

Terms of Reference

Vice Chair, CGIAR's Independent Science for Development Council ('ISDC')

Background

1. The ISDC mandate comprises the following¹, to be executed under the strategic oversight of the CGIAR System Council:
 - a. **Foresight** work to inform CGIAR's longer term research strategy;
 - b. **Horizon scanning** to provide analysis on how emerging trends and developments can be taken into account in CGIAR's work;
 - c. **Priority setting** exercises and analyses integrating both ex-post and ex-ante analyses;
 - d. Guidance for periodic **proposal assessment** processes; and
 - e. **Other functions**, on the strategic direction of CGIAR and the value of its research agenda.
2. Built on the principles of ensuring independence of advice; improved efficiency; improved communication; improved and systematic linkage between science and development through innovation and effective partnerships; and higher ownership and improved coordination of the advice by the System itself, the ISDC Chair's role is to lead and steward the ISDC's provision of world-class independent advice to the System Council.
3. The Vice Chair of ISDC is appointed from the current ISDC membership by the System Council on the recommendation of the ISDC Chair, after consultation with the Chair of the System Council's Strategic Impact, Monitoring and Evaluation Committee ('SIMEC'). Only if no current ISDC member is eligible or willing to serve as Vice Chair, an open and competitive selection process would occur following the ISDC member recruitment guidelines stated in the ISDC ToR.
4. Diversity dimensions (e.g., balance between the global south and north; complementary domain expertise, complementary gender) will be guiding selection criteria. Clause 8 presents all criteria.

¹ https://www.cgiar.org/wp/wp-content/uploads/2018/10/TOR-ISDC_Approved_04Oct2018.pdf

5. The Vice Chair is appointed for an initial period of up to three years, with a one-year assessment period for confirmation of continuation of the term. Absent any unforeseen event, it would be anticipated that the Vice Chair would be available for nomination as Chair at the conclusion of the current Chair's overall term.

Responsibilities of the Vice Chair

6. In the context of the defined ISDC mandate, the Vice Chair is expected to:
 - a. Support the Chair to drive the articulation of an overall vision for ISDC, including how it relates to that of other advisory services functions (e.g., the Standing Panel on Impact Assessment ('SPIA'), CGIAR System Internal Audit Function, and evaluation needs).
 - b. Along with Chair, maintain a close working relationship with the CGIAR System Council Chair, the System Board Chair and the Executive Management Team of CGIAR.
 - c. Serve as Acting Chair to represent ISDC when Chair is not available.
 - d. Support the Chair at all meetings and upon request chair meetings.
 - e. Ensures smooth transition of governance when succeeding the Chair.
 - f. Lead six ISDC monthly meetings a year and review follow-up documentation prepared by CGIAR's Independent Advisory and Evaluation Service.
 - g. Co-lead the ISDC semi-annual meetings and review subsequent actions in close collaboration with the Chair.
 - h. Serve as focal point for ISDC workplan development and monitoring.

ISDC Vice Chair Competencies

7. **In addition to ISDC Member competencies, the ISDC Vice Chair is expected to bring the following additional minimum competencies to the role:**
 - a. **Visionary with global perspective:** displaying strong ability to think strategically and analyze complex issues and be able to give clear recommendations and articulate priorities to support the System Council's discussions and decision making.
 - b. **Dynamic strategic leader with the capacity to develop and lead a panel of global experts:** Strong track-record in chairing a high-level panel or committee, or comparable leadership engagements.

- c. **Relationship builder and constructive contributor:** Capacity to understand CGIAR and support the System's efforts to better align its work and thrive in the context of an ever-evolving dynamic environment.
- d. **Strong communication skills:** The Vice-Chair should be able to convey ISDC's advice and strategic guidance clearly to stakeholders as well as the ability to listen to and take on board stakeholder inputs and perspectives.
- e. **Good judgment and being able to balance views:** A crucial element includes the ability to manage and balance differing views and communicating alternate points in a way that brings out the respective merits of those views.
- f. **Diversity** in dimensions such as geographic location, expertise, scientific discipline, and gender, complementing those of the Chair.
- g. **Willingness** to succeed into Chair role.

Eligibility to Serve as an ISDC Vice Chair

- 8. The ISDC Vice Chair serves in a personal capacity. As such, they will not represent the positions of, or seek or accept instructions from, any other party. The ISDC Vice Chair will recuse themselves from any matter falling within the ISDC mandate where they have an interest, affiliation or other factor that may create an actual or perceived conflict of interest, which cannot be mitigated in accordance with the ISDC Conflict of Interest Policy (which policy shall be consistent with any approved CGIAR policy on ethics and conflict of interest).
- 9. To maintain the integrity and independence of ISDC, persons will not be eligible to be appointed to serve as the ISDC Vice Chair if they are currently directly employed by any CGIAR entity or are currently serving on any CGIAR Center's Board of Trustees. As part of the practice of proactively managing potential or actual conflicts of interest, it is a requirement that any active involvement or previous linkage with CGIAR is declared at the time of nomination as ISDC Vice Chair, which involvement or linkage can then be assessed by the ISDC nominations panel. The successful candidate will be asked to sign an annual declaration of interest statement, including strategies to mitigate and avoid perceived and actual conflict.

ISDC Vice Chair commitment and honorarium arrangements

- 10. The time commitment of the ISDC Vice Chair is a maximum of 50 days per calendar year. Included in this time calculation is attendance at an average of two System Council in-person meetings each year and up to two in-person meetings of the ISDC each year. The average duration of such meetings will be 4 days. It also includes anticipated attendance at virtual SIMEC meetings when ISDC is an agenda item with a total time commitment up to two days.

11. The ISDC Vice Chair receives an honorarium², considered to be compensation for time spent, rather than a professional fee. The honorarium is calculated based on the estimated level of effort per work/task and currently stands at US\$760.00/day³ (subject to change on the approval of the System Council). Travel expenses are paid through CGIAR's Independent Advisory and Evaluation Service in accordance with applicable policies.

² As stated in the approved TOR of the ISDC (Article 7.5): "Where institutional arrangements of an individual ISDC member may require it, the CGIAR System Organization is authorized by the System Council to make payment of the value of the honorarium to an organization affiliated with a relevant ISDC member."

³ Taken from 2019-2021 budget submission provided for ISDC, as approved by the System Council at its 7th meeting in November 2018.