**Terms of Reference**

**Long Term Observer (LTO)**

**Responsible to:** LTO coordinator

**Job summary:** LTOs conduct observation and organise work of STOs in their area of responsibility (AoR).

**Main duties:**

* Organises his/her own work in the AoR:
* Maintains regular communication with the Core Team .
* Represents the ENEMO EOM in corresponding AoR;
* Distributes EOM public statements in the AoR;
* Establishes and maintains contacts with election administration, authorities, NGOs, mass-media, parties and candidates in corresponding AoR;
* Observes various election related activities:
* Work of election administration (election commissions);
* Work of local authorities, related to the elections;
* Activities of parties and candidates (HQ work, public events, campaigning) ;
* Work of mass-media;
* Any other activities or events, related to the elections.
* Establishes and maintains regular contact with the CT through the LTO coordinator and Security Officer, informs LTO coordinator and the Security Officer about trips inside of the AoR;
* Fulfills tasks and instructions, received from LTO coordinator;
* Participates in LTO briefings and debriefings;
* Provides the LTO coordinator with observation reports according to the forms and the schedule;
* Reports immediately to the LTO coordinator about any extraordinary occurrence in the AoR related to the election (including any danger for LTOs or STOs);
* Organises regional briefings and debriefings for STOs;
* Develops detailed STO deployment plan for E-day;
* Provides STOs with accommodation and local personnel (interpreters, drivers);
* Prepares and provides STOs with STO observation pack, that must include necessary information, documents and materials;
* Establishes and maintains regular contact with STOs;
* Gives tasks to STOs;
* Receives information from STOs (including observation reports);
* Ensures compliance with STO reporting methodology during observation, in line with standardized ENEMO forms and templates;
* Ensures that full and timely reports from STOs are available;
* Examines STO reports;
* Travels to the field in order to assist STOs in their work and/or evaluate their work;
* Complies with evaluation policy for STOs;

**Requirements:**

* BA. Preference shall be given to graduates in Social Science, Political Science, Law or Data analysis.
* Experience in international election observation (ENEMO, EU, ODIHR, and other) as an STO.
* Experience in domestic election observation (at least as an STO);
* International election observation experience, preferred;
* Good knowledge of English;
* Good interpersonal and organisational skills;
* Good report writing skills;
* Good computer skills;
* Ability to take actions without supervision;
* Ability to work having irregular working hours;
* Ability to live and work under hard circumstances;
* Willingness to travel
* Written confirmation of their previous domestic election monitoring experience including as short-term election observers.
* A reference list with two contacts confirming necessary election-monitoring experience may be asked to be delivered.

**Preferred but not obligatory:**

* Knowledge of the language of the host country;

Work experience in the host country.