

TERMS OF REFERENCE SRP MONITORING & EVALUATION (M&E) COMMITTEE

Approved 9 December 2020

1. INTRODUCTION

The SRP M&E Committee provides oversight, guidance and support in relation to database development and management; data sharing, ownership and use; data privacy and legal compliance. The Committee also provides *ad hoc* guidance for the Board, Secretariat and members.

2. COMPOSITION OF THE COMMITTEE

1. The Committee shall comprise a maximum 7 representatives, including Full Members, Observers and (at the Committee's discretion) external experts as dialogue partners on a *pro bono* basis.
2. The Committee shall be appointed and led by a member of the Board and shall maintain a fair balance of stakeholder constituency interests.

3. SCOPE OF WORK

The Committee is concerned primarily with collection, aggregation, analysis and reporting of SRP project data generated by members and partner projects around the world and will provide the membership with pre-competitive support as defined below. Specifically, the Committee is responsible for the following functions:

1. Oversight over development of an ICT-based system-wide reporting architecture for SRP, based on the SRP Standard and Performance Indicators;
2. Evaluate functional requirements, evaluate Expressions of Interest and proposals from qualified service providers and make recommendations to the Board on selection of provider(s) to develop an ICT-based system-wide reporting architecture for SRP;
3. Advise and develop policies and procedures on data management, data privacy and legal compliance, security and linkages with global sustainability reporting frameworks, e.g. Global Compact, the Green Bonds Initiative, etc.

4. RESPONSIBILITIES OF THE COMMITTEE

1. Draft, amend and implement the TORs of the Committee as approved by the Board.
2. Based on identified needs, identify prospective partners or third-party product and service providers.
3. Review/evaluate submitted proposals based on merit, in a fair and transparent process that maximizes benefits to members and to rice farmers and customize as necessary to meet the requirements of the SRP.
4. Make recommendations to the Board.
5. Oversee implementation and report to the Board via the Executive Director.

5. CODE OF CONDUCT FOR COMMITTEE MEMBERS

1. Committee members agree to actively contribute time, skills and organizational resources to develop, evaluate, make recommendations and oversee implementation.
2. Members agree to work in the spirit of mutual respect in support of SRP's goals and objectives.
3. Committee members agree to be ready to lead or participate in time-bound sub-groups on request.
4. Committee members agree to discharge their duties responsibly, adhering to agreed processes and deadlines.
5. Members are responsible for ensuring collaborative rather than bilateral implementation of all tasks, and for communicating and reporting any breaches to the Committee Chair.

6. MEETINGS

1. The Committee's business will generally be conducted by teleconference, webinar or other agreed means.
2. Meetings will be held a minimum of six times per year, with additional meetings as required, especially during the first months of operation.

7. GOVERNANCE

1. The Committee lead shall report to the Board and liaise closely with the Executive Director.
2. The Committee will strive to reach decisions by consensus, with the absence of declared opposition. If a consensus cannot be reached, any member may call for a vote. As a prerequisite, a quorum has to be established with each institutional member represented by only a single vote, with a quorum 2/3 of membership required. Members with an actual or perceived conflict of interest are required to declare such conflicts and may be excluded from voting. Decisions are carried with a 2/3 majority of voting participants.
3. It shall be assumed that Committee members who do not participate in 3 consecutive calls shall be considered as having left the group and will not be further included in the Committee's communications.

8. REVIEW

1. The Committee's Terms of Reference will be reviewed on a regular basis, with next review in October 2021.

- *Nothing Follows* -