

**Terms of Reference  
for Core Team Members  
of the EU EOM to Guyana  
General & Regional Elections 2 March 2020**

*The present terms of reference offer selection criteria for the Core Team (excluding the Deputy Chief Observer whose Terms of Reference are published in a separate call) of the European Union Election Observation Mission to Guyana. In addition to the Chief Observer and the Deputy Chief Observer, the Core Team is composed of eight experts, whose individual terms of reference are outlined below.*

**Preliminary remarks**

1. *European Union Election Observation Missions (EU EOMs) are independent in their findings and conclusions, but must, at all times, adhere to the standard EU methodology for election observation in both, political/electoral and implementation/security matters, as outlined in the “Handbook for European Union Election Observation<sup>1</sup>” EU EOMs must follow standard guidelines, models and practices as specified by the European Commission. All mission members must follow the EU Code of Conduct for election observation, as well as adhere to the UN “Declaration of Principles for International Election Observation and Code of Conduct for International Election Observers”<sup>2</sup>*
2. *The Core Team is an essential component of EU EOMs. The respective roles and responsibilities of all retained experts is a key element of a successful mission. All members of the Core Team must be experienced in election observation or related activities, fluent in the working languages of the mission, and be able to work cooperatively in a team. Experience and training within EU missions and initiatives will be considered an asset.*
3. *Please note that due to the evolving context of elections, the following Terms of Reference offer a general overview of the requested job profiles that is potentially subject to changes. The final version including the detailed description of the final profiles and responsibilities of each analyst/expert will be provided in the contract.*
4. *All Core Team members are required to participate in EU EOM briefings and debriefings organised by the EEAS and European Commission as requested. These activities are an integral part of the mission.*

**The working and reporting language of the mission will be English.**

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<sup>1</sup> [http://ec.europa.eu/europeaid/what/humanrights/election\\_observation\\_missions/documents/eu\\_election\\_observation\\_han\\_dbook\\_en.pdf](http://ec.europa.eu/europeaid/what/humanrights/election_observation_missions/documents/eu_election_observation_han_dbook_en.pdf)

<sup>2</sup> [http://ec.europa.eu/europeaid/observer/declaration\\_of\\_principles\\_code\\_of\\_conduct\\_fr.pdf](http://ec.europa.eu/europeaid/observer/declaration_of_principles_code_of_conduct_fr.pdf)

## **CHIEF OBSERVER (CO)**

The CO has the overall responsibility for the EU EOM. S/he is appointed directly by the High Representative/Vice President. The CO's duties, tasks and responsibilities are detailed in the annex attached to her/his contract.

## **DEPUTY CHIEF OBSERVER (DCO)**

As a Special Adviser to the High Representative for Foreign Policy/Vice President of the European Commission (HR/VP), the role of the DCO is to assist the Chief Observer in the conduct of the EOM and in managing its core team. The DCO also replaces the Chief Observer whenever absent, including in the diplomatic and media contacts essential to the functioning of the EOM. The DCO will be present in the field during the full duration of the mission as well as its preparatory, winding-down phases and final report presentation.

### **(1) POLITICAL ANALYST**

The Political Analyst is responsible for conducting a political assessment of the electoral process and will provide information concerning the historical, cultural and political background on the country as well as ongoing developments. In collaboration with the Legal Analyst, s/he will also analyse political party and candidate campaigning finance in line with international and regional standards for genuine democratic elections and national legislation paying special attention to possible misuse of state resources. S/he will work under the supervision of the CO and DCO.

S/he will:

1. Undertake a comprehensive political analysis of the electoral process and produce benchmarks to assess the genuine competitiveness of the electoral process between stakeholders before, during and after elections.
2. Gain a broad understanding of the historical, cultural, social and political context in which the elections are being held and produce an assessment of historical patterns of political alignment, overall party system, voting patterns and political affiliations.
3. Maintain regular relations with political parties, candidates and political analysts in co-ordination with the DCO throughout the deployment of the mission. Gain official and unofficial insight into the internal workings of the main parties and their consequences to the process, including, inter alia, acceptance of results.
4. Assess the legal, regulatory and administrative framework managing political activities, including for political parties and NGO participation and activities.
5. Assess the approach of political parties and the role and participation of women, and politically disenfranchised, ethnic minorities and/or socially vulnerable groups.
6. Assess political parties' compliance with Codes of Conduct and the application of enforcement mechanisms.
7. Maintain regular relations with local and international political analysts (from other international observation missions, civil society organisations, political parties, international organizations, diplomatic missions, media outlets, university departments) and produce a regularly updated political and electoral conflict/risk analysis overview for Guyana.
8. Maintain close relations with domestic observer groups and other national or

international non- governmental organisations engaged in the election process.

