

Terms of Reference (ToR): Short-Term Expert

Title of the Action	European Union Support to Political Parties and the National Peace Committee.
Expert Profile	Field Observer

1. Project Context

Under the European Union Support to Democratic Governance in Nigeria (EU-SDGN) Programme, The Kukah Centre (Secretariat of the National Peace Committee) will deploy an Election Day Observation Mission for the 2026 Osun State Off-Cycle Governorship Election. The observation exercise aims to contribute to the credibility, transparency, inclusiveness, and peaceful conduct of the electoral process through independent, systematic, and evidence-based observation.

The Election Day Observation mission is designed to gather accurate and timely information on the conduct of the election across selected polling units, wards, Local Government Areas (LGAs) and the collation centre. Findings from the mission will contribute to objective assessments of the election, support electoral reforms, and strengthen democratic governance in Nigeria.

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 this observation to promote the conduct of credible and peaceful elections.

Working in partnership with key stakeholders at both state and non-state levels, The Kukah Centre seeks to improve coordination, accuracy, and timely reporting of electoral offences, compliance of state institutions and peace accord breaches to promote peaceful and credible elections. The Election Observation Mission will deploy an integrated system that will enable real-time monitoring, reporting, and analysis of incidents during the election. .

The framework integrates:

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

Field observers constitute the primary source of election observation data within this framework. Their role is strictly independent, non-partisan, and evidence based. Observers are expected to maintain the highest standards of professionalism, impartiality, accuracy, and integrity while carrying out their responsibilities in accordance with The Kukah Centre's observation methodology and the principles governing international and domestic election observation.

2 Purpose and Objectives

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

- Observing and reporting electoral incidents.

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

- Evidence-based compliance scorecards.
- Strengthened institutional accountability.
- Reduced electoral risk.
- Enhanced public confidence in electoral processes.

Field Observers will operate under the technical guidance of the project team.

3. Scope of Work

Field Observers will be deployed across designated Local Government Areas (LGAs), Wards and Polling Units, in Osun State, and operate within agreed reporting timelines. The deployment of the field observers will be informed by the risk assessment report developed by The Kukah Centre. Their work will focus on:

- Election Day Monitoring

Field Observers will receive training on:

- Electoral Offences Tracking System (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

Election Day Monitoring Responsibilities

- Observe and document incidents related to:
- Timely opening of polling units and availability of election materials.
- Accreditation, voting, counting, and results collation processes.
- Conduct and professionalism of electoral officials, security personnel, party agents, and other stakeholders.
- Compliance with electoral procedures and the rights of voters, including women, youth, persons with disabilities, and other vulnerable groups.
- Incidents of electoral violence, voter intimidation, vote buying, disruption of the voting process, or any other electoral irregularities.
- Accurately document and submit verified observations using the approved Election Day observation tools and reporting platform.
- Provide timely, objective, and evidence-based reports to support The Kukah Centre's Election Day analysis and post-election assessment.

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

Following the Election Day Observation training, Field Observers are expected to apply the approved observation methodology and reporting protocols throughout their deployment.

Field Observers must:

- Verify observations and reported incidents through direct observation or, where necessary, corroborate information with at least two independent and credible sources.
- Clearly distinguish between:
 - Directly observed and verified incidents.
 - Credible reports from reliable sources.
 - Unverified allegations or rumours, which should not be reported as factual unless subsequently authenticated.
- Accurately document and submit observations using the approved Election Day observation tools and reporting channels.
- Immediately escalate critical incidents, including electoral violence, security threats, disruption of voting, or other significant irregularities, through the designated communication channels.

Engagement & Liaison

In the course of their assignment, Field Observers may:

- Liaise professionally with polling officials, security personnel, party agents, accredited observers, community leaders, civil society organisations, and media representatives where necessary to clarify or verify information.
- Participate in scheduled check-ins and post-deployment debriefing sessions organised by The Kukah Centre.
- Provide timely information on emerging issues or incidents that may affect the peaceful and credible conduct of the election.

Field Observers must not:

- Interfere with or attempt to influence any stage of the electoral process.
- Intervene in disputes between electoral stakeholders or assume the role of mediator.
- Make public statements, grant media interviews, or comment on Election Day incidents on behalf of The Kukah Centre without prior authorisation.
- Engage in or support any form of electoral malpractice or misconduct, including campaigning for any candidate or political party, vote buying or vote selling, voter inducement, intimidation, or any activity that compromises their independence, impartiality, or credibility as accredited election observers.

5. Deliverables

Each Field Observer will submit:

1. **Incident Reports** documenting any observed electoral irregularities, security incidents, procedural breaches, or other significant developments during the voting, counting, and results collation processes.

All reports must comply with data governance and confidentiality protocols.

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6. Reporting Requirements

Field Observers will report to:
The Research Manager

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 Observer 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.

- Demonstrate 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.

9. Duration of Assignment

The overall assignment is on Election Day (15th August 2026)

