

# JOB SPECIFICATION – ELECTION ANALYSTS

Positions:	<b>Election/Campaign Analyst &amp; Political/Legal Analyst</b>
Number of positions:	Two
Project:	Commonwealth Parliamentary Association British Islands & Mediterranean Region (CPA BIMR) Election Observation Mission to Montserrat.
Planned dates:	Provisional Mission dates: Thursday 17 October 2024 to Saturday 26 October 2024 (excluding travel days). These dates are being confirmed and may change by 1-2 days. Report completion: during the 2 months post-mission
Place:	Montserrat

## Background

CPA BIMR will deploy an approximately 8-member Election Observation Mission (EOM) to observe the Montserrat General Election to be held on 24 October 2024. 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. They lead the preparation of observer report forms and analysis of statistics.

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). They are the focal point for relations with the election management body, civil society organisations.

**Political/Legal Analyst:** The Political/Campaign Analyst is responsible for assessing political developments. This includes assessing the media environment and coverage provided to contestants, campaign finance issues and tracking incidents or reports of election-related violence. They also cover issues related to the participation of women, minorities and persons with disabilities in the electoral process. The Political/Legal Analyst is also 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 Political/Legal Analyst tracks election-related complaints and appeals and attends court cases when necessary.

Together with the Election/Campaign Analyst, the Political/Campaign 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 Election/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 Montserrat'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, Montserrat'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 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.

Analysts will be required to work long hours, especially on Election Day, covering polling, counting, and tabulation. All delegates are expected to participate in and contribute to 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. All members are expected to 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 economy class flights return to Montserrat, 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. These will be based on FCDO expenditure guidelines. For audit purposes, we request that 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, provisionally 10 days. In addition, they will be paid at this rate for up to two travelling days, dependent on travel itineraries. Any consultative follow-up work for amending 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 Montserrat and will uphold the principles of CPA BIMR EOMs.

All Members of the Mission will represent only CPA BIMR EOM UK 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 in election analysis.
- It is essential that applicants be able to communicate in English to a high standard.
- Ideally, candidates should be familiar with working in the UK and/or UK Overseas Territories.

## Application

Applicants should send their CV and cover letter outlining their suitability for the role(s) to [cpabimr@parliament.uk](mailto:cpabimr@parliament.uk) by **1700 BST on Monday 16 September 2024**. Confirmation of places will be communicated by the following week.

## Contact

Should you require any additional information on the application, please contact [cpabimr@parliament.uk](mailto:cpabimr@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

