

## Annex 3

### Template of IRP Terms of Reference

#### **TERMS OF REFERENCE / PROPOSAL**

**[Title of research]**

[Scientific publication category: (Global Resources Outlook/Thematic study/Rapid study/Think piece)]

[Date]

[Drafted by]

#### Cover Page

Criteria	How the proposal satisfies the criteria
<i>The following sections to be completed by the ToR submissioner(s)</i>	
The proposed policy relevant questions are clear, solutions-focused and in line with the 2022-2025 IRP Work Programme (theory of change, engagement strategy, HIPAs, etc.)	<i>[Two-three sentences describing why this criteria is satisfied by the ToRs/proposal, giving examples and making reference to the 2022-2025 Work Programme were relevant]</i>
The IRP has or can mobilize expertise needed to deliver within the proposed timeline.	
There is a specific and timely need for this work, and it does not duplicate on-going efforts from the IRP or other international scientific bodies.	
The work has strong linkages with other work undertaken by the IRP in the current cycle.	
The target audiences and dissemination opportunities are clearly identified and in line with the IRP Audience Engagement Strategy for 2022-2025.	
The work will be presented at a strategic moment with potential policy impact, as per the 'Vision for Impact in 2022-2025' chapter of the work programme.	
The following elements are clearly outlined: final output(s), interim products, timeline and potential regional insights.	
<i>The following section to be completed by the Secretariat</i>	
The IRP has or can mobilize funding needed to deliver within the proposed timeline.	

## 1. Background and context

*[Describe the background, rationale, urgency, and complexity of the study]*

## 2. Purpose and objectives

*[Specify the purpose and objectives of the research]*

## 3. Policy relevant questions

*[These questions flow from the objectives and will be answered by the study]*

## 4. Relation with the IRP Work Programme

*[Explain the study's relation with the IRP objective and strategy of the corresponding cycle as well as linkages with other work undertaken by the IRP]*

## 5. Scope

*[Specify the conceptual frameworks, approaches, methodologies, assumptions, themes, geographic coverage, and/or other issues related to the scope of the study]*

## 6. Structure

*[Lay out the proposed structure of the study]*

## 7. Existing knowledge base and added value

*[If not already included in the previous sections, briefly describe the knowledge landscape and how the study will add value.]*

## 8. Audience, outreach, and impact

*[Specify the target audiences and stakeholders, target events/policy processes to influence, outreach and dissemination plan, and the expected scale of potential impact and beneficiaries.]*

## 9. Proposed lead authors and contributing authors

*[List the proposed lead authors and contributing authors.]*

## 10. Key resources

*[List the available and required expertise. This may include database, teams, organizations, and people to consult or partner with.]*

## 11. Workplan and timeline

*[List outputs and their schedule for delivery.]*

## 12. Budget

*[Include a detailed breakdown of the cost, including research, travel, meetings, publishing, etc., as applicable.]*

Budget					
Activity	Expected by (month/year)	Unit	Quantity	Unit cost (USD)	Total cost (USD)
<i>e.g. Activity 1: Chapter 1</i>					
<i>e.g. Research and technical support</i>	<i>Dec 2022</i>	<i>Daily rate for senior researcher</i>			<i>a (quantity x unit cost)</i>
<i>e.g. Travel</i>	<i>Oct 2022</i>	<i>Ticket and DSA</i>			<i>b</i>
<i>e.g. Editing</i>	<i>Jan 2023</i>	<i>Daily rate for editor</i>			<i>c</i>
Total Cost (USD)					<i>(a+b+c)</i>

## 13. References

*[Include any references made in this document.]*