

Terms of Reference for the Core Team members EU EOM to Venezuela 2021

Regional and Municipal Elections 21 November 2021

The present terms of reference offer selection criteria for the Core Team of the European Union Election Observation Mission to Venezuela 2021. The Core Team is composed of ten 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 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*
- *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.**

¹ https://eeas.europa.eu/sites/eeas/files/handbook_for_eu_eom_2016.pdf

² http://eeas.europa.eu/eueom/pdf/declaration-of-principles_en.pdf

- 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.

(1) POLITICAL AND CAMPAIGN FINANCE ANALYST

The Political and Campaign Finance Analyst is responsible for the political assessment of the electoral process and will conduct an assessment of the existing regulatory framework for political and campaigning finance in Venezuela. He/she will also provide the EOM information on the historical, cultural and political background of the country as well as ongoing political developments. Moreover, s/he will analyse political party and candidate campaign 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 rest of the Core Team.

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 developments for core team and observers and provide oral briefings as required.
5. Acquire knowledge of the Venezuelan election laws and all other national legislation relevant to political and campaign finance, including electoral advertising in media and social media.
6. Acquire knowledge of the political party landscape, campaign modus operandi, as well as of the role of election administration and the judiciary in ensuring sound campaign finance.
7. In close cooperation with Political Analyst and LTOs, monitor and analyse 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.
8. Monitor the enforcement and compliance with finance reporting requirements of political parties and candidates; 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).
9. 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.
10. 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.
11. Develop questionnaires and relevant observation tools for the LTOs and STOs in coordination with the Observer Coordinator(s), and the Political and Media Analysts.

12. 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.
13. In relation with the Election and the Data analysts, exploit demographic and voter registration data to assess the inclusivity of the voter registration process.
14. With the Legal, Election, Social Media, 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.
15. Assess the role of the state security bodies during the whole electoral process.
16. Assess the capacity of political parties and candidates to use the existing mechanism for redressing of electoral complaints.
17. Assess whether the independence of institutions administering the election is respected by authorities and political parties.
18. 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.
19. Liaise with domestic observer groups and other national or international non-governmental organisations engaged in the election process.
20. 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.
21. 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 behaviour to be observed by all mission staff – including SP - in the course of their activities.
22. Support the DCO in developing the analytical framework and in implementing the EU election observation methodology.
23. Participate in observer briefings, debriefings and team meetings.
24. Perform any other duty required for the good functioning of the EU EOM.
25. If requested, be available to take part in the return visit and roundtable.

(2) ELECTION ANALYST

The Election Analyst is responsible for assessing the performance of the Election Management Body (EMB) of host country, sub-national election administration bodies and other public authorities involved in the preparation and conduct of the electoral process. S/he will make an assessment of the relationship between the EMB and other stakeholders. The Election Analyst should co-ordinate closely with the rest of the Core Team.

S/he will:

1. Become familiar with host country's constitutional, legal and regulatory framework for elections; assess the implementation of the legislation by the Election Management Body and other electoral and governmental authorities, constituency-level officials and polling, counting and other officials involved in the results management.
2. Contribute to the assessment to be made by the Legal Analyst on the compliance of host country's legislation with its international and regional commitments and obligations for democratic elections.
3. Liaise with international organisations and agencies as well as with domestic NGOs working on electoral issues.
4. In co-ordination with the Legal Analyst, assess and analyse the activity of the judiciary, election administration and the security services, in particular:
 - the capability of the judiciary/election administration in implementing the legal framework consistently; the role of the judiciary/election administration in dispute resolution and election process supervision;
 - the conduct and effectiveness of complaints and appeals processes.
 - monitor and assess the treatment of electoral offences by the EMB, the Police and the Courts.
5. With the Legal and the Political and Campaign Finance Analysts, assess the degree of inclusivity and representativeness of host country's electoral system. This also includes assessing its impact on participation of women, minorities and people with disabilities.
6. Monitor the work and assess the performance of the election administration and governmental bodies concerning technical preparations for the election. Special attention should be paid to: the system of voter registration and the reliability of the voter register, candidate nomination and registration, recruitment and training of temporary election staff; deployment of material, result management and measures to promote women's participation.
7. If possible, observe meetings of the EMB and follow the issues on its agenda. Regularly meet with representatives of the EMB including department heads and other officials and provide the EU EOM with information about EMB meetings and official complaints brought to the election administration.
8. Liaise with organizations active in technical electoral assistance to get their views on the electoral process and opportunities for the EMBs to address them. Enquire about planned technical support to the EMB.
9. Assess the statutory and functional independence of the election administration, its impartiality, the transparency of its operations, the degree to which it enjoys confidence of electoral stakeholders, its decision making and collegiality.
10. Assess the civic and voter information/education programs and production and distribution of relevant material and the degree to which voters are informed about the election process.
11. With the Media, Social Media, Legal and Political Analysts assess the role of election administration in regulating campaign in the media, including on-line and in social networks.
12. Maintain regular contacts and information exchange with election analysts of other international election observation missions. Maintain regular contacts and information exchange with Civil Society Organisations, including domestic observer groups, and international organisations involved in the election process.
13. Ensure LTOs are kept informed of developments in the electoral administration process. In consultation with the DCO, prepare relevant questions and feedback for LTO weekly reports and analyse LTO reporting output.
14. Report on the developments in the electoral administration process for the EOM and provide oral briefings as required.

