

Terms of Reference (ToR) – Short-Term Expert

Title of the Action	European Union Support to Democratic Governance in Nigeria (EU–SDGN II) Programme: Component 6a – Support to the National Peace Committee
Expert Profile	Regional Lead Analysts (RLAs)

1. Project Context

The peaceful conduct of elections remains fundamental to democratic stability in Nigeria. Previous electoral cycles have been characterised by political tensions, electoral violence, misinformation, intimidation, and other threats that undermine electoral integrity and public confidence. In response, the National Peace Committee (NPC) established the Election Security Information (ESI) Hub as a repository for election security information, a platform for electoral risk monitoring, election-related incident tracking, data analysis, and early warning.

Under the European Union Support to Democratic Governance in Nigeria (EU-SDGN II) Programme, The Kukah Centre, serving as the Secretariat of the NPC, is implementing an intervention aimed at strengthening electoral risk monitoring, early warning systems, and coordinated preventive response mechanisms in advance of Nigeria's 2027 General Elections.

To strengthen the quality, credibility, and timeliness of electoral risk monitoring, the project will deploy Election Security Risk Observers (ESROs) across the 36 States and the Federal Capital Territory (FCT), supported by six Regional Lead Analysts (RLAs), each responsible for one geopolitical zone.

Between October 2026 and March 2027, the RLAs will provide technical leadership and quality assurance for the state-based monitoring network. They will verify and analyse information received from ESROs, identify regional trends and emerging threats, consolidate zonal reports, and facilitate communication between the field monitoring network and the ESI Hub.

Through strengthened regional coordination and analytical oversight, the RLAs will contribute to evidence-based early warning, informed decision-making, and preventive responses that promote peaceful, credible, and inclusive elections throughout the electoral cycle.

2. Purpose and Objectives

The purpose of this assignment is to provide regional coordination, analytical oversight, quality assurance, and technical support for the implementation of the National Peace Committee's Electoral Risk Monitoring Framework. The Regional Lead Analyst will coordinate and supervise ESROs within the assigned geopolitical zone, reviewing, verifying, and validating the field reports they submit and ensuring consistency and quality across all data collection and reporting. Drawing on this verified field information, the RLA will conduct regional electoral risk analysis, identify emerging trends, and escalate critical incidents and emerging threats to the ESI Hub, thereby supporting evidence-based early warning and preventive response. The RLA will also produce regional analytical reports and electoral risk assessments and strengthen communication and coordination between the ESI Hub and state observers. Through this structured supervision and analysis, RLAs will improve the quality of electoral risk reporting, enhance verification and incident validation, and strengthen regional coordination, contributing to more accurate electoral risk forecasting, evidence-based decision-making, and peaceful and credible elections.

3. Scope of Work and Key Responsibilities

3.1 Scope of Work

Each RLA will be assigned responsibility for one of the six geopolitical zones and will coordinate all ESROs within that zone throughout the implementation period.

Methodology and Operationalisation Workshop

Before deployment, RLAs will participate in the Methodology and Operationalisation Workshop, which will equip them with the analytical tools, standards, and protocols required for the assignment. The workshop will introduce the Electoral Risk Monitoring Framework and its incident classification system, together with the approved reporting templates and digital reporting platforms through which all zonal data will flow. Participants will be trained in verification and validation protocols, the risk rating methodology, and quality assurance standards, ensuring that information reaching the ESI Hub is accurate, consistent, and analytically comparable across all zones. Sessions on regional coordination procedures, analytical methodologies, and stakeholder engagement strategies will prepare RLAs for their supervisory and analytical role, while training on early warning and escalation mechanisms will ensure that critical incidents are routed promptly for preventive response. Finally, sessions on conflict sensitivity and Do No Harm principles and on ethical standards and confidentiality will prepare RLAs to operate responsibly in politically sensitive environments.

