

Terms-of-Reference

Executive Secretary CGIAR Fund Council

Job title:	Executive Secretary, CGIAR Fund Council
Network:	Sustainable Development
Sector:	ARD
Manager:	Inger Andersen
Grade:	GH
Appointment Type:	Term
HR Contact:	Michele A. Armitage (marmitage@worldbank.org)
Posting Date:	August 30, 2010
Closing Date:	September 23, 2010
Language Preference:	English (essential)
Location:	Washington, DC
Appointment:	International Hire

Background/General Description

The CGIAR is a global research-for-development partnership with a vision to reduce poverty and hunger, improve human health and nutrition, and enhance ecosystem resilience through high-quality international agricultural research, partnership and leadership. The World Bank has been a co-sponsor of the CGIAR since its founding in 1971 and has since been providing its Chair and Secretariat. The CGIAR system has undergone a major reform in 2009, led by the Chair, and redefined the components of the partnership. The New CGIAR system is characterized by (i) the *CGIAR Funders* coordinated through the CGIAR Fund, and (ii) the *CGIAR Doers* coordinated through the Consortium of CGIAR Centers established by the 15 research Centers of the former Consultative Group on International Agricultural Research. The *funders* and *doers*, working with partners, implement an agreed Strategy and Results Framework aimed to realize the vision of this international research system. This strategy is to be implemented through a portfolio of Mega Programs, ambitious research programs that aim to address today's most pressing agricultural research for development challenges.

The CGIAR Fund is a new multi-donor, multiyear funding mechanism designed to provide strategic financing to support priority Mega Programs to be implemented by the Consortium. The Fund is being established as a new Trust Fund at the World Bank. The World Bank Group (WBG) is committed to working to promote poverty reduction and inclusive and sustainable development in developing countries. Recognizing the inter-linkages between economically, socially and environmentally sustainable development, the WBG is taking an integrated approach to achieving these goals under the leadership of the Sustainable Development Network (SDN), where the CGIAR has been administered since the founding of SDN.

The CGIAR Fund aims to facilitate harmonization of donor support by providing a single entry point for financing CGIAR programs and institutions. The Fund Council is the Fund's decision-making body, representing the Fund Donors who meet, along with donors providing bilateral funding to CGIAR Centers, at a biennial Funders Forum. The Fund Office is the principal support unit to the Fund Council and the Funders Forum. Organizationally, the Fund Office is a part of SDN, reporting to its vice-president, who also serves as Chair of the Fund Council and co-chair of the Funders Forum. The Fund Office operates under the World Bank policies and procedures. The Executive Secretary of the Fund Council manages the Fund Office.

The main responsibilities of the Fund Office include: (1) providing support to the Fund Council and its Chair in the conduct of the Council's business, including organizing Fund Council meetings, drafting background notes and papers, mobilizing resources for the CGIAR, managing relations with Fund Donors, and following-up the implementation of Fund Council decisions; (2) providing support to the Funders Forum and its Chair in organizing and backstopping the Funders Forum; (3) serving as the key Fund Council liaison with the Trustee, the Consortium, the Independent Science and Partnership Council, the Independent Evaluation Arrangement and other CGIAR units; and (4) serving as the focal contact of the Fund Council on a day to day basis and coordinating the communications of the CGIAR Fund.

Duties and Accountabilities

The Executive Secretary (ES) of the Fund Council (FC) reports to the SDNVP in her dual capacity as Vice-President at the World Bank and Chair of the CGIAR Fund Council. S/He serves as adviser to the FC Chair on the strategic directions of the CGIAR system and the CGIAR Fund and represents the Council and the Chair when delegated to do so. Specific duties and responsibilities include:

- Lead the organization of Fund Council meetings (face-to-face and virtual) in consultation with the Chair; communicate the results of the Council's deliberations to the relevant parts of the CGIAR system through the preparation of approved minutes and follow up on the status of issues raised by the FC.
- Ensure that the Fund Council has the information it needs to make decisions on a timely basis. This includes: (a) placing funding requests in the wider context of other demands on CGIAR funding and the current and future availability of funds; (b) presenting analysis of the proposed governance mechanisms in terms of effective and efficient use of the funds; (c) ensuring that the information provided to the FC by other bodies, generally by the Consortium or ISPC, fully identifies both the risks and rewards and is summarized in a form that will allow FC members to make decisions.
- Advise the Council and its Chair in resource mobilization for the CGIAR, in collaboration with the Consortium, and provide FC periodic information on funding projections through the CGIAR Fund. Manage relations with each Fund Donor and facilitate interaction between the Fund Council and the Consortium in the development of Mega-Programs.
- Lead efficient and timely delivery of the Fund Office's response to Fund Council's and the World Bank management's demands and, at the specific request of the FC, coordinate the conduct of monitoring and evaluation of the Mega Programs and the system as a whole.
- Coordinate the FC and ISPC member nominations and appointment processes and advise the FC on the reasonableness of the proposed ISPC budget in light of the proposed work program and historic budget trends. Working with the ISPC, ensure that comments on the Mega Programs and other advice (sought by the FC) on the scientific value of work of the Centers and their partners is provided on a timely basis.

