



# **PROPEACEKENYA**

Project for the Promotion of Peace and Cohesion in Kenya  
by Preventing and Mitigating Electoral Conflicts

**Terms of Reference**  
Regional Coordinators Supervisors

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Funded by:



European Union

### Terms of Reference

<p><b>Position Information</b></p> <p><b>Job Title:</b> Regional Coordinator Supervisor (2) – National Supervisor (1)  <b>Unit:</b> Early Warning NCIC/ECES  <b>Reports to:</b> ECES Early Warning Adviser, NCIC CEO  <b>Duty Station:</b> Nairobi  <b>Duration:</b> 8 months  <b>Period:</b> 11 Months</p>
<p><b>Organizational Context</b></p> <p>The <b>European Centre for Electoral Support (ECES)</b> is a non-profit private foundation headquartered in Brussels with a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of <b>all electoral stakeholders</b>, including electoral management bodies, civil society organizations dealing with civic &amp; 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 <b>over 60 contracts</b> in support of transparent, credible, and cost-effective electoral processes and the strengthening of democratic institutions <b>in more than 35 countries mainly, but not only, in Africa and the Middle East</b>. 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 <b>over 70 countries</b> around the world. <b>The EU is by far the largest ECES donor</b>, however, the organization has also signed contracts and partnered with many other organizations.</p>
<p><b>Project's context</b></p> <p><b>The overall objective</b> 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).</p> <p><b>Specific objective 2:</b> Establish and support conflict prevention and resolution infrastructures to curb conflicts and electoral related violence</p>
<p><b>Functions / Key Results Expected</b></p> <p>The purpose of the 2 Regional Coordinator supervisors and the National Coordinator is to regularly collect, analyze and 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.</p> <p>The 2 Regional Coordinator supervisor and National Coordinator will work closely with NCIC's key senior management, ECES Early Warning Adviser and ECES Deputy Project Coordinators to ensure that there is an efficient and correct link</p>

between the field team in the eight regions and the NCIC senior management responsible for policy, early warning mechanism and related activities.

Specifically, the three positions are for the supervision and coordination of the work of the eight regional coordinators, enabling and supporting the consultative structure of the project. Supervisors will review reports from the regions and share them with the NCIC as an integral part of the early warning network. The national coordinator will be a senior figure who will serve as a point of reference for the two supervisors. The latter will have a subordinate classification and identified as junior and senior. This classification will be reflected in their compensation.

The three figures will be under direct supervision of NCIC, but they can be consulted by the project if there is a need.

In this sense, under the guidance of NCIC, the National Coordinators and Regional Coordinator Supervisors may be required to:

- Prepare and submit reports on EW-related matters on demand
- Build and maintain a network of leadership professionals and peacekeepers, CSOs and religious or religious communities,
- Respect the rules and protocols for the mechanism for transmitting reports and warnings,
- Follow the rules relating to the strategy for data collection, processing and analysis,
- Monitoring of electoral violence and the electoral process,
- Collect and report information relating to the assigned area of responsibility from various sources and on a daily basis, to the supervisors of the regional coordinator,
- In particular, regularly follow the key phases of the electoral process:
  - Registration of the candidate
  - Operational readiness (recruitment and training of election personnel, availability and distribution of election material)
  - Involvement of CSOs in election observation
  - Political parties
  - Access to security agencies
  - Access and dialogue with government agencies
  - Electoral dispute resolution mechanism
  - Viewing and publishing decisions relating to candidates' applications
  - Transmission and publication of election results
  - Alliances and electoral coalitions
- Proactively identify, verify and seek information on any reported incidents of any nature that could impact 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 relations, or related field
Experience:	<ul style="list-style-type: none"> <li>• Minimum 5 years of working experience within national/not-for-profit organizations and experience of working with international organizations is an added advantage.</li> <li>• Previous coordination and mediation experience, influence, and access within their community at the regional level as well as political neutrality</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to use computer-based programs including mini data sets/base and web-based applications</li> <li>• Working experience in primary/secondary data collection and analysis</li> <li>• Previous experience in early warning and conflict management is an advantage</li> <li>• Ability to prioritize work, multi-task, and meet deadlines.</li> <li>• Sound analytical judgment</li> <li>• Results-orientation and efficiency in a multi-tasking environment.</li> <li>• Planning, communication, and writing skills</li> <li>• Strong interpersonal skills and flexibility, responsibility, integrity, teamwork, self-motivated, preparedness to work off-time</li> <li>• Excellent computer literacy</li> <li>• Ability to perform effectively under high pressure, hardship conditions, and long working hours</li> <li>• Capacity to handle with diplomacy and in a responsible and flexible manner political sensitive issues</li> </ul>
Language Requirements:	Excellent working level of English languages in both writing and speaking



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