15. On the basis of templates provided by the European Commission (EODS project), and with the support of the Data Analyst, prepare election day observation forms for polling stations' opening, voting, closing and counting of votes, and the tabulation of results.
 16. With the Observer Coordinator develop and co-ordinate a strategy to observe the collection and transport of election material from polling stations to the election administration offices (including counting or tabulation centers). The strategy should include plans on how to systematically collect consistent information on the process and, as far as possible, individual polling stations results. Analyse and assess the tabulation of results.
 17. With the Observer Coordinator analyse data from e-day observation forms.
 18. Participate to observer briefings, debriefings and team meetings.
 19. Perform any other duty required for the good functioning of the EU EOM.
 20. If requested, be available to take part in the EOM return visit and roundtable.
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(3) LEGAL ANALYST

The Legal Analyst is responsible for providing an analysis of the legal framework governing the elections in host country in accordance with international, regional commitments and obligations applicable to democratic elections, taking into consideration the country's Constitution and relevant election-related laws and regulations as well as any legislation/regulation governing other aspects of public life and fundamental rights and freedoms impacting electoral processes. S/he will analyse processes related to political party registration, political finance regulation and enforcement, candidate registration, electoral campaign, adjudication of complaints, etc. The Legal Analyst will take into consideration host country's international and regional commitments in promoting gender equality. The Legal Analyst should co-ordinate closely and share information with the relevant members of the Core Team.

S/he will:

1. Analyse national legislation, in particular concerning universal and equal suffrage, the right to vote and to stand as a candidate, conditions for the exercise of fundamental freedoms of expression/association/assembly/movement, the right to life, constituency delimitation, election administration, voter registration, political party registration and finance, candidate registration, campaign, voting, counting and tabulation, complaints and appeals.
2. Inform the CO and other core team members about any international and regional commitment, electoral standard and good practice which may be relevant to the observed electoral process.
3. With the Media, Social Media, Election Technologies and Election Analysts assess the role of election administration in regulating campaign in the media, including on-line and in social networks.
4. Assess electoral legislation from a gender perspective, in accordance with applicable international conventions, focusing in particular on the participation of women and socially vulnerable people and special needs groups.
5. Assess and analyse legal aspects of the activity of the judiciary/election administration, in particular:
 - the capability of the judiciary/election administration in implementing the legal framework consistently;
 - implementation of regulations on campaign finance;

- the role of the judiciary/election administration in dispute resolution and election process supervision;
 - the conduct and effectiveness of complaints and appeals processes.
7. Maintain a database of all election-related complaints and appeals, filed by parties, candidates, voters, or other stakeholders.
 8. If open to observers, attend election administration meetings in coordination with Election Analyst.
 9. Maintain, with the active support of the Political and Electoral Analysts, regular relations with local and international human rights groups and produce regular assessments of formal and informal violations of fundamental freedoms, including civil and political rights, throughout the country.
 10. Meet regularly with judicial and other relevant bodies, and attend court hearings relating to complaints and appeals.
 11. In co-ordination with the Election, Social Media and Media Analysts, monitor closely any arrests or detentions impacting fundamental rights around the electoral process and the circumstances surrounding such arrest/detentions.
 12. Monitor and assess the handling of electoral offences by the EMB, Police and the Courts.
 13. Liaise with international organisations and agencies as well as with domestic NGOs specialised in legal issues.
 14. Analyse legal information collected by LTOs and other core team members.
 15. Support the DCO in developing the analytical framework and implementing the EU election observation methodology.
 16. Brief mission members on important legal issues.
 17. Suggest relevant questions to be included in LTO weekly report templates.
 18. Participate to observer briefings, debriefings and team meetings.
 19. Perform any other duty required for the good functioning of the EU EOM.
 20. If requested, be available to take part in the return visit and roundtable.
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(4) PRESS OFFICER

The Press Officer is responsible for 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 organising EU EOM press conferences.

