

## INTERNATIONAL INDEPENDENT REVIEW PANEL

### TERMS OF REFERENCE

**(Approved by the GCERF Governing Board at the 1<sup>st</sup> Board Meeting, in November 2014;  
Revised November 2019)**

#### **A. MANDATE**

- 1. Identity.** The international Independent Review Panel (“IRP”) is an independent, impartial group of experts appointed by the Governing Board (the “Board”) of the Global Community Engagement and Resilience Fund (“GCERF”) to provide a rigorous technical assessment of requests for funding made to GCERF.
- 2. Advisory Body.** The IRP may serve as an advisory body to the Board upon the Board’s request.
- 3. Roles and Responsibilities.** The IRP is responsible for:
  - a. providing feedback to the independent entity commissioned to undertake the Country Needs Assessments (“CNAs”), prior to the CNAs’ completion;
  - b. reviewing, providing feedback, and ensuring PVE specification of GCERF portfolios throughout the grant cycle by reviewing grant proposals including work plans, results frameworks, concerning where and how GCERF funding could make the most significant contribution;
  - c. reviewing, providing feedback, and advising on grant proposals submitted by applicants;
  - d. reviewing funding applications against established technical standards, and providing the Board with recommendations for funding grant proposals above USD 1M;
  - e. supporting capacity strengthening of GCERF grantees, Country Support Mechanisms (CSM), and other stakeholders such as through participating/contributing to training sessions and materials on P/CVE, de-radicalisation, rehabilitation, and reintegration, etc.;
  - f. providing technical feedback on thematic interests of GCERF upon request such as rehabilitation and reintegration of returned foreign terrorist fighters (RFTFs) and their families including concept notes, calls for proposals;
  - g. participating in GCERF organised events.

#### **B. MEMBERSHIP**

- 1. Size.** The IRP shall consist of no less than eight (8) and no more than fourteen (14) experts specialised either in GCERF's thematic or geographic interest.
- 2. Independence.** The IRP is a group of experts who are all institutionally independent of the Secretariat, Board, and other governance structures of the Board. IRP members serve in their personal capacities and do not represent their employer, any government, or other entity. Members of the Secretariat are ineligible to serve on the IRP. Board Members, Alternate Board Members, Board committee members or individuals who participate in Board meetings as part of Board constituency delegations, and CSM members shall stand down from these roles if selected and agreed upon to serve on the IRP.
- 3. Expertise.** As a whole, IRP membership shall, to the extent possible, include experts in the following areas:
  - a. preventing and countering violent extremism ("P/CVE") and understanding the drivers of recruitment and radicalisation to violent extremism;
  - b. community-level resilience and capacity development of grassroots and community-based organisations;
  - c. conflict transformation, rehabilitation and reintegration for violent extremism and ex-combatants(DDR);
  - d. linking policy and advocacy to civil society in the efforts to P/CVE;
  - e. P/CVE, rehabilitation and reintegration curriculum development;
  - f. small- and medium-size enterprise and livelihood development for marginalized population groups;
  - g. experience in intra-faith and inter-faith dialogue;
  - h. engendered issues – youth, women, and victims/survivors of terrorism;
  - i. strategic communication on P/CVE; and
  - j. expertise in GCERF partner countries and other countries vulnerable to VE that are likely to become GCERF partner countries in the next few years.
- 4. Other.** In addition to the expertise listed above, IRP members should ideally have:
  - a. experience in applying for or assessing requests for grant funding and making recommendations and in financial management including budgeting and financial reporting; and
  - b. experience in developing, funding, managing or overseeing programmes in the fields of P/CVE, DDR, and SSR in developing countries.
- 5. Term.** IRP members shall serve for up to three years and are eligible for appointment for a second term of up to three years. IRP members may resign from the IRP at any time before the end of their term by informing the Chair of the IRP in writing. Based on the request of the IRP and/or the Secretariat, the Board can extend the term of the IRP member based on their performance for an additional three years.
- 6. Chair.** The IRP, at its first meeting of any term, shall elect a Chair from among its membership. The Chair serves a term of three years and is eligible to be reappointed

for another three years, or until the appointment of his/her successor. The maximum term of service of six years shall not be extended for the IRP Chair.

### **C. SELECTION**

GCERF strives to achieve diversity of the IRP, which shall, to the extent possible, reflect geographic, ethnic, religious, and gender diversity. The recruitment of the IRP members shall be transparent and criteria-based manner. The Secretariat will screen and complete appropriate reference checks for all applications for IRP membership, reaching out to candidates as necessary.

Once a selection of IRP membership is made, either by the Chair of the Board for the initial IRP, or based on consensus of the IRP for the replenishment, a recommendation shall be sent to the Board for a decision. Where necessary, at the determination of the Chair of the Board, the email no objection process set out in Article 2.9a of the Bylaws will be used.

### **D. ETHICS AND CONFLICTS OF INTEREST**

- 1. Covered Persons.** IRP members must abide by the requirements of the Policy on Ethics and Conflicts of Interest, including making an annual declaration of their conflicts of interest. In addition, IRP members may not participate in the review of a funding request in which they had any participation either in its development or at the CSM level.
- 2. Disclosure.** IRP members shall uphold the integrity of the IRP and its independence. IRP members shall disclose all actual, potential or perceived conflicts of interest to the IRP chair and recuse themselves from review of particular funding requests or other IRP work.

### **E. WORKING METHODS**

- 1. Meetings.** In general, the IRP will work through the use of telecommunications, including audio/video conference, email communications, and in-person meetings may be requested, and expenses incurred will be covered by GCERF. The IRP Chair, in consultation with the Head of the Portfolio Management Unit, will decide on the modality to use for meetings of the IRP, taking into consideration budgetary implications.
- 2. Decision-Making.** To the extent possible, recommendations will be made by consensus of the IRP. If the IRP Chair determines that consensus cannot be reached, he or she may call for a decision by majority vote. The IRP has up to two weeks to make its recommendation with any reservations/requests for modifications. In the event that modification and/or clarifications are sought by the IRP, the Country Support

Mechanism will be provided with a reasonable amount of time to address them, including consulting with the Potential Grantee(s), if necessary.

**3. I) Recommendations to the Secretariat.** For grant applications below USD 1M, the IRP's recommendation for funding shall be transmitted to the GCERF Secretariat for decision through the Portfolio Management Unit.

**II) Recommendations to the Board.** For grant applications above USD 1 M, the IRP's recommendation for funding shall be transmitted to the Board for decision.

As part of its recommendation to the Secretariat or the Board, the IRP may, *inter alia*:

- a. identify issues that may need to be addressed during grant implementation but do not affect the recommendation made concerning the grant; and/or
- b. identify reservations or specific requests for modification related to aspects or dimensions of the application and request re-submission of the application.

#### **F. OPERATIONAL COSTS**

IRP members will receive an honorarium of USD 2,000 a year, in addition to travel expenses where applicable.

#### **G. ATTENDANCE AT BOARD MEETINGS**

**1. Chair Attendance.** The Chair of the IRP shall be invited to attend all face-to-face meetings of the Board, and, at the discretion of the Chair, depending on the agenda for the meeting, audio or teleconferences of the Board.

**2. Other.** Other IRP members may request to attend face-to-face meetings of the Board as observers.

#### **H. ASSESSMENTS**

The IRP shall conduct a self-assessment of its functioning on a biennial basis. As part of this process, the Chair of the IRP may recommend the removal of an IRP member whose performance is deemed inadequate.