Terms of Reference
System Council
Strategic Impact, Monitoring & Evaluation Committee[1]

A.   Purpose

1.   <u>Strategic Impact, Monitoring and Evaluation Committee</u> ('SIMEC') is a standing committee of the System Council. Its purpose is to assist the System Council by:

      a.   Providing advice and guidance to the System Council on any gaps, challenges, and synergies related to the System Council independent impact, monitoring, and evaluation entities namely, the Standing Panel on Impact Assessment (SPIA), Independent Advisory & Evaluation Service (IAES), and the Independent Science for Development Council (ISDC) (collectively described herein as the Advisory Bodies[2]);

      b.   Building and facilitating a co-operative and cohesive relationship between the Advisory Bodies and with CGIAR's internal Portfolio Performance and Project Coordination units (PPU/PCU) (or any successor with similar responsibilities), with the aim of ensuring improved communication, transparency of discussions and recommendations, and providing advice across the Advisory Bodies to ensure a cohesive, effective and efficient approach; and

      c.   Providing advice to the System Council related to the System Council's approval of CGIAR Policies related to strategic impact, monitoring and/or evaluation that are critical to maintaining the reputation of the CGIAR System.

B.   Roles and Responsibilities

2.   <u>Advisory Bodies.</u> SIMEC shall advise and make recommendations to the System Council in relation to the Advisory Bodies in relation to

      a.   Approval of the Terms of Reference for the Advisory Bodies and any other advisory bodies or committees of the System Council that set forth their purposes and functions related to strategic impact, monitoring, or evaluation;

      b.   Review and endorsement of the Advisory Bodies annual work programs and budgets; and

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[1] Originally approved 11 May 2017 (SC/M4/DP3). This revision approved on 12 May 2023 (Decision Ref: SC/M18/DP5).

[2] It is noted that other advisory bodies and mechanisms exist in CGIAR's architecture, however in this document the term is used specifically to refer to those mentioned in paragraph 1.

    c.   Review Advisory Bodies' self-assessments and evaluate their effectiveness in fulfilling their functions under their terms of reference and provide recommendations accordingly.

3.   <u>Appointments, Nominations and Succession Planning.</u> SIMEC shall provide advice or recommendations to the System Council in relation to
    a.   The selection of the ISDC Chair and members;
    b.   The selection of the Head of IAES; and
    c.   The selection of the SPIA Chair.

4.   <u>Communications and Building Cohesive Relationships</u>. Without diminishing the independence of the Advisory Bodies, SIMEC shall provide advice to, and act as liaison between, the Advisory Bodies and the System Organization to ensure and initiate improved communication, transparency of discussions and recommendations, and to provide advice across the Advisory Bodies to ensure a CGIAR wide cohesive, effective and efficient approach.

5.   <u>Governance related to Strategy, Impact, Monitoring and Evaluation</u>. SIMEC shall advise and make recommendations to the System Council related to the System Council's approval of CGIAR Policies related to strategic impact, monitoring and/or evaluation that are critical to maintaining the reputation of the CGIAR System.

C. Composition

6.   <u>Membership</u>. Membership of SIMEC shall be composed of a maximum of nine (9) persons who represent voting member constituencies of the System Council.[3]

7.   SIMEC members are nominated and appointed by the System Council.

8.   <u>Skills and experience</u>. Persons serving as members of SIMEC who are not a System Council member or alternate member shall have the following experience and skills:
    a.   Knowledge of CGIAR, its vision, mission, goals, objectives, and processes;
    b.   Experience in evidence-based strategic planning in research and development organizations; and
    c.   Familiarity with results frameworks, impact assessment, programmatic evaluation, and programmatic reporting.

9.   <u>Chair.</u> In the usual course, the members of SIMEC shall elect a Chair from among themselves. If the SIMEC members determine that an external chair would enhance the committee's operations, and upon System Council approval, the Chair may be an independent person. In such cases, the System Council approved terms of reference for an external Chair, once approved, would guide the identification and appointment process for that person, including the required skills and competencies and honorarium arrangements.

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[3] Representatives who serve as members of the SIMEC would ordinarily be the member or alternate member of the System Council, or another person who is a member of a voting constituency that is well linked to the System Council discussions and can participate in a proactive and informed way.

10. If circumstances require, the Chair may delegate duties to an individual of his/her choosing if acceptable to the other SIMEC members.

11. Terms of members. Each SIMEC member (including the Chair) shall serve on the committee for up to three years and may be renewed. Renewal of terms shall be determined by the System Council.

12. Meeting attendance. Whilst typically, SIMEC meetings will be held amongst the members, a SIMEC member may attend a meeting with another member of his/her constituency to bring additional topic specific expertise after consultation with the Chair. Should a SIMEC member be unable to attend a particular meeting and wish to send a substitute, the member will ensure that the person standing in for them will be fully briefed on current SIMEC business in advance of meeting attendance.

D. Operations

13. Meetings. SIMEC shall meet at least twice per year, and prior to System Council meetings. SIMEC shall meet as determined by the Chair in consultation with the other members.

14. Engagement with other parties: The Chair of SIMEC shall interact regularly with and report to the System Council on the results of the committee's deliberations, as well as any issues relevant to its discussions. The Chair, at his/her discretion, will interact with a relevant committee of the System Board as relevant to SIMEC deliberations.

15. Disclosing conflicts of interest. Where a member has a conflict of interest on a specific topic under discussion, they will make the circumstances of the conflict known to the SIMEC, to ensure that discussions proceed in an open and transparent manner.

16. Quorum. A majority of members, one of whom is the Chair or his/her delegate, shall constitute a quorum for the transaction of business.

17. Meeting support. The System Organization's budget for system costs must include the cost of reasonable support for the SIMEC operations to ensure its efficient and effective functioning.

18. Access to expertise, including consultants. SIMEC, in fulfilling its duties under these TOR, will draw on expertise from the System Organization, CGIAR staff and the Advisory Bodies. The System Council may decide to provide additional support in the form of external consultants to assist the SIMEC with its work.

19. Delegation of Authority. SIMEC shall have the power to delegate on an exceptional basis its authority and duties to the Chair or individual committee members as it deems appropriate. Individual SIMEC members may call on members of their own constituency to support them in their role as a SIMEC member.