9. Provide assessment, background knowledge and relevant material on a wide range of interlocutors including candidates, political parties, state authorities, military, media groups, journalists, and decision makers in the country.
10. Monitor and analyse the use of state resources during the electoral process to determine whether it is a hindrance to the level playing field, to the extent it is feasible in the context of the EU EOM;
11. In cooperation with the Legal expert, monitor the enforcement and compliance with finance reporting requirements of political parties and candidates;
12. Produce regular reporting on political developments for core team and observers and provide oral briefings as required.
13. Ensure that LTOs are kept abreast of political developments. In consultation with the DCO and Observer Coordinator, prepare relevant questions for the LTO weekly reports and process and interpret the responses thereof.
14. Develop a cultural awareness briefing for mission staff, taking into particular consideration Guyana-specific sensitivities. In conjunction with the SP operations and security experts, brief mission members about culturally sensitive issues and the appropriate behaviour to be observed by all mission staff – including SP - in the course of their activities.
15. Participate in observer briefings, debriefings and team meetings.
16. Contribute to the preparation of interim reports, to the preliminary statement and to the final report including with well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.
17. Contribute to the internal report, including suggestions on any methodological improvements and information on possible areas of technical assistance.
18. Perform any other duty required for the good functioning of the EU EOM.
19. If requested be available for the return visit and roundtable

## **(2) ELECTION ANALYST**

The Election Analyst is responsible for assessing the performance of the Guyana Elections Commission (GECOM) and its Secretariat, sub-national election administration bodies and other relevant public authorities in the preparation and conduct of the electoral process. S/he will analyse the effectiveness of the relationship between the GECOM and other government bodies, ministries and stakeholders. The Election Analyst should co-ordinate closely and share information with the Observer Coordinator, Political, Legal, Media, Social Media, Data Analysts. S/he will work under the supervision of the CO and DCO.

S/he will:

1. Become familiar with Guyanese constitutional, legal and regulatory framework for elections; assess the implementation of the national election legislation by the GECOM and other state bodies responsible for administering elections, concerning, in particular voter registration, political party registration, candidate registration and the polling, counting and tabulation of results, as well as results management.
2. Assess the performance of the election administration and governmental bodies concerning technical preparations for the election. Special attention should be paid to: the system of voter registration and the reliability of the voter register, candidate nomination, recruitment and training of election staff and the measures taken to promote women's and minorities' participation.

3. If possible, attend and observe sessions of the GECOM, follow the issues on its agenda, meet with relevant members of the Board and Secretariat including department heads and other officials who are part of the election management, and provide the EU EOM with information about GECOM meetings and complaints brought to the election administration.
4. Assess the performance of the election administration, the extent of its effectiveness, independence, impartiality and transparent operation, and the degree to which it has the confidence of election stakeholders.
5. Assess the election administration's capacity, in relation to voter education initiatives, training of election officials, material production and distribution, and the degree to which voters are adequately informed about the election process.
6. Maintain regular relations with election analysts of other international observation missions and international technical assistance providers.
7. Liaise with domestic observer groups and other national or international non-governmental organisations engaged in the election process.
8. Support the DCO in developing the analytical framework and in implementing the EU election observation methodology.
9. Ensure LTOs are kept informed of developments in the electoral process. In consultation with the DCO, prepare relevant questions for LTO weekly reports and analyse LTO reporting output.
10. Produce regular reporting on the electoral process developments for core team and observers and provide oral briefings as required.
11. On the basis of templates provided by the EC (EODS project), and together with the Data Analyst, ensure the preparation of election day observation electronic forms for polling stations' opening, voting, closing and counting, and tabulation of results.
12. Coordinate with the Data Analyst and Observer Coordinator in analysing data from e-day observer and report forms;
13. Participate in observer briefings, debriefings and team meetings.
14. Contribute to the preparation of interim reports, the preliminary statement and the final report including with well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.
15. Contribute to the internal report, including suggestions on any methodological improvements and information on possible areas that merit technical assistance.
16. Perform any other duty required for the good functioning of the EUEOM.
17. If requested be available for the return visit and roundtable.

