

ISC workshop with FP leaders – 28-29 June 2017

FOR DISCUSSION

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DRAFT

**FTA Flagship Program Leader Terms of Reference
and Rules of Engagement between the incumbent, his/her employer and FTA**

(I) Terms of reference

In close collaboration with the Flagship team, the other Flagship leaders and the FTA Director, the Flagship Leader is responsible for:

1. Scientific leadership.
2. Flagship program research management: work planning, animation, execution and reporting.
3. Delivering on the flagship program's outcomes.

Scientific leadership

- Provides scientific, conceptual and methodological leadership for the research undertaken in the FP.
- Proposes the research strategy of the FP, and its adaptation to the evolving context.
- Contributes to CRP-level coordination and integration.
- Ensures internal and external communication on FP activities, in order to increase the strength of FTA partnerships, to contribute to outreach and to fundraising.
- Stimulates proposal development, leverages fundraising opportunities, encourages partnerships to develop the FP and more broadly FTA.

Research management: work planning and budgeting, animation, execution and reporting

- Provides FP inputs to the W1+2 priority-setting mechanism.
- Requests, coordinates and assembles FP participants inputs and contributions to the work planning, budgeting, execution and reporting cycle.
- Informs the FTA director about the development of new bilateral projects in the FP, including those developed by other strategic partners and proposes these for inclusion in FTA's research portfolio as per the FTA bilateral project vetting/mapping process.
- Ensures that adequate project information is entered into the FTA management system (including traffic-light reporting).
- Provides consolidated reports as and when requested by the CRP Director.
- Ensures the compliance with FTA rules and procedures, e.g. FTA branding guidelines in the FP.

Delivery on the flagship program's outcomes

- Provides technical backstopping to, and oversees cluster of activity leaders and project investigators to ensure ex-ante and ex-post quality of research proposals and products, and delivery of outputs and outcomes in the FP.
- Monitors and reports on progress on outputs, outcomes and impact pathways, in consultation with the Monitoring, Evaluation and Impact Assessment team.

Required qualifications

- At least 15 years of experience in the areas of FTA, covering for part upstream research and downstream engagement
- Track record and capacity for strategic forward thinking, and coherent, focused ability for putting together research programs
- Recognized competence in relevant scientific disciplines and familiarity with policy and practice in the areas of the FP.
- Ability to work efficiently and with a track record of delivering on time
- Track record for delivering high value outputs (analyses, products, presentations) and outcomes (research and engagement that results in stakeholders changing what they do)
- Excellent interpersonal skills with a proven track record of facilitating participation in collaborative endeavors, and in building partnerships in the research to development continuum
- Excellent research management record.

(II) Rules of engagement

1. Programmatic reporting lines, time engagement

The Flagship leader reports to the FTA Director for the duties described above and for the proportion of time spent on FP management and coordination. The flagship leader continues to report administratively to his/her employer, even for his/her time devoted to FTA.

FP leaders are expected to dedicate at least 25% of their time to the above duties.

The ToRs given to them by their employer in their institution shall make reference to these ToRs, and to the time requirement, as FTA FP leaders.

2. Performance assessment

The FTA Director agrees on the sections of the staff's performance plans with his/her employer, for what relates to the his/her annual activities and objectives under these ToRs. The FTA Director provides input, for what the above duties are concerned, to the performance evaluation conducted by its employer against those activities and objectives.

3. Selection

The Flagship Leader is appointed by the Lead Center DG, based on a recommendation by the FTA Director, after a competitive call amongst program participants and partners, and in consultation with the management team.

4. Financial support

FTA will cover a flat amount, decided by the ISC and endorsed by CIFOR's BoT, to the employer of the flagship leader to cover FP leader staff time and administrative support

5. Term of appointment

The Flagship leader is appointed for an initial period of two years. Current FP leads started their mandate on 1 January 2017.

If for any reason, the FP leader leaves his/her organization, or resigns, his/her position as FP leader is terminated.

At the end of the appointment period, or upon request of one of the parties as necessary and appropriate, a performance evaluation will take place involving inputs from the employer, the Flagship team members, the Management Team and the Steering Committee as a basis for extension or reassignment of the appointment.