

Terms of Reference

GENDER ANALYST

Background:

ODIHR is the leading agency in Europe in the field of election observation. It co-ordinates and organizes the deployment of several observation missions with thousands of observers every year to assess the compliance of elections in OSCE participating States in line with OSCE commitments, other international obligations and standards for democratic elections, as well as national legislation. Its unique methodology provides an in-depth insight into all elements of an electoral process, and permits to make concrete recommendations to further improve electoral processes. Further details of the organization can be found at www.osce.org/odihr.

Objective:

Under the guidance of the Head of Mission (HoM) and in close co-ordination with the Deputy Head of Mission (DHoM) and the ODIHR Election Department, the Gender Analyst monitors and analyzes the participation of women, as candidates, voters and election administrators, in the electoral process, in line with OSCE commitments, other international standards for democratic elections and national legislation.

Main tasks:¹

Election Expertise

- Acquire knowledge of the election law, and other any other laws relevant to the elections;
- Acquire knowledge of the political and electoral situation in country; Become familiar with the ODIHR election observation methodology reflected in the relevant ODIHR publications; and
- Acquire knowledge of OSCE commitments and other international standards for democratic elections.

Gender issues

- Monitor and analyze the participation of women in the elections and any other relevant gender issues;
- Establish contact with and conduct interviews with women candidates, party activists and electoral administrators;
- Review the election legal framework from a gender perspective;
- Work closely with Election Analyst, Political Analyst, Legal Analyst, Media Analyst and Long-term Observer (LTO) Co-ordinator to assess the treatment of women candidates and the participation of women in the electoral process;
- Collect relevant data (to include, where relevant, the number of women candidates nominated per party, compliance with existing legal measures, and placement on lists) for final report on the participation of women in the electoral process;
- Liaise at both the central and regional level with domestic women's non-governmental organizations;
- Analyse information collected by core team, LTOs and short-term observers (STOs) (if applicable); and
- Review LTO and STO materials and integrate a gender perspective into materials and questionnaires (if applicable).

Advisory Role

- Prepare briefing materials, talking points on the participation of women in the elections as requested by the HoM or DHoM; and
- Provide advice to the (D)HoM on any gender-related issues as required.

Supporting and Managing Role

¹ These apply to all types of ODIHR observation related activities (Election Observation Missions, Limited Election Observation Missions, Election Assessment Missions, and Election Expert Teams). Some of the tasks, however, particularly due to the absence of long and short-term observers, are not applicable to Limited Election Observation Missions, Election Assessment Missions and/or Election Expert Teams.

- Provide guidance to all core-team members on how to observe the participation of women in elections from the perspective of each member's mandate;
- Work closely with the LTO Co-ordinator to ensure that LTOs are provided guidance to effectively observe the participation of women in elections in regions (if applicable);
- Support the activity of the mission and of the international observers in any other aspect that is required;
- Participate in briefings for seconded and parliamentary observers, and diplomats as required;
- Participate in selection of support staff to core team members according to the established procedures; and
- Manage Senior Assistant of Gender Analyst, including certifying and evaluating the results of his/her work.

National Minority Issues

- Analyze national minority participation in the elections in area of responsibility whenever the mission core team does not include a dedicated analyst for national minority participation in the electoral process. When the core team includes such an analyst, assist him/her to collect information on national minority participation in area of responsibility.

Disability Issues

- Analyze the participation of persons with disabilities in the elections in area of responsibility. If the core team includes a dedicated analyst working on the participation of persons with disabilities, assist him/her to collect information on the topic in area of responsibility.

Reporting

- Prepare reports on the participation of women in the elections as requested by the HoM or DHoM;
- Contribute to all mission reporting (Interim Reports, Statement of Preliminary Findings and Conclusions ("Preliminary Statement"), and Final Report) and formulate recommendations as required for inclusion in the Final Report before leaving the mission area; and
- Produce more detailed report of analysis and findings on women's participation in the electoral process in the country within four weeks of departure from the field.

Requirements:

- University degree in gender studies, international relations, law, political science, social science, or related field;
- Four years of relevant professional work experience at the national or international level with experience in gender analysis and/or observing election processes;
- Strong knowledge of regional and international standards and good practices on political and electoral participation of women;
- Excellent analytical and drafting skills;
- Demonstrated ability to work under pressure in a sensitive political environment;
- Demonstrated ability to work in managerial role and as a member of a team composed of individuals of different cultural and political backgrounds, while maintaining impartiality and objectivity;
- Computer literate; familiarity with word-processing;
- Excellent written and oral communication skills in English with knowledge of election-related terminology. Knowledge of local language(s) is an asset;
- Previous experience or knowledge of the current situation in the country is desirable;
- Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities;
- Abide by the ODIHR Observer [Code of Conduct](#) and the [Guide on the OSCE Policy against Harassment, Sexual Harassment and Discrimination](#), as well as [data protection responsibilities](#) when processing the personal data of mission participants; and
- Remain available for duration of the mission and consultation (by phone or email) until the mission Final Report is published.

Deliverables:

- Detailed analysis (quantitative and qualitative) of women's participation in the electoral process to be reflected in Draft Interim Reports, Preliminary Statement, Final Report, LTO Guidebook, and STO Guidebook (if applicable);
- Detailed report of analysis and findings on women's participation in the electoral process in the country
- Participation in recruitment of support staff to core team, including preparing and signing the interview report; and
- Certification and evaluation of work performed by support staff under direct supervision.