Supervision and Quality Control

The RLAs work will centre on supervising ESROs across the assigned zone and verifying and validating the field reports and incidents they submit, with continuous quality assurance to ensure that all information entering the system meets the required standards. Building on this verified data, the RLA will conduct regional electoral risk analysis and trend analysis, coordinate with relevant stakeholders across the zone, and support early warning by escalating critical incidents for urgent attention. The RLA will also produce regional knowledge products that consolidate zonal findings for use by the ESI Hub.

3.2 Key Responsibilities

Regional Coordination and Supervision

The RLA shall:

- Coordinate Election Security Risk Observers across the assigned geopolitical zone.
- Serve as the first-line supervisor and primary reporting channel for ESROs within the assigned zone.
- Provide technical guidance and mentoring to ESROs.
- Monitor compliance with reporting schedules and quality standards.
- Facilitate regular coordination meetings with ESROs.
- Provide timely feedback on submitted reports.
- Strengthen collaboration between state observers and the ESI Hub.

Verification and Quality Assurance

The Regional Lead Analyst shall:

- Review all reports submitted by ESROs.
- Verify reported incidents using multiple credible sources where necessary.
- Ensure consistency and accuracy of information submitted.
- Validate incident classifications and risk ratings.
- Conduct quality assurance reviews before reports are submitted to the ESI Hub.
- Recommend corrections or additional verification where required.

Electoral Risk Analysis

The Regional Lead Analyst shall:

- Analyse political and security developments across the assigned geopolitical zone.
- Identify regional electoral trends and emerging conflict drivers.
- Monitor hotspot dynamics and evolving security risks.

- Assess the implications of electoral developments for peaceful elections.
- Prepare regional electoral risk assessments and analytical briefs.

Early Warning and Escalation

- Identify high-risk incidents requiring immediate attention.
- Escalate critical incidents to the Election Security Information (ESI) Hub.
- Recommend preventive response measures where appropriate.
- Support timely dissemination of early warning information.

Stakeholder Engagement

The Regional Lead Analyst shall maintain engagement with relevant regional stakeholders, including:

- Independent National Electoral Commission (INEC)
- Nigeria Police Force
- Other security agencies
- Civil society organisations
- Traditional institutions
- Religious leaders
- Media organisations
- Development partners
- Peacebuilding networks

These engagements will support:

- Information verification.
- Contextual analysis.
- Stakeholder coordination.
- Electoral risk mitigation.

Reporting

- The Regional Lead Analyst shall:
- Produce Consolidated Bi-weekly Regional Situation Reports.
- Prepare Monthly Regional Electoral Risk Assessments, incorporating regional trend analysis.
- Consolidate reports from ESROs.
- Produce Incident Verification Reports where required.
- Respond promptly to requests from the ESI Hub.
- Contribute to national analytical products, and to ESI Hub knowledge and communication products, including the periodic podcast, on request.

4. Deliverables

Each RLA shall submit:

- Consolidated Bi-weekly Regional Situation Reports (fortnightly, i.e. every two weeks; 12 reports), incorporating zonal hotspot changes, cross-state observations, verification notes, and a short coordination and compliance section covering ESRO reporting performance.
- Monthly Regional Electoral Risk Assessments (6), incorporating regional trend analysis.
- Incident Verification Reports (event-driven).
- End-of-Assignment Regional Electoral Risk Assessment (1), submitted using a structured template with a defined page limit.

Reporting Calendar

Each bi-weekly cycle shall run on a staggered schedule:

- ESROs shall submit State Situation Reports by close of business on Day 1 of the cycle;
- Regional Lead Analysts shall complete quality assurance and consolidation by Day 3;
- The ESI Hub shall publish the bi-weekly election security snapshot on Day 5.

On the monthly cycle, Regional Lead Analysts shall submit Monthly Regional Electoral Risk Assessments by Day 5 of the following month, and the ESI Hub shall issue the monthly election security report by Day 10. End-of-Assignment Regional Electoral Risk Assessments shall be submitted two weeks after the corresponding ESRO submissions.

