bodies.
3. As far as possible, assess private media sector structures and ownership and its potential impact on the availability of pluralistic information.
4. Establish the methodological framework for monitoring the most important media outlets to assess the balance and tone of campaign coverage afforded to political contestants and adherence to reporting requirements as established in laws, regulations and the code of conduct.
5. Set up a central media monitoring unit, including both staff recruitment and training, technical set up, management and procedures.
6. With the Observer Coordinator and the Social Media analysts, liaise with LTOs on their necessary support to the EOM media monitoring in their areas of responsibility. Prepare relevant questions for LTO weekly reports and process and interpret the responses thereto.
7. In cooperation with the Press Officer and Social Media analyst monitor the EU EOM media coverage.
8. In liaison with the Legal, Electoral, Media, Social Media and Political Analysts, assess whether existing legislation provides a reasonable framework for the protection of freedom of speech and for a free press; assess whether the media, both public and private, provide balanced coverage of the election campaign in accordance with existing legislation, using both quantitative and qualitative analysis. Assess coverage of women candidates and the manner in which women and socially vulnerable groups are portrayed in the media in relation to the elections.
9. Verify the freedom of the media to carry pluralistic political commentary. Assess overall media pluralism, commentary, tone and the respect of campaign provisions for the media.
10. Assess cases or allegations of intimidation or violence against journalists.
11. Assess the tone of the media coverage of the campaign by recording any statements that “go beyond acceptable limits” or that may be considered hate speech or incitement to violence. Particular attention should be paid to debates and programs involving participation of the public.
12. In liaison with the Election Analyst, assess the quantity and range of official voter information items distributed through the media.
13. Assess the regulatory framework for producing and broadcasting political advertising and its implementation.
14. Assess legal and institutional mechanisms to adjudicate media related complaints, as well as performance of regulation bodies and/or self-regulation initiatives during the elections, including respect for and enforcement of the media regulations and laws.
15. Assess any complaints against the media related to the election and liaise closely with the Political and Electoral Analysts on all political party-related developments.
16. In coordination with the Social Media Analyst, assess how the campaign is presented in the social media and internet, liaise closely with the Politicaland Legal Analysts on all campaign-related developments.
17. Maintain contact with representatives of the media sector and institutions, domestic or international observer’s groups engaged in media monitoring, especially in regard to public broadcasters and other state-owned media.
18. Ensure that media monitoring results are regularly communicated to LTOs.
19. Participate in briefings, debriefings and Core team meetings.
20. Perform any other duty required for the good functioning of the EU EOM.
21. Prepare a comprehensive media monitoring report, including key statistics, as an annex for the EOM Final Report.
22. If requested, be available to take part in the return visit and roundtable.

**DATA ANALYST**

The Data Analyst is responsible, in close co-ordination with the DCO, the Political and Election Analysts and the Observer Coordinator, for customization of E-Day application for the collection and assessment of key election findings based on observation data, particularly pertaining to voting, counting and result tabulation, received from long-term observers. He/she will provide a comprehensive statistical report on Election Day observations.

S/he will:

1. In cooperation with the Election and Political Analysts, in case relevant data is available, design and prepare an appropriate system to facilitate the analysis of the demographic, civil registration and voter registration data collected by the mission, including registration of women, minorities and socially vulnerable voters.
2. Contribute to the customization of E-Day application 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.
3. Prepare a briefing on election day electronic forms and the use of tablets for LTOs and STOs and if deemed necessary be available for a video conference (if not already deployed to EOM) during LTOs briefing.
4. In co-ordination with the Election Analyst provide input on eventual electronic results tabulation system, on its credibility and transparency and on any potential anomalies in data available on the tabulation of results from official sources.
5. Train and supervise data entry clerk(s) responsible for data entry on E day, if necessary.
6. Attend briefings and debriefings as requested.
7. Perform other duty required for the good functioning of the EU EOM.

1. https://eeas.europa.eu/sites/eeas/files/handbook\_for\_eu\_eom\_2016.pdf [↑](#footnote-ref-1)
2. http://eeas.europa.eu/eueom/pdf/declaration-of-principles\_en.pdf [↑](#footnote-ref-2)