



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE – **UPDATED DECEMBER 7TH 2017**

Post title:	Senior Electoral Advisor
IDEA Division:	Africa and West Asia Programme
Location:	Freetown, Sierra Leone
Line Manager:	Project Director (TBC)
Project:	Technical Support to Sierra Leonean Institutions
Donor:	European Union
Funding Agreement:	Contingent upon funding

The main functions of the post are to:

Serve as the International IDEA technical leader for the electoral component of the project to support Sierra Leonean institutions and stakeholders. Specifically, the main duties and responsibilities of the Senior Electoral Advisor will include the following:

- Serve as the project lead elections technical advisor to the National Electoral Commission (NEC) and other electoral stakeholders;
- Coordinate and lead capacity building activities for the NEC and other electoral stakeholders in line with existing strategic plans;
- Coordinate and organize dialogues, workshops and other activities aimed at supporting Sierra Leonean stakeholders in reviewing electoral processes and providing recommendations to improve electoral practices in the areas of gender equality, infrastructure, ICT, legislative/regulatory frameworks and the extraction of voters lists from the civil registry;
- Coordinate and lead technical input into the drafting of key electoral documents such as draft policies, procedures, regulations and/or workplans;
- Engage with EMB technical staff and management on collecting and documenting lessons learnt and medium term strategic needs and support the development and execution of timed implementation plans as well as, where appropriate, EMB budget plans;
- Coordinate and liaise with other actors supporting the electoral process such as governmental agencies, civil society organizations or other international electoral assistance providers;

- Contribute to the design and implementation of the project monitoring and evaluation framework; and
- Contribute to the drafting of project progress reports, activity reports and situational analyses.

Required Skills and Competencies

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. Considerable analytical and research experience demonstrated over at least 6 years of experience and backed up by writing samples, strong ability to provide conceptual analysis, strong sense of responsibility and commitment.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Judgment/Decision-making: Identifies key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

Vision: Identifies strategic issues, opportunities and risks; and clearly communicates links between the Organization's strategy and the work unit's goals; Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

Functional Competence:

- Considerable electoral administration experience demonstrated over at least 10 years
- Strong ability to provide conceptual analysis
- Strong sense of responsibility and commitment
- Ability to prioritise and manage workload independently within a team
- Ability to operate effectively in a multi-cultural environment and be gender and conflict-sensitive
- Excellent project management skills

Experience

- A minimum of eight years of relevant professional experience related to electoral affairs in developing countries including a minimum of 5 years' experience in the development and implementation of electoral cycle support programmes including capacity development in electoral management functions, such as support to electoral reforms, strategic and operational planning, management of operations of electoral bodies, institutional development, engagement with civil society, media and political parties;
- Proven experience in capacity building in state institutions;
- Experience of working in Anglophone African countries will be considered an advantage with experience working in the West African sub-region preferred;
- Experience in the provision of policy advice and technical assistance to the election management body for institutional development;
- Experience in collaboration with a variety of stakeholders (civil society, media, political parties), and in donor coordination;
- Good familiarity with gender issues related to electoral affairs;
- International experience in electoral affairs and exposure to best international electoral practices;
- Knowledge of EU policies and programmes in the area of democratization and governance is an advantage; and
- Proven experience with legislative development within election management bodies.

Education

Advanced university degree (Master's degree or equivalent) in Political Science, International Relations, Social Sciences, Law, Human Rights Public Administration, or a related field.

Languages:

Fluency in spoken and written English is required.

Tenure of appointment

The appointment will be made for a fixed term of thirty-six (36)-month contract based in Freetown, Sierra Leone that will be renewable depending on availability of funds and subject to satisfactory performance evaluation. The assignment is expected to commence on/about March/April 2018. The recruitment of this consultant is subject to International IDEA and its consortium partners' successful service contract award as well as approval by the appropriate EU Contracting Authority (EU Delegate in Sierra Leone).