Knowledge Product Volume and Use by the ESI Hub

Based on the six-month assignment period, each RLA is expected to produce approximately 19 scheduled regional knowledge products or reporting inputs: about 12 Consolidated Bi-weekly Regional Situation Reports, 6 Monthly Regional Electoral Risk Assessments, and 1 End-of-Assignment Regional Electoral Risk Assessment. Across six RLAs, this represents approximately 114 scheduled submissions. Incident Verification Reports are event-driven and submitted as risks require.

RLA products constitute the quality-assured regional layer between ESRO reporting and national ESI Hub analysis. The ESI Hub will use them to validate state submissions, compare zonal patterns, identify cross-state and regional conflict drivers, confirm hotspot changes, support risk forecasting, prioritise critical incidents for escalation, and generate national analytical products. In particular, the six regional bi-weekly and monthly products will consolidate the 37 state reporting streams into a manageable evidence base for bi-weekly bulletins, monthly risk assessments, hotspot maps, trend analyses, early warning alerts, election security briefs, Peace Accord compliance analysis, and decision-support briefings for the NPC and relevant stakeholders.

- All reports shall comply with approved data governance, confidentiality, and quality assurance protocols.

Deliverables shall be subject to review and approval by the ESI Hub; sustained failure to meet quality or timeliness standards may result in termination of the assignment.

5. Reporting Requirements

The RLA will report to the:

- ESI Hub Research Manager (Technical reporting line)
- Project Manager (Primary reporting line)

6. Required Expertise

Minimum Qualifications

- Bachelor's degree in political science, Peace and Conflict Studies, International Relations, Security Studies, Law, Sociology, Development Studies, Governance, Journalism, or a related discipline. A postgraduate qualification will be an added advantage.
- Minimum of five (5) years' professional experience in electoral risk analysis, election observation, governance, conflict prevention, peacebuilding, security analysis, research, or related fields.
- Demonstrated experience coordinating field monitoring teams.

- Strong understanding of Nigeria's electoral environment and conflict dynamics.
- Proven analytical and report-writing skills.
- Experience using digital data collection and reporting platforms.

Competencies

- Strong leadership and coordination skills.
- Excellent analytical and critical thinking abilities.
- Advanced report-writing skills.
- Experience in verification and information validation.
- Strong stakeholder engagement and facilitation skills.
- Ability to manage multiple reporting streams.
- Excellent communication skills.
- Ability to work under pressure and meet deadlines.
- High ethical standards.
- Proficiency in Microsoft Office applications and digital collaboration platforms.

Ethical Considerations

- Maintain strict political neutrality.
- Avoid conflicts of interest.
- Maintain confidentiality of all project information.
- Protect sensitive electoral data.
- Comply with the project's Code of Conduct.
- Uphold Do No Harm principles.
- Respect diversity, inclusion, and human rights.
- Refrain from accepting gifts, favours, or inducements from political actors or stakeholders.
- Avoid making unauthorised public statements regarding project findings.
- Violation of these standards may result in immediate termination of the assignment.

Ownership of Outputs

All reports, datasets, analyses, and other materials produced under this assignment shall remain the intellectual property of The Kukah Centre and the NPC. Such materials may be revised, reproduced, or disseminated as part of the programme's electoral risk monitoring and knowledge management activities.

7. Location of Work

The duty station shall be the RLA's assigned geopolitical zone. Travel within the zone shall be undertaken as required, security conditions permitting.

8. Duration of Assignment

The assignment shall run from October 2026 to March 2027, covering the pre-election, election, and immediate post-election periods of the 2027 General Elections. The engagement shall be continuous over this period. The indicative level of effort, remuneration, payment modality, and arrangements for logistics, communications, insurance, and duty of care shall be as specified in the expert's contract.

