



**Agenda Item 9**

For decision

Issued: 23 May 2025

## Terms of Reference

### Consultancy: Senior Advisor to Incoming ISDC Chair

#### Purpose

Further to discussions between the Interim Chair of SIMEC and the Independent Advisory and Evaluation Service (IAES) Director, this pre-read proposes the support for the ISDC succession and transition period, given there is no anticipated overlap between the outgoing and incoming ISDC chairs. The goal is a smooth transition during between the outgoing and incoming Chairs, including in the transition of the substantive oversight duties of the chair (i.e., per the IAES Terms of Reference). The recommended plan involves the current ISDC Chair serving as an Advisor to the new Chair from 1 October 2025 through to 31 December 2025, to overlap with the beginning of the new Chair's tenure (which is planned to commence by 1 October 2025).

#### Action Requested

The System Council is requested to review and approve this proposed working arrangement.

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Prepared by: IAES with the input of the SIMEC Interim Chair.



**Terms of Reference**  
**Consultancy: Senior Advisor to Incoming ISDC Chair**

*Background*

The Independent Science for Development Council (ISDC) is an eight-person independent science advisory council comprised of diverse experts that provides strategic advice to the System Council. ISDC is supported by its Secretariat within the Independent Advisory and Evaluation Service (IAES).

ISDC is led by a Chair and Vice Chair. The ISDC Chair is limited to two, three-year terms, as defined in the ISDC Chair [Terms of Reference](#). The current Chair, Holger Meinke's second term ends 20 September 2025. Recruitment for the new Chair is in process, with an anticipated start date of 21 September and no later than 1 October 2025<sup>1</sup>. To ensure adequate coverage and historical knowledge sharing in a year that included an ISDC external review of the Inception Reports for the 2025-2030 Research and Innovation Portfolio, and for the effective transition of substantive supervisory responsibilities pertaining to the IAES Director, this is a proposal for Holger Meinke to serve in an advisory capacity to the new Chair from 1 October through 31 December 2025.

These Terms of Reference were codeveloped with the SIMEC Interim Chair.

*Terms of Reference for Advisory Consultancy*

Purpose: Transitional and onboarding period for ISDC Chair

Dates: 1 October to 31 December 2025 consultancy contract, with reporting line to SIMEC Interim Chair

Level of Effort: Up to 30 days at ISDC member honoraria rate, not to exceed 23K USD<sup>2</sup>

Responsibilities:

- Present the ISDC Inception Report review in any relevant meeting (the report will be delivered early August but the presentation dates for ISDC and others have not been communicated)
- Participate in Chair induction activities. Activities include but are not limited to a series of meetings (approximately six) with the incoming Chair, on a schedule that aligns with the representative tasks of the incoming Chair.
- Provide a full brief and handover vis-à-vis the Chair's management obligations regarding the IAES Director.
- Participate in the ISDC monthly meetings, making relevant contributions to the agenda and discussions (October through December).
- Complete off-boarding discussions with the Chairs of SIMEC, IPB, IPB Science Committee, System Council, Chief Scientist, Executive Managing Director, IAES Director, SPIA chair (approximately 10 meetings).
- Complete the annual performance appraisal of the IAES Director, engaging the SPIA and SIMEC chairs, and involving the incoming chair in appraisal process.

<sup>1</sup> If there is a delay in the appointment of the new chair, the current Chair Terms of Reference would be extended until such date.

<sup>2</sup> No additional budget is sought; IAES budget will cover the consultancy cost