JOB SPECIFICATION – ELECTION ANALYSTS

Positions: Legal/Political Analyst, Electoral/Campaign Analyst

Number of positions: Two

Project: Commonwealth Parliamentary Association British Islands & Mediterranean Region (CPA BIMR) Election Observation Mission to Guernsey for General Election 7 October 2020

Tentative dates: 28 September – 9 October with follow up report and recommendations (project duration 8 days with possibility to be extended up to 12 days)

Place: Guernsey / Virtual

Background
CPA BIMR is organising an Election Observation Mission to assess the General Elections in Guernsey to be held on 7 October 2020. The Mission is organised by the CPA BIMR Secretariat based in the UK Parliament. This will be a hybrid Mission, with some elements being conducted virtually and some in-person depending on travel restrictions to Guernsey.

The roles

Electoral/Campaign Analyst: The Election/Campaign Analyst is responsible for assessing the work of election management bodies, voter registration, the procedures for voting, counting and tabulation of results and the election campaign. S/he leads the preparation of observer report forms and analysis of statistics. The responsibilities also include assessing the media environment and coverage provided to contestants, campaign finance issues and tracking incidents or reports of election-related violence.

Together with the Legal/Political Analyst, the Election/Campaign Analyst provides advice to the Head of Mission and observers, organises briefings and debriefings and drafts the preliminary and final reports (including recommendations). S/he is the focal point for relations with the election management body and civil society organisations.

Legal/Political Analyst: The Legal/Political Analyst is responsible for assessing compliance of the legal framework for elections and its implementation with international obligations, commitments and standards for democratic elections and domestic legislation. Together with the Electoral/Campaign Analyst, the Legal/Political Analyst tracks election-related complaints and appeals and attends court cases when necessary. The Legal/Political Analyst is also responsible for assessing political developments. S/he also covers issues related to the participation of women, minorities and persons with disabilities in the electoral process.

Together with the Electoral/Campaign Analyst, the Legal/Political Analyst also provides advice to the Head of Mission and observers, organises briefings and debriefings and drafts the preliminary and final reports (including recommendations). S/he is the focal point for relations with political parties, candidates, media outlets, journalists and civil society organisations and the judiciary.
Responsibilities
The Electoral/Campaign Analyst and the Political/Legal Analyst will implement the following tasks in line with the Declaration of Principles for International Election Observation (attached):

- Provide legal, political, media, demographic and statistical analysis
- Assess Guernsey’s electoral framework
- Prepare observer report forms for use by CPA BIMR observers
- Provide briefing to the EOM team on international observation methodologies, the Declaration of Principles for International Election Observation, Code of Conduct for observers, Guernsey’s legal/electoral framework and completion of observer report forms
- Provide advice to the EOM team on the implementation of credible international election observation methodology
- Act as observer throughout the Mission
- Analyse observer report forms and tabulation of final election results
- Organise and conduct debriefing for the EOM observer team
- Assist in preparing the HOM in the initial press briefing and report-back briefing
- Prepare draft preliminary statement for finalisation and approval by the EOM observer team
- Conduct meetings with election stakeholders to provide input into the preliminary statement and final report.
- Prepare detailed final report for finalisation and approval by CPA EOM observer team throughout the mission and for a limited time on return from the Mission to consult and assist with amendments.

Travel / Virtual Participation
This Mission will be delivered in a hybrid format, with some elements taking place virtually and some taking place in person. Due to the possibility of quarantine measures in Guernsey, Election Analysts may be required to quarantine on the island between 2 to 7 days (TBC). As uncertainty of travel restrictions remains, this mission may be switched to a completely virtual mission and Analysts may be required to make themselves available for attending virtual meetings with stakeholders outside business hours (due to time differences). It is expected that all delegates will participate in and contribute to the whole of the official programme which may involve evening appointments, early starts and demanding schedules. Please indicate in your application if you are willing to quarantine and be tested on arrival and/or are comfortable using Zoom to conduct virtual meetings. We welcome applications from election analysts that are only available to join virtually.

All members of the Mission will receive relevant background country and election material. It is expected that all members take time to read the material as it will be required for the duration of the Mission.

Reporting & Remuneration
The Election Analysts will work under CPA BIMR procedures and will report to the Election Coordinator.

All costs pertaining to the Mission, including possible travel, food and drink, printing and international call costs, will be reimbursed by CPA BIMR. The Election Analyst(s) will liaise directly with the Election Coordinator as budget holder.

For audit purposes we request all receipts are retained.

Fees
The Election Expert will be paid £500.00 per day total incl. VAT for the duration of the Mission, which will be a minimum of eight days. The total number of days required for the mission might increase up to twelve days depending on the ability to travel to Guernsey and the type of mission to be delivered (virtual or a combination of virtual and in-country delivery). This will be confirmed before the start of
the Mission. Any consultative follow-up work for the amending of the final report will not be subject to reimbursement nor will overtime.

To Note
It is essential that the applicant must have no political links with any individual or party within Guernsey and will uphold the principles of CPA BIMR.

All Members of the Mission will represent only CPA BIMR EOM Guernsey and no other affiliated body.

Ownership of the Mission’s outputs and follow-up actions will be the responsibility of CPA BIMR.

Key requirements
Candidates must have extensive experience of election analysis.

Candidates must be able to work independently as well as collaboratively.

Candidates must have access to a reliable internet or phone connection.

Candidates must have experience in report drafting.

It is essential applicants must be able to communicate in English to a high standard.

Ideally candidates should be familiar with working in UK Overseas Territories and/or Small Island States.

Application
Applicants should send their CV and cover letter outlining their suitability for the role(s) to tenhackenf@parliament.uk by 23:59h GMT+1 on Thursday 3 September 2020. Please indicate in your application:

• which country you are currently based in;
• if you are willing to quarantine between two to seven days (TBC) and be tested on arrival in Guernsey or not;
• if you are comfortable using Zoom to conduct virtual meetings.

Confirmation of places will be communicated the following week.

Contact
Should you require any additional information on the application, please contact Fleur ten Hacken on +44 (0)207 219 1681 or email at tenhackenf@parliament.uk.