### **(3) LEGAL ANALYST**

The Legal Analyst is responsible for providing an analysis of the legal framework governing the elections in Guyana in accordance with international and regional commitments and obligations applicable to democratic elections. This should take into consideration the country's Constitution and relevant election-related laws and regulations as well as any legislation/regulation governing other aspects of public life, as well as fundamental rights and freedoms impacting electoral processes. S/he will analyse processes related to, among other things, the management and resolution of election disputes and petitions, political finance regulation and enforcement and candidate registration. The Legal Analyst will take into consideration Guyana's international and regional commitments in promoting human rights, minority and gender equality. The Legal Analyst should co-ordinate closely and share information with the Election, Political, Media and Social Media Analysts. S/he will work under the

supervision of the CO and DCO.

S/he will:

1. Have acquired solid grasp of the legal and regulatory framework for elections, as well as international and regional commitments and obligations applicable to democratic elections. In this context, the “Compendium of International Standards for Elections” is an important background document.
2. Comprehensively analyse national legislation, in particular concerning universal and equal suffrage, the right to vote and to stand as a candidate, conditions for the exercise of fundamental freedoms of expression/ association/ assembly /movement, constituency delimitation, election administration, voter registration, political party registration and finance, candidate registration, campaign, traditional and social media (in conjunction with the Media and Social Media Analyst), voting, counting and tabulation, and complaints and appeals.
3. In co-ordination with the Election Analyst, assess compliance of Guyana’s legislation with Guyana’s international and regional commitments and obligations for democratic elections.
4. Assess electoral legislation from a gender perspective, in accordance with applicable international conventions, focusing in particular on the participation of women, ethnic minorities and socially vulnerable people and special needs groups. Assess whether election legislation is respected in practice, allowing all persons to enjoy internationally guaranteed rights.
5. Contribute to the EU EOM assessment of whether the elections are conducted in accordance with the legal framework as set out in national legislation as well as international and regional commitments and obligations for elections.
6. Assess and analyse legal aspects of the activity of the judiciary/election administration, in particular:
  - a the capability of the judiciary/election administration in implementing the legal framework consistently;
  - b the role of the judiciary/election administration in dispute resolution and election process supervision;
  - c the conduct and effectiveness of complaints and appeals processes.
7. Log, categorize and maintain in a database all election-related complaints and appeals, filed by parties, candidates, voters, or other stakeholders.
8. Maintain, with the support of the Political Analyst, regular relations with local and international human rights groups and produce regular assessments of – formal and informal - violations of fundamental freedoms, including civil and political rights, throughout the country.
9. Monitor complaints and appeals related to campaign finances, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms etc)
10. Meet regularly with judicial and other relevant bodies and attend court hearings relating to petitions, complaints and appeals and electoral offence charges.
11. In co-ordination with the Election Analyst and the Media Analyst, monitor closely any arrests or detentions impacting fundamental rights underlying elections and the circumstances surrounding such arrest/detentions. This includes looking at the respective roles played by the police, election administration, courts and any other relevant state bodies concerned by elections
12. Liaise with international organisations and agencies as well as with domestic NGOs specialised in legal issues.

13. Analyse summarise and share with other CT members the Long Term Observers (LTOs) reports and suggest specific tasks and questions for the LTOs concerning those specific topics.
14. Participate in observer briefings, debriefings and team meetings.
15. Contribute to the preparation of interim reports, the preliminary statement and the final report including with well targeted recommendations. This includes amending/re-writing draft contributions after receiving DCO feedback.
16. Contribute to the internal report, including suggestions of methodological improvements and information on possible areas of technical assistance.
17. Perform any other duty required for the good functioning of the EUEOM.
18. If requested be available for the return visit and roundtable

#### **(4) PRESS OFFICER**

The Press Officer is responsible for organising the EU EOM's communication and public outreach strategy. S/he is also responsible for maintaining relations with the media as regards the EU EOM's activity, and for organising EU EOM press conferences. S/he will work under supervision of the CO and DCO.

