

# JOB SPECIFICATION – ELECTION ANALYSTS

Positions:	<b>Electoral/Campaign Analyst &amp; Legal/Political Analyst</b>
Number of positions:	Two
Project:	Commonwealth Parliamentary Association British Islands & Mediterranean Region (CPA BIMR) Election Observation Mission to the British Virgin Islands General Election - held on 24 April 2023.
Tentative dates:	Virtual: 11-13 April 2023 (3 x 0.5 days, TBC) Mission: 17-26 April excl. travel days (10 days) Total number of days: 12 up to 13.5
Place:	British Virgin Islands (UK Overseas Territory – Caribbean Region) and Virtual

## Background

Following an invitation from the Governor of the British Virgin Islands, CPA BIMR will deploy an eight-member Election Observation Mission (EOM) to observe the General Election in the British Virgin Islands (BVI) to be held on 24 April 2023. 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. 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 candidates, 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). S/he is the focal point for relations with the election management body, media outlets, journalists 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, 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 BVI'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, BVI's legal/electoral framework and on completing 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
- Prepare observer report forms, analyse completed observer report forms and tabulation of final election results
- Organise and conduct debriefing for the EOM observer team
- Assist in preparing the Head of Mission 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 BIMR EOM observer team throughout the mission and for a limited time on return from the Mission to consult and assist with amendments until publication

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 CPA BIMR Election Observation Lead and Mission Coordinator.

All costs pertaining to the Mission, including restricted economy class flights return to BVI (Beef Island), 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 £500.00 per calendar day incl. VAT for those days based in-country (10 days), plus up to two travelling days. In addition, the Election Analyst will be paid up to 3 half days (£250 per half day incl. VAT) for virtual meetings ahead of deployment (exact timings TBC). The total number



of days for this Mission would therefore be between 12 to 13.5 days. 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 BVI and will uphold the principles of CPA BIMR EOMs.

All Members of the Mission will represent only CPA BIMR BVI 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.

### **Key requirements**

Candidates must have extensive experience of election analysis.

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

Candidates must have access to a secure internet connection to join meetings remotely from 11-13 April 2023.

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](mailto:tenhackenf@parliament.uk) by **23.55 GMT on Wednesday 22 March 2023**. 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](mailto:tenhackenf@parliament.uk).



## ANNEX

### Summary of other EOM roles

The **Head of Mission** will:

- Act as 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