- Develop the agenda, prepare background documents and organize the biennial Funders Forum; inform the Funders Forum about funding requests and projections for the Mega Programs, the Centers and the system costs through collaboration with the Consortium and other CGIAR units such as the ISPC.
- Coordinate the Fund Office's work programs with those of the Trustee, the Consortium, ISPC, and other CGIAR system units. While the financial reporting and management of the CGIAR Trust Fund rests with the Trustee, the ES will communicate with the Trustee (as well as the Legal VPU) to ensure that the required agreements supporting donors' participation in the Trust Fund are in place, that the decisions of the FC on resource allocations have been received and that the necessary financial reports are provided to donors on a timely basis.
- Provide oversight on communications and information management for the Fund, and coordinate with the CEO of the Consortium on communications and marketing for the CGIAR system.
- Ensure collaboration and communication among the key CGIAR actors and promote cooperation. Serve as the focal point for the Fund, in counterpart to the CEO of the Consortium, for the day to day operation of the Fund Council.
- Develop the Fund Office's budget for approval by the FC and be responsible for monitoring and tracking of the unit's deliverables; coordinate with individual task managers and the Resource Management Officer to ensure that the work is proceeding in a timely manner and on budget.
- Ensure that the Fund Office performs effectively and efficiently in providing essential organizational, managerial and administrative support to the Fund and, together with the Consortium, to the entire CGIAR system.
- Manage the day to day activities of the Fund Office, oversee the effective performance, evaluation, and career development of its staff, and mentor staff.

This is a three year renewable term position. Staff on open-ended appointments at the World Bank will retain their current employment status if selected.

Selection Criteria:

- An advanced degree (Masters and 15 years of experience or PhD with 12 years of experience) in agricultural science or social sciences.
- Prior international work experience in achieving results on the ground (preferably in more than one world region including both pre-Bank and Bank experience).
- Demonstrated intellectual leadership and experience in international development, particularly agriculture and/or agricultural research for development.
- Demonstrated political judgment and recognized ability to lead strategic partnerships, align goals, and promote collaborative action.
- Strong client orientation and skills in policy dialogue and/or change management on complex institutional, governance and finance issues. This includes a demonstrated ability to provide high quality leadership by taking principled and balanced positions on agricultural development and partnership themes, in order to overcome obstacles, improve the design of tasks and facilitate their implementation/diffusion.
- Excellent interpersonal skills; a proven team player, deeply committed to working unselfishly across all forms of boundaries, and experienced in working highly collaboratively in a broad range of cultural and social contexts, acting with integrity at all times to build trust and create an enabling work environment.
- Excellent managerial and communication skills for managing staff of the unit, coordinating multiple

partners, and building strong teams across institutional boundaries.

- Strong ability to guide, mentor and coach staff on substantive and procedural issues, and to effectively transfer knowledge on international agricultural research issues to peers and counterparts.
- Experience in leading operational work, including major projects in the agriculture sector, and working in multi-sectoral teams desirable.

Bank Wide Managerial Competencies

- Selecting, coaching and appraising staff: attracting and selecting highly effective staff to build teams diverse in gender and nationality. Appraising their ability and potential, giving candid performance feedback, rewarding desirable behaviors, providing support for professional development efforts linked to business objectives.
- Planning and managing staff to achieve quality results: developing realistic plans with available human resources. Establishing high standards of performance and demonstrating a commitment to excellence. Empowering staff by removing obstacles to achieving business goals. Focusing on results and delivering what is promised on time and within budget.
- Focusing on big picture and overall framework for development: communicating clearly and precisely the development goals and strategies for achieving them.
- Encouraging innovation and knowledge sharing in an open, team-based environment: creating an environment conducive to teamwork. Continuous learning and innovation. Building alliances and promoting open communication and collaboration to achieve joint objectives.
- Inspiring trust and passion in the Bank's mission: establishing straightforward productive relationships. Treating all individuals with fairness and respect. Demonstrating sensitivity for cultural and gender differences. Showing great drive and commitment to the Bank's mission. Inspires others, maintains high standards of personal integrity.
- Influencing and resolving differences: determining needs and forging solutions that benefit all parties. Promoting collaboration and facilitating teamwork across organizational boundaries.
- Promoting client orientation: balances a responsive and proactive approach to meeting client needs. Encourages staff to understand client needs and concerns. Ensures provision of customized services and products as appropriate. Responds promptly and effectively to client needs.
- Driving for results: makes things happen and is proactive. Balances "analysis" with "doing". Sets high standards for self and others. Identifies work objectives that are fully aligned with the Bank Group's mission and goals.
- Creating an environment that supports continuous learning & knowledge sharing: uses knowledge to equip clients and staff. Promotes continuous learning environment. Shares knowledge and information. Builds partnerships and creates an environment for learning and knowledge sharing.
- Promoting diversity and inclusion (D&I): builds diverse teams and manages differences to achieve business results. Demonstrates commitment to D&I through staffing decisions (recruitment, promotion recognition, etc.). Respects and values differences; listens with an open mind and enables all staff to actively, visibly contribute. Challenges preferences in self and others that may affect workplace decisions. Models behaviors that promote a more inclusive organizational culture.

Note: World Bank rules mandate retirement at the age of 62.