As Press Officer, S/he will:

1. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM in the national and international media at all stages of the Mission's deployment.
2. Develop an overall public outreach strategy making use of traditional and social media, networks of non-governmental organisations, political parties, universities etc.
3. Establish and maintain contact with the local and international media.
4. Prepare a comprehensive press distribution list for both local and international media.
5. Monitor the impact of the EOM's public outreach strategy on traditional and social media, in cooperation with the media and social analyst.
6. Prepare (or receive from another institution/organisation) a basic daily media digest of political and election related items for the EU EOM.
7. Ensure that "EU Visibility guidelines for external actions" are followed.
8. Coordinate the development of the mission website and accounts on social networks as well as of mission related audio-visual material, in terms of design and contents. This task should be done in cooperation with all other mission members and in close coordination with the European Union institutions in Brussels, ensuring the widest possible outreach through the EU's social media channels (press and communication services in Brussels and in the EU Delegations).
9. Prepare a "Mission Factsheet" to explain the mandate and objectives of the EU EOM to the general public.
10. Assist the CO and DCO in the preparation of media interviews, press releases and press conferences, as instructed by CO/DCO.
11. Ensure, where appropriate, the translation of the relevant information and documents issued by the EU EOM to the public.

12. Ensure that the public outreach strategies are gender and minority (ethnic groups/marginalised communities) sensitive.
13. Ensure maximum distribution of the EU EOM's press releases, preliminary statement and final report both locally and internationally.
14. Ensure that EU EOM press releases and statements are communicated regularly to observers.
15. Participate in briefings, debriefings and Core Team meetings.
16. If requested by the CO, DCO or the European External Action Service, prepare drafts of interim reports, the preliminary statement, and the final report ensuring that the EU guidelines are carefully and rigorously followed and that the quality of language is of the highest possible standards. Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance.
17. Perform other duties as required for the good functioning of the EU EOM.

## **(5) MEDIA ANALYST**

The Media Analyst is responsible for conducting an assessment of the media coverage during the election period, as well as making an assessment of the overall media environment. S/he will work under the supervision of the CO and DCO.

As Media Analyst, s/he will:

1. Identify the most important Guyana traditional and social media outlets to be monitored in terms of distribution, audience, ownership and impact.
2. Monitoring the most important traditional and social media outlets, in close cooperation with all experts in the CT for input in their own areas of responsibility.
3. Set up a traditional monitoring unit, including both staff recruitment and training, technical set up and management.
4. Coordinate media monitoring conducted by LTOs in their areas of responsibility.
5. Monitor the impact of the EOM's public outreach strategy on traditional and social media, in cooperation with the social media analyst and press officer.
6. Assess whether the media, both public and private, provide balanced coverage of the election campaign in accordance with the existing legislation, using both quantitative and qualitative analysis.
7. Assess the tone of the media coverage of the campaign including recording any statements that "go beyond acceptable limits".
8. Assess the quantity and range of official voter information items distributed in the media.
9. Assess the coverage of women and minorities issues in the media, the access of women and minorities to the media, and other human rights issues coverage, as required by the DCO and in coordination with other Core Team members.
10. Evaluate the freedom of speech in the media and their ability for pluralistic political expression.
11. Assess the media related legal framework and codes of conduct.
12. Assess any complaints directed by political parties against the media.

13. Assess the legal mechanisms to handle media related complaints including the performance of media regulatory bodies during the elections.
14. Collate and analyse all material available on opinion polls.
15. Maintain contact with civil society groups engaged in media monitoring, especially in regard to the public broadcasters and other media.
16. Ensure that findings of the media monitoring are communicated regularly to LTOs.
17. Advise the CO and DCO on strategies to achieve maximum visibility for the EU EOM.
18. Prepare in coordination with the Security Expert, daily briefings on election and political violence.
19. Participate in briefings, debriefings and Core Team meetings.
20. Contribute to the preparation of weekly reports, the preliminary statement and the final report including with well targeted recommendations.
21. Contribute to the internal report, including suggesting any methodological improvements and information on possible areas of technical assistance.
22. Perform other duties as required for the good functioning of the EU EOM.
23. Be available for the return visit and roundtable if necessary.

#### **(6) SOCIAL MEDIA ANALYST**

The Social Media Analyst will work with the Media Analyst and will lead on assessing the online environment and content related to the electoral process and the campaign. In particular s/he will provide information concerning the online environment in Guyana and will also conduct a framework analysis regarding the regulation in Guyana of the Internet and social network sites. The expert should also prepare methodological advice on how to further include social media analysis within the framework of an EU EOM (internal report). S/he must have experience in social networks analysis, including reporting on quantitative and qualitative analytics. The Analyst should be informed by the EU EOM Internal Guidelines on the Online Environment and suggest amendments/updates. S/he will work under the supervision of the CO and DCO and will also work with the Media Analyst.

