

ANNEX B

TO THE CONTRACT FOR PROVISION OF SERVICES NO.: **(to be filled up)**

TERMS OF REFERENCE

Background Paper for the Inter-Regional Workshop on Regional Organizations and the Integrity of Elections

1. Background

Regional organizations can play a role in promoting and protecting the integrity of electoral processes. Their activities, subject to their respective mandates, range from the conduct of election observation missions to dialogue and cooperation among election management bodies (EMBs) of their member states on various issues. Moreover, some regional organizations, through technical assistance or cooperation, also implement recommendations emanating from observations that seek to improve or correct aspects of democratic elections. The work and experiences of regional organizations in elections constitute a unique resource that needs to be harnessed and shared not only with their peers but also with other democracy actors.

The Inter-Regional Workshop on Regional Organizations and Integrity of Elections is an activity of the Inter-Regional Dialogue on Democracy. Its objectives are to: (a) take stock of the mandates and activities of regional organizations on elections; (b) facilitate sharing of experiences and lessons learned by regional organizations in the field of elections; (c) provide input to institutional and professional development in the field of elections; (d) bolster existing networks of election practitioners; and (e) put forward a plan that regional organizations could jointly pursue in promoting and protecting the integrity of elections.

This Workshop brings together senior representatives from regional organizations and experts engaged in the field of elections and political cooperation to brainstorm, exchange experiences and interactively discuss key issues relevant to regional organizations in promoting and protecting the integrity of elections.

A number of papers are therefore commissioned to provide information and analysis of the role of regional organizations in protecting and promoting the integrity of elections. These papers will serve as a substantial input to the Workshop

The papers will focus on a **regional organization (or a group of regional organizations) that is participating in the IRD-D** and its (their) regional context(s), present the activities of the regional organization(s) in elections; identify the challenges that the regional organization(s) face and how these are addressed; and present policy recommendations to improve the effectiveness of the work of regional organizations. The papers could also highlight the prospective role of regional organizations in elections.

While writing the papers, the authors are encouraged to pay attention to the issue of women's participation and representation, as well as diversity and the role of minorities in electoral processes.

2. Objectives of the Assignment/Scope of work

The Contractor will conduct an analysis of the role of regional organizations in protecting and promoting the integrity of elections. The paper should be focused on: **(to be filled-up based on the abstract submitted)**

The paper will be part of the background material used for the Inter-Regional Workshop on Regional Organizations and the Integrity of Elections but could also be used in other ways by International IDEA in accordance with the conditions of the agreement.

3. Structure

The paper should be pragmatic and policy-oriented. It should include an abstract, an introduction, the main analysis, summarized conclusions and a list of references.

The paper should be written in correct and appropriate English. It should approximately be 15-20 pages, including the references. All questions about usage, grammar and spelling can be found in the *Concise Oxford Dictionary*, 10th edition. Exceptions regarding spelling as well as general guidelines on language style can be found in the International IDEA Editorial Standards (attached).

4. Timing and Work Plan

The final paper should be completed no longer than six weeks from the agreed date of commencement.

The Contractor will finalize the paper no later than **(to be filled up)**. The first draft should be submitted to International IDEA after three weeks, i.e. **(to be filled up)**.

5. Deliverables and Reporting Requirements

The Contractor will report to Mr. Raul Cordenillo, Head of Inter-Regional Democracy Resource Centre at International IDEA.

The Contractor and International IDEA will be in regular contact with each other during the course of work and the Contractor will present drafts of the work in progress.

The deliverables of the Contractor include the following:

a) first draft of the paper (Microsoft Word format) to be sent by e-mail on **(to be filled up)**.

b) final paper, including references, as approved by International IDEA (Microsoft Word format) to be sent by e-mail on **(to be filled up)**.