

JOB SPECIFICATION – ELECTION ANALYSTS

Positions:	Electoral/Campaign Analyst & Legal/Political Analyst
Number of positions:	Two
Project:	Commonwealth Parliamentary Association British Islands & Mediterranean Region (CPA BIMR) Election Observation Mission to the Jersey General Election - held on 22 June 2022.
Tentative dates:	13-25 June 2022 (project duration, including travel days, 12 days)
Place:	Jersey (Crown Dependency of the UK)

Background

Following an invitation from the States of Jersey Privileges and Procedures Committee, CPA BIMR will deploy a nine-member EOM to observe the General Election in Jersey to be held on 22 June 2022. The Mission is organised by the CPA BIMR Secretariat based in the UK Parliament.

The roles

Electoral/Campaign Analyst: The Electoral/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. They will lead 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 Electoral/Campaign Analyst provides advice to the Head of Mission and observers, organises briefings and debriefings and drafts the preliminary and final reports (including recommendations). They are 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. They also cover 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). They are 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 Legal/Political Analyst will implement the following tasks in line with the Declaration of Principles for International Election Observation:

- Provide legal, political, media, demographic and statistical analysis
- Assess Jersey'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, Jersey'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 an 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 a 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.

The Analysts will be required to work long hours, especially on Election Day which will cover polling, the count and tabulation. 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 physically demanding schedules.

All members of the Mission will receive a significant amount of 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 and the Head of Mission.

All costs pertaining to the Mission, including restricted economy class return flights to Jersey, accommodation and daily subsistence (meals and refreshments) will be the responsibility of CPA BIMR. The Election Analyst(s) will liaise directly with the Election Coordinator as budget holder.

All meals and refreshments (excluding alcohol) will be covered by the Mission. For audit purposes, we request all receipts are retained. Per Diems will not be provided.

Fees

The Election Analyst will be paid £550.00 per calendar day total incl. VAT for those days based in-country, including two travelling days (outbound & inbound) for the duration of the Mission. Any preparation or consultative follow-up work for the amending of the final report will not be subject to reimbursement nor will overtime.

Travel

Depending on the COVID-19 situation at the time of travel, observers may have to be tested for COVID-19 multiple times before departure and/or upon arrival. CPA BIMR will cover the costs of tests upon the production of receipts.



To Note

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

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

Ownership of the Mission's outputs and follow-up actions will be the responsibility of CPA BIMR in consultation with the Head of Mission.

CPA BIMR welcomes applications from Commonwealth citizens as well as non-Commonwealth citizens.

Key requirements

- Robust background in and knowledge of elections and election observation methodologies;
- Experience in working on international election observation missions as a core team member/election expert;
- Good interpersonal, organisational and communication skills;
- Excellent analytic abilities, good report writing skills;
- Fluent knowledge of the English language, both written and spoken;
- Good computer skills;
- Ability to work under pressure;
- Ability to work irregular working hours.

Preferred but not obligatory:

- Experience of 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 **1700 GMT+1 on Wednesday 27 April 2022**. In your application, please confirm:

- You are willing to get tested for COVID-19 if required;
- The country where you will be travelling from;
- You have no political links with any individual within Jersey.

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.



ANNEX

Summary of other EOM roles

The **Head of Mission** will:

- Act as the official spokesperson for the Mission
- In a consensual process make final decisions pertaining to the Missions output
- Act as lead observer
- Be responsible for the Preliminary and Final Report and its dissemination
- Act as senior liaison for all senior stakeholders involved in the EOM

The **Election Coordinator** will be the EOM's logistical and administrative manager:

- Establish and plan the initial stages of the Mission, its membership and deployment
- Manage the day-to-day operations of the Mission and coordinate logistical support
- Act as communications point of contact
- Arrangement of required meetings
- Collate pre-deployment research
- Assist in drafting the Preliminary and Final Report
- Oversee the financial management of the Mission
- Act as an Observer

A **Short-Term Observer** in the EOM will be responsible for:

- Observing the pre-election day, polling day and election count procedures in their assigned areas
- Report on the findings accurately and efficiently to the core team
- Assist in drafting the Preliminary and Final Report