S/he will:

1. Undertake comprehensive legal analysis of internet regulation in the host country and gain broad understanding of the online legal environment in which the elections are being held. Legal analysis will include subject matters relating to Internet access, freedom of speech, dangerous speech, data protection and privacy, political finance, advertising, and disinformation.
2. Hold regular meetings with relevant stakeholders and undertake comprehensive analysis of the de facto situation in Guyana in regards to digital/ social media communications. This will include meetings with government institutions and agencies, Internet activists, academics and researchers, and civil society groups active in the protection of digital rights and social network monitoring.
3. Assess Guyana's fulfilment of commitments related to freedom of opinion, expression and association, also the right to privacy online. Be familiar with international and regional obligations, commitments, and best practices, relevant for freedom of expression and association, the right to information, dangerous speech, and privacy in the online environment.



4. Identify the most important social platforms, in terms of penetration and reach, and assess feasibility of limited monitoring of social network sites. Be responsible for such monitoring, including with regards to staff recruitment and training, technical set up and management, with the technical support of the SP.
5. In cooperation with the media and political analysts, devise a system for monitoring/following the Social Network Sites (SNS) of the main candidates and other opinion makers. This may include referring to findings from credible civil society organisations and other analysts. To analyse:
  - a. The strategies used by candidates and parties to campaign on social platforms.
  - b. The presence of dangerous speech, incitement to violence and defamation.
  - c. The type, volume and effect of disinformation disseminated during the campaign.
  - d. Any possible interference in the integrity of the electoral process via bots, trolls and other forms of orchestrated campaigns.
  - e. Whether social platforms act in accordance with the existing legislation on elections and the campaign;
  - f. The reliability and credibility of online opinion polls.
  - g. The impact of the EOM's public outreach strategy on social networks, in cooperation with the press officer.
6. Assess the relevant supervisory bodies' capacity and role in regulation of the Internet and online campaign (cooperation with other Core Team analysts).
7. Assess the measures put in place by social network companies to protect the integrity of the electoral process and the campaign, including in regards to providing information on paid adverts and relations with the election management body and other state bodies.
8. Monitor complaints and appeals related to online campaigning and online content, in particular the way they are dealt with by the competent authorities (deadlines, appropriate sanctions, enforcement mechanisms, etc.);
9. Follow and assess the monitoring of social networks by citizen observers' groups and other civil society organisations; Establish coordination mechanisms with such organisations.
10. Assess efforts to promote digital literacy and to promote the inclusion of women, minorities and other marginalized groups.
11. Assess any barriers to the participation of women and minorities in online debate and campaign.
12. Produce regular reporting on online developments on elections for Core Team and observers and provide briefings, as required. Provide information and points of enquiry to LTO teams.
13. Support the DCO in developing the analytical framework and implementing the EU election observation methodology.
14. Participate in observer briefings, debriefings and Core Team meetings.
15. Contribute to the preparation of interim reports the preliminary statement and the final report including with well targeted recommendations.
16. Contribute to the internal report, including suggesting any methodological improvements.
17. Perform other duties as required for the good functioning of the EU EOM.

## **(7) OBSERVER COORDINATOR**

The Observer Coordinator is responsible for coordinating the activities of long term and short-term observers and for providing the link between the field and the core team. S/he will work under the supervision of the CO and DCO.

S/he will:

