

## **CONSULTANCY TERMS OF REFERENCE LATVIAN LANGUAGE RESEARCH ANALYST**

<b>Role</b>	Latvian Language Research Analyst (Consultant)		
<b>Reports to</b>	Project Senior Manager	<b>Direct reports</b>	N/A
<b>Budgetary responsibility</b>	N/A	<b>Resource responsibility</b>	N/A
<b>Safeguarding</b>	Adhere to ISD's Safeguarding Policy	<b>Key relationships</b>	All members of project team and key operations staff
<b>Consultancy Agreement</b>	From July, maximum of 80 days over 4 months - full time or part time candidates will be considered	<b>Location</b>	Located within European time zone
<b>Consultancy Day Rate</b>	Maximum €260 per day	<b>Level</b>	N/A

### **About ISD**

ISD is a think and do tank that works globally to safeguard public safety, national security, human rights and democracy in the digital age. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Paris and Washington DC.

### **Consultancy Purpose**

For the delivery of a new project, ISD is seeking to engage a Latvian-speaking research consultant to contribute to the analysis and write up of reports monitoring online platforms responses to online risks to civic discourse and electoral disinformation in the context of the 2026 Latvian parliamentary elections. Analysis will be conducted in Latvian. The consultant will need to be available to start from the beginning of July, for a maximum of 80 days over a period of four months. The consultant will be expected to fully integrate with the project team on working days and keep regular working hours (9am – 5pm CET).

### **Responsibilities and deliverables**

#### **Research & Analysis (100%)**

- Conduct original research on the online spread of electoral disinformation and influence operations, in the context of the 2026 Latvian parliamentary elections, using both qualitative and quantitative digital research methods (tools and training provided).
- Contribute to the development of risk assessments and research briefings on threats to civic discourse and electoral disinformation, in the context of these elections.

- Lead the creation of seed and keyword lists in Latvian (in collaboration with ISD’s Digital Analysis Unit).
- Oversee the regular monitoring, classification, and flagging of relevant content across social media platforms, leveraging proprietary tools (training provided) and supplementing this with manual analysis when necessary.
- Collaborate with other analysts to ensure a comprehensive and cohesive approach, recognising that this work cannot be conducted in isolation.
- Attend regular team meetings, inception sessions, and ad hoc trainings.

## CONSULTANT SPECIFICATION

### Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

### Our commitment to Equality, Diversity & Inclusion

We endeavour to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organisational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

### Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Problem Solving</li> </ul>
Courage	<ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Growth Mindset</li> </ul>

### Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment and ongoing performance management. They are also a framework for focusing on continuing professional and personal development.

	Essential	Desirable
<b>Knowledge, training and qualifications</b>	<ul style="list-style-type: none"> <li>Substantial relevant experience or degree-level qualification in relevant humanities or scientific discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant additional experience or master's degree.</li> <li>Qualification in a related topic.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrable professional experience in qualitative and quantitative social media research.</li> <li>Subject matter expertise in risks stemming from online manipulation and electoral disinformation, specifically in the Latvian context.</li> </ul>	<ul style="list-style-type: none"> <li>Experience with content analysis.</li> <li>Experience conducting literature reviews.</li> <li>Subject matter familiarity with digital regulation, particularly the EU's Digital Service Act (DSA) and the EC's guidelines on the mitigation of systemic risks to electoral processes.</li> <li>Previous experience in conducting research on TikTok, X, Facebook or Instagram.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Working proficiency in Latvian. This includes fluency with reading and listening.</li> <li>Extremely strong written English and oral communication skills.</li> <li>Ability to identify patterns and trends in quantitative and qualitative data.</li> <li>Ability to work well within a team environment.</li> <li>Exceptional attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>Social listening tools skills e.g. Brandwatch.</li> <li>Research using platform ad libraries.</li> <li>Data visualisation skills e.g. Tableau, Flourish.</li> <li>Open-source investigation (OSINT) skills.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Based in the UK, Germany, or other EU countries.</li> <li>Ability to work within a European time zone.</li> <li>Candidates must not have worked for a designated <a href="#">VLOP or VLOSE</a> in the three years prior to this project and must sign a Conflict-of-Interest Declaration affirming this if appointed.</li> <li>Available 20 days per month (or close to) for a four-month period from</li> </ul>	<ul style="list-style-type: none"> <li>Ideally based in Latvia</li> </ul>

	beginning of July to beginning of November. Part-time arrangements will also be considered for this role.	
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