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.
2. Develop an overall public outreach strategy, making use of traditional and electronic media, community radios, networks of non-governmental organisations, political parties, universities, etc.
3. Prepare the planning of activities to be covered by the Press coverage budget.
4. Establish and maintain contact with the local and international media correspondents.
5. Ensure that "EU Visibility guidelines for external actions" are followed.
6. Co-ordinate the development of the mission website and relevant social media platforms, as well as of mission related audio-visual material, in terms of design and contents, in co-operation with all other mission members and in co-ordination with the European

Commission and the EEAS.

7. Prepare a “mission factsheet” to explain the mandate and objectives of the EU EOM to the general public. This document must include reference to past EU EOMs in the country, their recommendations and international/national follow-up efforts.
8. Assist the CO and DCO in the preparation of media interviews, press releases and press conferences, as instructed by CO/DCO.
9. Ensure and oversee translation of public information and documents issued by the EU EOM.
10. Ensure that the public outreach strategy is gender sensitive.
11. Prepare daily press digest on election issues and EOM coverage for Core Team and observers.
12. Prepare a comprehensive press distribution list for both local and international media.
13. Ensure maximum distribution of EU EOM press releases, of the preliminary statement and of the final report both locally and internationally.
14. Archive all EOM coverage by the national and international media and provide regular updates on social media coverage of the mission.
15. Participate in briefings, debriefings and Core Team meetings.
16. With the Observer Coordinator, ensure that EU EOM press releases and statements are communicated to observers and that observers are made aware of any potentially sensitive statements before they are made public.
17. If requested, contribute to the drafting of interim reports, the preliminary statement, and the final report ensuring that EU guidelines are followed and that reporting grammar and style are of the highest standard.
18. Perform other duties as required for the good functioning of the EU EOM.
19. If requested, be available to take part in the return visit and roundtable.

(5) 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 Political and 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.
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(6) SOCIAL MEDIA ANALYST

The Social Media Analyst will assess the online environment and content related to the electoral process and the campaign. In particular s/he will provide information concerning the online environment in the host country and will also conduct analysis regarding the regulation of the Internet and social network platforms in host country. She/he will also provide an overview of the use of social networks for electoral campaign, voter mobilisation and education. The analysis should be informed by the EU EOM Internal Guidelines on the Online Environment.

S/he will:

1. In coordination with the Legal and Media analysts, undertake comprehensive legal analyses 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 situation in host country in regards to digital/ social media communications. This will include meetings with relevant government institutions and agencies, Internet activists, academics and researchers, social media platforms representatives and civil society groups active in the protection of digital rights and social network monitoring.
3. Assess host country's fulfilment of commitments related to digital rights, including freedom of opinion, expression and association, access to the Internet and to 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 and scope of monitoring social network sites. Be responsible for such monitoring, including with regards to 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 organisations and other analysts. To analyse:
 - the strategies used by candidates and parties to campaign on social platforms.
 - the presence of dangerous speech, incitement to violence and defamation.
 - the type, themes and targets of disinformation the EOM could detect during the campaign.
 - possible interference in the integrity of the electoral process via bots, trolls and other forms of orchestrated campaigns.
 - whether social platforms act in accordance with the existing legislation on elections and the campaign;
 - the publication of online opinion polls.
 - the reach 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, including any enforcement measures in place (in cooperation with other Core Team analysts).
7. Assess the measures put in place by social network companies to protect the integrity of the electoral process and the campaign, including in regards to 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, in particular 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 organisations; Establish information exchange mechanisms with such organisations.
10. Assess efforts to promote digital literacy and to specifically target women and other marginalised groups

11. Assess any barriers to the participation of women and minorities and other disadvantaged groups in online debate and campaign.
12. Produce regular reporting on online campaign developments on elections for Core Team and observers and provide briefings, as required. Provide information and points of enquiry to LTO teams.
13. Perform other duties as required for the good functioning of the EU EOM.
14. If requested, be available to take part in the return visit and roundtable.

(7) HUMAN RIGHTS AND GENDER ANALYST

The Human Rights and Gender Analyst will conduct an assessment of the situation of human rights (including gender and ethnic groups/marginalised communities issues) and the existing regulatory framework to support women empowerment in Venezuela. S/he will analyse human rights and gender issues in line with international and regional standards for genuine democratic elections and national legislation paying special attention to the women's role in political parties and the election process. S/he will work under the guidance of CO and DCO in close coordination with the Political, Legal, Media, and Election Analysts as well as the Observer Coordinator.

