

Terms of Reference for the Nominations Panel for appointment process of SPIA Chair

Purpose

This document sets out Terms of Reference for the Nominations Panel for the appointment process of the Chair of the Standing Panel on Impact Assessment (SPIA). These TOR are aligned with the accountabilities for the Nominations Panel set out in the System Council-approved terms of reference for SPIA (*Approved by System Council with effect from 4 October 2018, latest version in effect from 20 July 2022*).

These TOR are brought to the System Council pursuant to article 4.5 of the System Council-approved Terms of Reference for SPIA, which provides that:

“4.5 Chair –The terms of reference and membership¹ for the nominations panel will be approved by the System Council.”

Action Requested

System Council members are invited to review and if considered appropriate, approve the Terms of Reference for the Nominations Panel for appointment process of SPIA Chair.

Special notice on ‘Consent Agenda’ status of this document

This item is presented to the System Council according to Article 7.1(a) of the System Council’s Rules of Procedure, permitting a ‘consent agenda’ consisting of items that require formal System Council decision but are submitted as a group for adoption by the System Council without discussion.

Further to the Rules of Procedure, **should a System Council member or Active Observer wish to remove an individual item from the Consent Agenda, that request should be communicated to the Secretary of the System Council by close of business Paris time on Thursday 4 May 2023.**

Document category: Working document of the System Council

This document is an internal working document of the System Council and may be distributed without restriction.

¹ Nominations Panel membership approved electronically by the System Council with effect from 28 April 2023.

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Background

1. The Terms of Reference for the Standing Panel on Impact Assessment (SPIA) were approved by the CGIAR System Council with effect from 4 October 2018, latest version in effect from 20 July 2022.
2. The TOR set out the membership of SPIA as follows:
 - 4.1 SPIA will consist of a core of three (3) standing members, one of whom serves as SPIA Chair. SPIA membership may be grown to a maximum of 3 additional special initiative members to provide strategic guidance in the delivery of the SPIA workplan as necessary.*
 - 4.2 The role specification and key competencies desired for SPIA members, as well as those specific to the SPIA Chair, will be approved and reviewed periodically by the System Council to ensure that they represent the optimal guidance on capacities required.*
 - 4.3 SPIA standing members, including the Chair, will serve an initial three years, with the possibility of renewal up to three additional years without further extension. To the extent possible, membership terms will be staggered to ensure a gradual refreshing of members.*
3. Pursuant to the section on the appointment process in the SPIA TOR, the SPIA Chair is appointed by the System Council based upon a merit-based, open and competitive selection process that includes the following elements:
 - a. A broad call for applications and nominations, including a visible public element as part of that call;
 - b. The terms of reference and membership for the nominations panel will be approved by the System Council.
 - c. The search and nominations process will be undertaken according to the policies of the CGIAR System Organization and be managed by the System Management Office under the overall oversight of the nominations panel. For the avoidance of doubt, the CGIAR System Organization has no decision-making role in regard to the selection of SPIA members.

Purpose and mandate

4. The purpose of the SPIA Nominations Panel ('nominations panel') is primarily to review and consider the applications and nominations submitted as part of the broad call for applications and nominations for identifying candidates for the SPIA Chair role.

Membership

5. A nominations panel comprised of up to six (6) persons from the following groups and chaired by the Chair of the System Council's Strategic Impact, Monitoring and Evaluation Committee ('SIMEC') or their delegate, which will review applications and nominations and make a final recommendation to the System Council:
 - i. Up to **two System Council members**, one of whom shall be the SIMEC Chair or her/his delegate;
 - ii. **ISDC Chair**;
 - iii. **One science leader** involved in the delivery of research outputs in a development context;
 - iv. **One external person to CGIAR**, who can bring relevant academic expertise and experience in impact assessment, including beyond science and economic performance
 - v. **One CGIAR System Organization representative** with relevant experience.
 - vi. **SPIA Member Observer** - *although not required by SPIA's TOR, this observer role was added on request of the SIMEC Chair.*
6. The membership of the nominations panel will be as diverse as is possible, and demonstrate CGIAR's strong commitment to ensuring gender equality and diversity in all facets of its work.
7. The membership of the nominations panel will be approved by the System Council at a business meeting or through electronic means.
8. The nominations panel will be chaired by the SIMEC Chair.

Operation

9. The nominations panel shall develop and undertake its work according to the agreed steps and timeline for the SPIA appointment. The work plan should envisage a not later than 4 September 2023 provision of a recommended candidate for the SPIA Chair to the System Council for decision. To the extent possible, the nominations panel may seek to expedite its work and bring forward its recommendations for decision at an earlier time, provided this does not adversely compromise the integrity of the nominations panel's work, or the presentation of an appropriately diverse pool of candidates.
10. Specifically, the nominations panel shall:
 - a. Review key resource materials including:
 - i. System Council approved terms of reference for SPIA and the Shared Secretariat, the SPIA workplan, and the SPIA website
 - ii. Advertisement for appointment of the SPIA Chair

- b. Receive applications and nominations for SPIA Chair
 - c. Review candidates against agreed criteria and develop a shortlist of recommended candidates
 - d. Carry out interviews (virtual) and consider reference checks on the short list of candidates
 - e. Present 2-3 recommended candidates in ranked order to the System Council for electronic no-objection decision (2 weeks). The ranked order will allow the nominations panel to have an alternate candidate should the highest-ranked candidate be rejected by the System Council or decline the offer. The document will contain a brief assessment of the extent to which the ranked candidates would fulfill the selection criteria and the candidates' relative ability to perform the duties of the Chair; and
 - f. Provide documentation of the nomination panel's work and any lessons learned that will be valuable in supporting future appointment processes.
11. The nominations panel shall conduct itself at all times in manner that respects the privacy and personal reputation of potential candidates, and work within an appropriate framework of confidentiality.
12. The nominations panel shall seek to make its decisions by consensus. Recognizing that the role of the nominations panel is to propose the best possible candidates for the SPIA Chair, where consensus cannot be obtained, the majority view of the nominations panel will prevail.
13. While it is difficult to make an exact calculation of the time involved, it is estimated that the work of the nominations panel will entail no more than approximately 3 fulltime equivalent days, with actual time contributions set out according to a timetable developed by the nominations panel Chair on consultation with the other panel members. A modest honorarium based on actual days' contribution will be made available to persons not otherwise fully remunerated through another organization, or where the use of the person's time requires compensation to their affiliated organization.