1. In coordination with other core team members and the Service Provider (including Logistics and Security experts), ensure high quality of observer briefings and debriefings. If necessary ensure that necessary arrangements are properly prepared: organise meetings, develop session agendas, ensure that observers understand EU observation methodology, identify and select relevant speakers, prepare necessary materials for observers briefing and debriefing sessions, ensuring that observers will be provided with pertinent information on the European Union, its goals, institutions and composition, its foreign policy, particularly the EU election support policy and the European Commission's role in electoral assistance and election observation.
2. Ensure that all observers are fully aware of the EU EOM Codes of Conduct (including guidelines on harassment) and the consequence of failing to abide by them. In case any problem arises (e.g. harassment allegations, inappropriate behaviour) immediately inform the DCO.
3. Ensure full compliance with EU methodology as outlined in the Handbook for European Union Election Observation.
4. Under guidance of the DCO and in co-ordination with the SP Operations and Security experts, plan and organise the deployment and movement of LTOs and STOs, ensuring representative observation coverage and taking into account geographical, regional and security considerations.
5. Inform observers of activities of the election administration and on programmes developed at central level by civil society organisations and instruct them on their possible impact at local level, as well as the level of coordination desirable with these groups; liaise with observers in the field and brief Observers' teams on a regular basis (daily, whenever possible) regarding important issues identified by the Core Team and the Service Provider which affect their activities;
6. In consultation with other Core Team members, prepare LTO report forms, ensuring that the information contained can be processed effectively. Ensure the distribution and collection of the observer reporting forms;
7. Ensure that observer report formats adequately tackle human rights, women and minorities issues, as required by the DCO;
8. Receive, analyse and carefully summarise observer reports for the Core Team and CO and notify the Core Team members and the Service Provider of specific issues within their areas of responsibility as identified by the observers;
9. Prepare weekly summaries of reports received from observers;
10. Carefully and rigorously catalogue all irregularities reported by observers throughout the deployment period on a database, for use in weekly reports, the preliminary statement and final report and inclusion as an annex to the final report;
11. Co-ordinate with Election, Legal, Political, and Data Analyst in the development of a database for Election Day and provide corresponding information and training to observers on statistical data collection.
12. Provide technical assistance to the Data Analyst in the conduct of statistical analysis of observer collected data.
13. With the DCO, co-ordinate the integration of locally recruited diplomatic STOs (LSTOs), observers from non-EU member states and MEP delegations into the EU EOM.

14. Manage contact with LSTOs, including preparing information, undertaking regular communication, and preparing deployment plans.
15. On E-day be responsible for liaison with observers, collection of qualitative as well as quantitative info, supervises data entry into database, conduct immediate analysis and updates to CO and CT. Throughout the day prepare regular update reports on vote operations, counting and tabulation of results to DCO.
16. Prepare summaries of the main observer findings for the preparation of EU EOM interim reports, of the preliminary statement and of the final report.
17. Conduct the observer evaluation process. Ensure that this is prepared in co-ordination with all core team members; co-sign the evaluations and certificates for observers together with the DCO. Ensure that evaluations follow European Commission guidelines. Include the evaluations in the roster and sign a letter of confidentiality on the information obtained in the roster.
18. Coordinate and draft, under the guidance of the DCO and with the contribution of other analysts, and based on evaluations from observers, the internal final report, including feedback on individual terms of reference for each analyst and for observers, modus operandi of the mission, lessons learnt and good practices, and suggestions for methodological improvements and information on possible areas of technical assistance;
19. Perform any other duty required for the good functioning of the EUEOM.

## **(8) DATA ANALYST**

The Data Analyst is responsible, in close co-ordination with the DCO, the Election Analyst and the Observer Coordinator, for the design of analytical tools for the treatment of key election findings based on observation data collected by LTOs, STOs and LSTOs. S/he will work under the supervision of the CO and DCO.

S/he will:

1. Under the supervision of the Election Analyst, design and prepare an appropriate database system to facilitate the analysis of the demographic, civil registration and voter registration data collected by the mission, assess representation of woman, ethnic minorities and socially vulnerable groups in the voter register, including access to personal documentation and civil registration.
2. In co-ordination with the Election Analyst and the Observer Coordinator, ensure that LTOs and LSTOs are briefed on the structures and statistical characteristics of the voter list and on civil and registration procedures.
3. Contribute to the design of an appropriate database to facilitate the analysis of the data collected by observer teams. In co-ordination with the Election Analyst, contribute to the design and content of EU observer reporting electronic forms, ensuring that the information contained can be processed effectively by the database.
4. Prepare and be available for briefings on election day electronic forms and use of tablets for LTOs and STOs, as appropriate.
5. In co-ordination with the Election Analyst provide input on the electronic system of the tabulation of results, on its integrity and on any data available on the tabulation of results from official or mission sources in terms of potential anomalies.
6. Train and supervise data entry clerk(s) responsible for data entry on E day, if necessary.
7. Attend briefings and debriefings as requested.
8. Perform other duty required for the good functioning of the EU/EOM.