

ELECTION SITUATION ROOM ANALYSTS

Terms of Reference

Expert Consultants: (3 Political Science Experts and 1 Statistician)

Background

The goal of Situation room include to;

1. improve the quality of electoral processes to ensure that every vote counts;
2. enhance collaboration among CSOs that are working on election issues;
3. provide early warning on issues that might impact on the integrity of elections;
4. provide evidence based analysis that will lead to operational responses;
5. facilitate constructive engagement with key stakeholders on the conduct of elections.

It is expected that a large amount of data and information will be generated about the electoral environment and context, Election Day proceedings, and post-election developments and events. The main source of data and information for the situation room will be media reports, analytical write-ups, opinion pieces, citizen input sent through text messages, tweets face book, blogs and other social media, observers' reports. This information and data will be captured and collated by the Secretariat. The information and data will need to be analysed and packaged in an accessible and digestible format for a variety of audiences and stakeholders. The task force will sub-contract expert(s) who will be responsible for analysing data and information, producing write-ups, and other written material that will facilitate decision making by the situation room stakeholders regarding information dissemination, responses, and engagement with stakeholders.

Required skills

The expert(s) will be required to have the following knowledge, experience and skills:

- Knowledge of the country's socio, political and economic context and environment
- Knowledge and experience with electoral developments and trends in the country, the sub-region and the continent
- Understanding of the electoral cycle approach to election monitoring, observation and support
- Analytical skills, especially political analysis skills
- A good understanding of different aspects of electoral processes that include: The constitutional and legal framework; election management; electoral systems design; election funding; voter registration; development partners; election observation; electoral violence and intimidation; gender; polling day processes; media; electoral fraud
- Excellent writing skills
- Ability to produce policy briefs and other briefing materials
- Able to work within a team

- Ability to work under pressure and quick turn-around time frames

Specific responsibilities

The expert(s) shall have the following responsibilities:

- Receive and review data submitted, captured, collated and compiled by data sources;
- Monitor media coverage and other writings on elections in the host country and extract key trends and developments;
- Develop an analytical framework to analyse such data and information;
- Produce analytical write-ups, policy briefs, and other briefing materials on key electoral aspects and themes as directed by the situation room task force;
- Make presentations to the situation room task force on key issues identified through analysis of data and information;
- Work together with the secretariat staff to ensure that analytical write-ups produced are distributed to a wide range of stakeholders;
- Collaborate with secretariat staff to provide input for the final report of the Situation room on the elections.

Academic Qualifications

(1) PhD or Master's degree in Statistics

(2) PhD or Master's degree in political science, public administration, public policy, law and any relevant field.

Evidence of peer reviewed publications on elections and election systems