



TERMS OF REFERENCE

Senior Policy Adviser

SUDAN POLICY ADVISORY GROUP

1. Position Information

POSITION TITLE	Senior Policy Adviser
ORGANISATION	Sudan Policy Advisory Group (SPAG), an independent association governed by the French Law of 1 July 1901
OFFICE	Office of the President
LOCATION	Remote and hybrid working as authorised
REPORTS TO	President, with day-to-day coordination through the Chief of Staff
ENGAGEMENT	Volunteer service, part-time and unremunerated
TIME COMMITMENT	Indicatively 8 to 10 hours per week, flexibly scheduled, with additional availability ahead of high-level engagements and meetings of the Executive Bureau
TERM	Two years from appointment, renewable on the basis of performance and institutional need

2. Organisational Context

SPAG is an independent, non-partisan association established under the French Law of 1 July 1901. Its mandate covers strategic planning, public policy research, governance advisory, institutional capacity development, analysis, stakeholder dialogue, innovation and sustainable development.

The Office of the President provides strategic coordination, briefing, engagement and follow-up support to the President. The Senior Policy Adviser advises the President directly and works in close coordination with the Chief of Staff. He/she draws on the work of the Research, Policy and Strategy function through the Director-General, and coordinates with the Communications Analyst, the General Secretariat and other authorised teams as required.

3. Purpose of the Role

The Senior Policy Adviser provides the President with independent, evidence-based policy and political advice. The role helps ensure that the President's decisions, engagements and public positions are informed by sound analysis of developments in Sudan, the region and the international community.

He/she prepares the President for high-level engagements, anticipates emerging issues and reviews the substance of materials put before the President. The role is advisory only: institutional positions remain with the President and the governing bodies, and the role does not replace the research and quality-review functions of the executive structure.

4. Authority and Limits of Delegation

The Senior Policy Adviser acts in an advisory capacity to the President and within approved confidentiality and clearance arrangements. The role carries no decision-making authority, no line authority over the executive structure and no authority to commission research directly; requests for research products are channelled through the Director-General. He/she does not represent SPAG externally or state institutional positions unless expressly mandated by the President.

5. Duties and Responsibilities

Reporting to the President, the Senior Policy Adviser shall:

5.1 Policy and political advice

- Provide the President with timely, evidence-based advice on political, security, economic, humanitarian and governance developments relevant to Sudan and to SPAG's mandate.
- Prepare concise policy memos and options papers on issues that require the President's attention, setting out risks, trade-offs and a recommended course of action.
- Review draft institutional positions, statements and publications submitted to the President, and advise on substance, consistency and political sensitivity.

5.2 Preparation for high-level engagements

- Prepare briefing notes, stakeholder profiles and key messages for the President's meetings with government, diplomatic, multilateral, donor and civil-society counterparts.
- Attend selected high-level meetings at the President's request, record substantive outcomes and advise on follow-up.
- Work with the Communications Analyst so that speeches, remarks and statements reflect accurate and current policy content.

5.3 Horizon scanning and stakeholder analysis

- Monitor regional and international developments and produce a regular horizon-scanning note that identifies emerging issues, risks and opportunities for SPAG.
- Maintain a stakeholder map for the Office of the President, in coordination with the Protocol and High-Level Engagement Officer and the relevant executive functions.

5.4 Coordination with research and policy functions

- Act as the Office's liaison with the Research, Policy and Strategy function, relaying the President's priority questions through the Director-General and drawing on SPAG research outputs.
- Prepare analytical inputs on request to support the President's contribution to the strategic direction set by the Executive Bureau.
- Perform such other advisory functions as the President may assign within the mandate of the Office of the President.

6. Key Deliverables

The following are the standing outputs by which the role is evidenced.

Deliverable	Timing
Horizon-scanning note	Fortnightly, or as agreed with the President
Policy memos and options papers	As required
Briefing notes and stakeholder profiles for high-level engagements	At least 72 hours before each engagement
Review comments on draft positions and statements	Within agreed clearance deadlines
Stakeholder map for the Office of the President	Within 60 days, updated quarterly
Record of substantive outcomes of attended meetings	Within three working days of each meeting
Policy outlook for the President	Quarterly

7. Integrity, Conduct and Safeguarding

The Senior Policy Adviser is bound by SPAG's policy framework, including the Code of Conduct, Conflict of Interest, Research Ethics, Data Protection and Privacy, Records Management, and applicable confidentiality requirements. In particular:

- Advice is impartial, evidence-based and consistent with SPAG's non-partisan character, and sources and uncertainties are stated clearly.
- Affiliations, advisory roles, political engagements or other interests capable of affecting the independence of advice are declared on appointment and whenever they change.
- Confidential information obtained through the role is not used for personal, political or commercial advantage, during or after the appointment.
- Personal views are not presented as SPAG positions, and no public statement is made on behalf of SPAG without express authorisation.
- Information about individuals and sensitive sources is handled in line with data protection and research ethics requirements, with particular care for persons at risk.

8. Competencies



9. Learning, Development and Professional Benefits

SPAG seeks to ensure that service with the Association contributes to the professional growth and development of its personnel and volunteers.

Subject to role requirements, performance, availability and institutional resources, the incumbent may benefit from:



10. Qualifications and Experience

10.1 Education

An advanced university degree in political science, international relations, public policy, law, economics, development studies or a related field.

10.2 Experience

- A minimum of ten years of progressively responsible experience in policy analysis, political or diplomatic affairs, governance or senior advisory roles.
- A proven record of providing high-quality written and oral advice to senior leaders on complex political and policy matters.
- In-depth knowledge of Sudan's political, economic and institutional landscape and of the regional and international actors engaged in Sudan.
- Experience with multilateral, diplomatic, government or research institutions is highly desirable.
- A record of publications or policy products in relevant fields is an asset.

10.3 Languages

Fluency in both English and Arabic is required. Knowledge of French is an asset given the Association's legal seat in France.