

## Terms of Reference (ToR)

### Short-Term Expert

<b>Title of the Action</b>	European Union Support to the National Peace Committee (EU-NPC), in collaboration with the Strengthening NPC's Engagement for Peace and Good Governance in Nigeria (STEP-G) Project.
<b>Expert Profile</b>	Field Observer

#### 1. Project Context

To strengthen accountability in Nigeria's electoral process, the National Peace Committee (NPC) is deploying an evidence-based monitoring system that combines technology, institutional collaboration, and public transparency. This initiative is designed to ensure that political actors comply with both the spirit and letter of the Peace Accords and uphold democratic principles throughout the electoral cycle. At the same time, accountability and neutrality of state institutions will be assessed through these evidence-based monitoring systems to promote the conduct of credible and peaceful elections. Most importantly, the 2026 off-cycle governorship elections to be held in Ekiti and Osun states will serve as a learning curve for the NPC data collation process.

Working in partnership with the key stakeholders at both state and non-state levels, the NPC is harmonising and embedding the electoral data systems to improve coordination, accuracy, and timely reporting of electoral offences, compliance of state institutions and peace accord breaches. This integrated system will enable real-time monitoring, reporting, and analysis of incidents at the national and state levels.

The implementation of an Accountability & Compliance Monitoring Framework designed to strengthen institutional neutrality, political accountability, and preventive engagement.

The framework integrates:

- Peace Accord commitments
- Electoral Act provisions
- Institutional conduct standards
- Electoral Offences Tracking System (EOTS) & Election Related Violence (ERV) dashboards

Field observers will serve as the primary community-level data collection and verification layer within this monitoring architecture. This role is technical, evidence-based, and strictly non-partisan.

#### 2 Purpose and Objectives

To support the implementation of the Accountability & Compliance Monitoring Framework by:

- Collecting and verifying electoral incident data
- Monitoring compliance with Peace Accord commitments
- Reporting electoral risk trends
- Feeding structured, verified data into the ESI Hub (ERV & EOTS) system

Through structured, verified, and timely reporting, Field Observers will contribute to:

- Evidence-based compliance scorecards.
- Early warning and preventive dialogue.
- Strengthened institutional accountability.
- Reduced electoral risk.
- Enhanced public confidence in electoral processes.

Field Observers will operate under the technical guidance of the project consultants (Electoral Governance & Institutional Accountability Consultant and Political Economy and Risk Assessment Consultant) and the project team.

### 3. Scope of Work

Field Observers will be deployed across designated Local Government Areas (LGAs) in Osun States and operate within agreed reporting timelines. The deployment of the field observers will be informed by the risk assessment report by the consultant and the context analysis report developed by ESI Hub. Their work will focus on:

- Pre-election period
- Election Day Monitoring
- Post-election period
- Event-Based Report

Field Observers will receive training on:

- EOTS incident classification.
- Compliance indicator framework.
- Data collection templates.
- Verification standards.
- Conflict sensitivity and Do No Harm principles.
- Security and personal safety protocols.

### 4. Main Responsibilities and Tasks

#### Electoral Incident Monitoring

- Observe and document incidents related to:
  - Electoral violence
  - Intimidation and harassment
  - Hate speech and inflammatory rhetoric
  - Vote-buying or inducement
  - Misuse of incumbency
  - Institutional misconduct
- Classify incidents according to ERV and EOTS categories.
- Ensure accurate, time-bound documentation (location, actors, evidence source and type).

#### Peace Accord Compliance Monitoring

- Monitor adherence of political parties, candidates, and state institutions to Peace Accord commitments.
- Track:

- Public statements and campaign conduct
- Participation in peace dialogues
- Compliance with agreed codes of conduct
- Provide structured inputs into the Compliance Scorecard template.

### **Data Collection & Reporting**

- Submit incident reports using standardised digital templates.
- Ensure data includes:
  - Date and time
  - GPS location (where feasible)
  - Description of incident
  - Source verification
  - Supporting evidence (where appropriate)
- Comply with reporting timelines (daily or event-based).

### **Verification & Triangulation**

Field Observers must:

- Verify incidents through at least two independent sources where possible.
- Distinguish between:
  - Verified incidents
  - Allegations
  - Rumours (not reportable unless authenticated)
- Escalate high-risk incidents immediately through designated reporting channels.

### **Engagement & Liaison**

Field Observers may:

- Engage community leaders, CSOs, and media for verification.
- Participate in periodic debrief sessions.
- Support identification of emerging electoral risk hotspots.

They must not:

- Intervene in political disputes.
- Act as mediators unless explicitly authorised.
- Publicly comment on incidents on behalf of NPC.
- Be involved in any form of electoral misconduct or violence, such as vote trading, thuggery, campaigning for any political party etc

## **5. Deliverables**

Each Field Observer will submit:

1. Regular Incident Reports (as per reporting schedule).
2. Peace Accord Compliance Observation Notes.
3. Immediate Risk Alerts for serious or escalating incidents.
4. End-of-Assignment Feedback Report.

All reports must comply with data governance and confidentiality protocols.

## 6. Reporting Requirements

Field Observers will report to:

- The Monitoring & Data Coordination Lead (Project Team)
- The Project Short Term Expert

## 7. Required Expertise

### Minimum Requirements

- Bachelor's degree or equivalent experience in social sciences, law, peace and conflict studies, journalism, governance, or related field.
- Demonstrated experience in election observation, community monitoring, or conflict tracking.
- Strong understanding of Nigeria's electoral context.
- Familiarity with the electoral legal framework.
- Ability to use smartphones or digital data collection tools is a must.

### Required Competencies

- Must reside in the assigned LGA
- Demonstrated knowledge of local political dynamics
- Familiarity with key community stakeholders (traditional, youth, religious, political actors)
- Understanding of historical flashpoints in the area
- Strong analytical and documentation skills.
- Ability to work in high-pressure environments.
- Conflict sensitivity and adherence to Do No Harm principles.
- Respect for confidentiality and ethical standards.

### Ethical Considerations

Field Observers must:

- Maintain strict political neutrality.
- Avoid affiliation with political parties during deployment.
- Not accept gifts, inducements, or benefits from political actors.
- Ensure confidentiality of sensitive data.
- Observe personal security and safety protocols.
- Demonstrates cultural and religious sensitivity.

Violation of the Code of Conduct may result in immediate termination.

### Ownership of Outputs

- All deliverables produced under this assignment shall remain the property of the commissioning organisation and may be revised, adapted, or disseminated as part of the programme.

## 8. Location of Work

- Across all Local Government Areas in Osun State as assigned, and as security makes possible

### **9. Duration of Assignment**

The overall assignment is for 3 months (June–August 2026): Indicatively divided as follows

- Pre-election period
- Election Day Monitoring
- Post-election assessment