

# Terms of Reference of the ENEMO EOM 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 own work in the AoR:
  - arrange accommodation;
  - hire local staff (driver and interpreter);
  - establish communications 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, informs LTO coordinator about trips inside of the AoR;
- fulfils 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 briefing and de-briefing for STOs;
- develops detailed STO deployment plan for E-day;
- provides STOs with accommodation and local staff (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);

- schedules reporting by STOs during observation;
- 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;
- evaluates the work of STOs;
- acts in accordance with the ENEMO Observer's Code of Conduct.

**Requirements:**

- Experience with organising domestic election observation (at least as an STO) in their own country;
- International election observation experience;
- Good knowledge of English or Russian language;
- 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