S/he will:

1. Become familiar with international and regional obligations, commitments, and good practice, relevant to human rights and gender related issues;
2. Acquire knowledge of the election laws and all other national legislation relevant to human rights and gender equity;
3. Acquire knowledge of the political party landscape, the election administration structure and the role of the judiciary in ensuring human rights and gender equity;
4. Brief the CO the Core Team members about the human rights and women situation in the country, and in particular, human rights and gender issues related to elections;
5. Assess the electoral legislation from a human rights and gender issues perspective, in accordance with international standards for elections, focusing in particular on the participation of women and minorities, special needs groups, IDPs, and refugees;
6. Assess the equality of women, ethnic groups and marginalised communities to participate as voters, the adequacy of voter information, special voting arrangements put in place by the election administration for special needs groups as well as the role and participation of women, ethnic groups and marginalised communities as voters and candidates;
7. Monitor complaints and appeals related to human rights and gender, in particular the way they are dealt with by the competent authorities (quotas, deadlines, appropriate sanctions, enforcement mechanisms, etc);
8. Follow the monitoring of human rights and gender issues put in place by domestic and other observer groups; maintain regular contacts with domestic and other observers working in relevant fields;
9. Liaise with the Political, Media, Legal and Election Analysts, particularly when meeting political parties and candidates and with the election administration;
10. Develop questionnaires and relevant observation tools for the LTOs and STOs in coordination with the Observer Coordinator, and the Political and Media Analysts;
11. Participate in Core Team, LTO, and STO meetings, briefings and debriefings, as required;
12. Review LTO and STO briefing materials and insert a Human Rights and Gender Issues component into materials and reporting materials, as required;

13. Perform other duties as required for the good functioning of the EU EOM

(8 – 9) OBSERVER COORDINATORS (Two)

The Observer Coordinator is responsible for coordinating the activities of observers (long-term and short-term) and the information flow between the field and the core team.

S/he will:

1. Acquire knowledge of the election law, political and electoral situation of the host country.
2. Ensure that observers understand and sign the EU EOM Code of Conduct and its Ethical guidelines.
3. Act as one of the Focal Point for any possible alleged case of any type of harassment or breach of Code of conduct among the EU EOM members. In case of any allegation, immediately inform DCO and European Commission.
4. Ensure that all EU EOM members are fully aware of the applicable data protection framework.
5. Collect and analyse information provided by observers:
 - Ensure that qualitative and quantitative information is collected by observers, delivered and received in a timely manner, by providing instructions, guidance, tools, report templates, updates and feedback to observers. Ensure smooth and regular information flow between the core team and observers and maintain regular contacts with them. Fully support the activity of observers during the course of their work, respond to their inquiries and follow up on their observations.
 - Keep records of all observers' reports (weekly reports, incident reports, campaign events reports, flash reports, election day reports, etc.). Establish and maintain a database of all cases of irregularities and incidents reported by the observers and monitor the follow-up of these cases.
 - Prepare regular summary reports on the findings of observers as requested by the DCO.
8. Coordinate the deployment (in cooperation with Logistics and Security experts) and activities of observers ensuring adequate observation coverage and taking into account geographical, country particularities and security considerations.
9. Ensure high quality of observer briefings and debriefings. Ensure that adequate briefing materials are properly provided (including observer's handbooks, agendas, speakers).
10. Organise and schedule election-day and election-night reporting by observers to ensure that their reports are timely available for the Preliminary Statement. Throughout the day prepare regular update reports to CO/DCO on voting operations, counting and tabulation of results.
11. Co-ordinate with Election and Data Analysts the customisation of E-Day app. Provide corresponding information and training to observers on data collection. Assist the Data Analyst in the conduct of statistical analyses of collected data.
12. With the DCO and Service Provider, co-ordinate the integration of locally recruited diplomatic STOs (LSTOs) and EP delegation (if present) into the EU EOM.
13. Support the observers in providing guidance on the field, regularly contacting them, ensuring smooth implementation of the mission as well as team work, possibly act as mediator in case of difficulties;
14. Conduct the observer evaluation process in co-ordination with all Core Team members and Service Provider and in compliance with Commission guidelines; co-sign the evaluations and certificates for observers together with the DCO. Include the evaluations in the Commission roster.

15. In conjunction with other Core Team members and the Service Provider, prepare an internal report including recommendations for further EU EOMs.
 16. Perform any other duty required for the good functioning of the EU EOM.
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(10) 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.