

# APPENDIX 8

## Sample terms of reference for the advisory committee

### Terms of reference

SSA: Advisory committee for pilot implementation

Location:

Duration:

Start date:

### Scope of work

To facilitate the implementation of the assessment in [name of country], and to provide inputs on the conduct of the assessment exercise, an advisory committee will be appointed consisting of representatives from [name of participating stakeholders].

Specifically, the advisory committee will perform the following tasks:

- Oversee the administrative, programmatic and logistical aspects of the process from preparation to final presentation of the report
- Be responsible for ensuring a smooth implementation process for the duration of the assessment process by enabling speedy and thorough decision-making processes
- Provide substantive advice and support to [name of lead expert] and other implementing partners involved in the assessment process
- Together with [name of lead expert] and [name of administrative agency], assist in publishing and disseminating the decision to initiate the diagnostic process through relevant media and communication channels
- Oversee the necessary logistical preparations and follow-up, including organization of meetings with [name of lead expert] to address operational and substantive issues as they arise and address needs in a timely manner
- Together with [name of lead expert], oversee the gender perspective throughout the self-assessment process
- Through their representation on the advisory committee, strategically manage partnerships and cooperation between the independent expert and their respective agencies
- Assist in data analysis and presentation.