

JOB SPECIFICATION – ELECTION ANALYSTS

Positions:	Election/Campaign Analyst & Legal/Political Analyst
Number of positions:	Two
Project:	Commonwealth Parliamentary Association British Islands & Mediterranean Region (CPA BIMR) Election Expert Mission to the St Helena General Election in October 2021
Tentative dates:	4-15 October 2021 with follow-up report and recommendations to be completed afterwards (project duration 8 days with possible extension up to 9 days)
Place:	Virtual

Background

Following an invitation from the St Helena Government (SHG), CPA BIMR is organising an Election Expert Mission (EEM) to assess the General Election in St Helena to be held in October 2021 (election date TBD). The Mission is organised by the CPA BIMR Secretariat based in the UK Parliament.

The roles

Election/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 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 team of observers, organises briefings and debriefings and drafts the final report (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 Election/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 Election/Campaign Analyst, the Political/Legal Analyst also provides advice to the team of observers, organises briefings and debriefings and drafts the final report (including recommendations). S/he is the focal point for relations with political parties, candidates, media outlets, journalists, civil society organisations, and the judiciary.

Responsibilities

The Election/Campaign Analyst and the Political/Legal Analyst will implement the following tasks in line with the [Declaration of Principles for International Election Observation](#):

CPA BIMR Secretariat

Westminster Hall | London | United Kingdom | SW1A 0AA

T: +44 (0) 20 7219 5373 | F: +44 (0) 20 7233 1202

E: cpauk@parliament.uk | W: www.uk-cpa.org

- Provide legal, political, media, demographic and statistical analysis
- Assess St Helena's electoral framework
- Provide briefing to the EEM team on international observation methodologies, the Declaration of Principles for International Election Observation, Code of Conduct for observers, and St Helena's legal/electoral framework
- Provide advice to the EEM team on the implementation of credible international election observation methodology
- Analyse tabulation of final election results
- Organise and conduct debriefing for the EEM observer team
- Assist in preparing and participating in a virtual press briefing
- Conduct meetings with election stakeholders to provide input into the final report
- Prepare detailed final report for finalisation and approval by the CPA EEM team throughout the mission and for a limited time after the Mission to consult and assist with amendments.

Virtual Participation

This Mission will be delivered virtually given current travel restrictions and limited availability of connections to St Helena. It is expected that all delegates will participate in and contribute to the entire official programme which may involve evening appointments, early starts and demanding schedules.

Please indicate in your application if you are comfortable using Zoom to conduct virtual meetings.

All members of the Mission will receive relevant background information 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 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 Analyst will be paid £500.00 per calendar day total incl. VAT for the duration of the Mission which will be a minimum of 8 days. The total number of days required for the mission might increase up to 9 days. 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 St Helena and will uphold the principles of CPA BIMR EOMs.

All Members of the Mission will represent only CPA BIMR EEM St Helena 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.

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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 cpabimr@parliament.uk by **10:00 BST on Monday 23 August 2021**. Please indicate in your application:

- Which country you are currently based in
- If you are comfortable using Zoom to conduct virtual meetings
- Two references if you have not previously worked with CPA BIMR on election missions

Confirmation of places will be communicated by Friday 27 August 2021.

Contact

Should you require any additional information on the application, please contact Felicity Herrmann on +44 (0)207 219 0322 or via email at herrmannf@parliament.uk.

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