

ISC workshop with FP leaders – 28-29 June 2017

FOR DISCUSSION

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DRAFT

Terms of Reference for FTA CCT leaders

(or FTA gender/capdev/data/MELIA research coordinator)

and rules of engagement between the staff member, his/her employer and FTA

(I) Terms of Reference

In close collaboration with the Flagships' teams, the MSU and the FTA Director, the cross-cutting theme leader (or research coordinator) responsible for:

1. Scientific leadership in integrating (gender/capdev/data/MELIA) research and methods throughout FTA.
2. Management of the (gender/capdev/data/MELIA) cluster of the Support Platform (SP): work planning, animation, execution and reporting.
3. Delivering on the (gender/capdev/data/MELIA) research outcomes in FTA.

Scientific leadership

- Provides scientific, conceptual and methodological leadership for (gender/capdev/data/MELIA) specific research and for its integration across FTA FPs.
- Proposes the (gender/capdev/data/MELIA) research strategy, and its adaptation to the evolving context.
- Contributes to CRP-level coordination and integration.
- Ensures ex-ante and ex-post quality of research proposals and products in FTA [*will be tuned for gender/capdev/data/MELIA*].
- Ensures internal and external communication on the cluster's 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.

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

- Provides the SP/Cluster inputs to the W1+2 priority-setting mechanism.
- Requests, coordinates and assembles SP/cluster participants inputs and contributions to the work planning, budgeting, execution and reporting cycle.

- Informs the FTA director about the development of new bilateral projects and proposes them 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.

Delivery on the SP/Cluster program's outcomes

- Provides technical backstopping to, and oversees FP leaders and project investigators work to ensure proper ex-ante and ex-post quality of research proposals and products, and delivery of outputs and outcomes in FTA, for what the dimension of the cross-cutting theme is concerned.
- Ensures, monitors and reports on progress on outputs, outcomes and impact pathways, in consultation with the Monitoring, Evaluation and Impact Assessment team. [this will be adjusted for MELIA, in the other way around]

Required qualifications

- At least 10 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.
- Excellent interpersonal skills with a proven track record of facilitating participation in collaborative endeavors, and in building partnerships in the research to development continuum
- Track record for delivering high value outputs (analyses, products, presentations) and outcomes (research and engagement that results in stakeholders changing what they do)
- Excellent research management record.
- Ability to work efficiently and with a track record of delivering on time

(II) Rules of engagement

Programmatic reporting lines, time engagement

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

CCT leader/research coordinator 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 CCT leader/research coordinator.

Evaluation

The FTA Director agrees on the sections of the staff's performance plans with his/her employer, for what relates to 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.

Selection

The CCT leader/research coordinator is appointed by the FTA Director, after a competitive call amongst program participants and partners, and in consultation with the management team.

Financial support

Financial support to the CCT lead employer (to partially cover staff time and administrative support) is integrated into the W1+2 allocations decided annually by CIFOR's BoT.

Term of appointment

The CCT leader/research coordinator is appointed for an initial period of two years. Current CCT leads started their mandate on 1 January 2017.

If for any reason, the CCT leader leaves his/her organization, or resigns, his/her position as CCT 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 CCT lead employer, the Flagship leaders, the Management Team and the Steering Committee as a basis for extension or reassignment of the appointment.