Terms of Reference

Position Information
Job Title: Regional Coordinator - Early Warning NCIC/ECES
Reports to: Regional Coordinator Supervisor, ECES Early Warning Adviser
Duty Station: Nairobi and all regions
Duration: 13 months
Period: 01 April 2022 – 01 May 2023 (TBC)

Organizational Context
The **European Centre for Electoral Support** (ECES) is a non-profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of **all electoral stakeholders**, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing with electoral dispute resolutions.   Since February 2012, ECES has signed **over 60 contracts** in support of transparent, credible, and cost-effective electoral processes and the strengthening of democratic institutions **in more than 35 countries mainly, but not only, in Africa and the Middle East**. In addition to that, the founders and personnel of ECES have acquired extensive field experience, and, taken together, ECES can count on specific knowledge and a well-established network in **over 70 countries** around the world. **The EU is by far is the largest ECES donor**, however, the organization has also signed contracts and partnered with many other organizations.

Project's context
The overall objective of this action is to promote peace, cohesion, and political dialogue to and prevent, mitigate, and manage conflicts and political and election-related conflict and violence ahead of the new electoral cycle in Kenya through support and collaboration with the National Cohesion and Integration Commission (NCIC) and other non-state actors (NSAs).   **Specific objective 2**: Establish and support conflict prevention and resolution infrastructures to curb conflicts and electoral related violence

Functions / Key Results Expected

The purpose of the Regional Coordinator's post is to collect, analyze and regularly share information and report on election-related conflicts to contribute to the overall purpose of the project: prevention, mitigation, and prevention of conflicts attributable to the upcoming elections.

The regional coordinators will work closely with key local stakeholders, including senior mediators, lawyers, CSO members, traditional elders, youth, and women leaders to facilitate mediation of mainly potential electoral conflicts but also other conflicts stemming from the electoral process.

One regional coordinator is recruited for every region and capacitated and supported by the project's advisory structure. The coordinator will produce reports, that will then be reviewed and circulated by 2 regional coordinator supervisors to be shared with NCIC, the contracting authority, and other electoral stakeholders as an integral part of the early warning network.

In this sense, under the guidance of the EW Supervisor, the Regional Coordinator will:
- Prepare and submit weekly, monthly, and on-demand reports
- Build and maintain a network of local stakeholders, peace actors, CSOs, and religious or faith-based communities
- Abide by the rules and protocols for the transmission mechanism of reports and alerts
- Follow the rules regarding the strategy for data collection, processing, and analysis
- Monitoring electoral violence and the electoral process
- Collect, and report information related to assigned area of responsibility from various sources and on daily basis, to the regional coordinator's supervisors
- In particular, regularly follow up on key stages of the electoral process:

  1. Candidate registration
  2. Operational readiness (recruitment and training of polling staff, availability, and distribution of election materials)
  3. CSOs involvement in monitoring the elections
  4. Political parties
  5. Access to security agencies
  6. Access to and dialogue with government agencies
  7. Electoral dispute resolution mechanism
  8. Displaying and publication of decisions related to candidate nominations
  9. Election results transmission and publication
  10. Electoral alliances and coalitions

- Identify, verify and proactively search for information on any incident, of whatever nature, which could have an impact on the electoral process

VALUES

- Promotes the vision, messages, and the values of peaceful elections
- Displays cultural, gender, religion, race and age sensitivity and adaptability
- Demonstrates integrity, abiding by professional values and ethical standards

Recruitment Qualifications

Education:	University degree or equivalent in political sciences, law, international relation, or related field
Experience:	• Minimum 5 years working experience within national/not-for-profit organizations and experience of working with international organizations is an added advantage.

	• Previous coordination and mediation experience, influence, and access within their community at the regional level as well as political neutrality • Able to use computer-based programs including mini data sets/base and web-based applications • Working experience in primary/secondary data collection and analysis • Previous experience in early warning and conflict management is an advantage • Ability to prioritize work, multi-task, and meet deadlines. • Sound analytical judgment • Results-orientation and efficiency in a multi-tasking environment. • Planning, communication, and writing skills • Strong interpersonal skills and flexibility, responsibility, integrity, teamwork, self-motivated, preparedness to work off-time • Excellent computer literacy • Ability to perform effectively under high pressure, hardship conditions, and long working hours • Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues
Language Requirements:	Excellent working level of English languages in both writing and speaking. Knowledge of the regional languages where the coordinator will be located is desired