TERMS OF REFERENCE

Special Adviser on Corporate Initiatives

SUDAN POLICY ADVISORY GROUP

1. Position Information

POSITION TITLE	Special Adviser on Corporate Initiatives
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
ENGAGEMENT	Volunteer service, part-time and unremunerated
TIME COMMITMENT	As set out in the letter of appointment, indicatively [number] days per month
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. Special Advisers are senior figures appointed by the President to provide thematic, regional or sectoral advice and, where expressly mandated, to represent the President in specific engagements. The Special Adviser advises the President directly, coordinates with the Chief of Staff on scheduling and follow-up, and draws on SPAG's executive functions through the Director-General. The role is distinct from membership of the Advisory Committee, which advises the governing bodies under the Statutes.

3. Purpose of the Role

The Special Adviser provides the President with senior expert counsel, perspective and networks in the domain of corporate initiatives, she/he provides strategic direction, vision, and priority setting for the Group. It provides guidance, strategic direction, and overall quality assurance related to strategic initiatives. It ensures quality and coherence of synergies across the Group functions.

4. Authority and Limits of Delegation

The Special Adviser acts only within the mandate set out in the letter of appointment. He/she may represent the President only in engagements for which a written mandate has been given, and may not make commitments, negotiate agreements or state SPAG positions beyond that mandate.

5. Duties and Responsibilities

The Special Adviser shall support the President through the following functions duties:

- Provide the President with expert advice on strategic initiatives and other thematic area defined in the letter of appointment.
- Offer an independent perspective on strategic opportunities, risks and priorities in that area.
- Review selected SPAG products or initiatives in that area at the President's request.
- Represent the President in specific engagements for which a written mandate has been given, and report back within agreed timelines.
- Facilitate introductions to relevant counterparts, networks and institutions, subject to SPAG's due diligence requirements before any commitment is made.
- Support the President's high-level outreach in the area, in coordination with the Chief of Staff and the Protocol and Engagement Officer.
- Brief the President periodically on activities and developments in the area of the mandate.
- Perform such other advisory functions as the President may assign within the letter of appointment.

6. Key Deliverables

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

Deliverable	Timing
Briefing to the President on the area of the mandate	Quarterly, or as agreed with the President
Report on each mandated representation	Within five working days of the engagement
Advisory notes on issues referred by the President	As required
Summary of advice and outcomes	At the end of each term

7. Integrity, Conduct and Safeguarding

The Special Adviser is bound by SPAG's policy framework, including the Code of Conduct, Conflict of Interest, Anti-Fraud and Corruption, Data Protection and Privacy, Safeguarding and PSEAH, and applicable confidentiality requirements. In particular:

- A declaration of interests, including political, governmental and commercial roles, is submitted before appointment and updated whenever circumstances change.
- The title is not used for personal, commercial or political purposes or to imply SPAG endorsement.
- Introductions and relationships facilitated for SPAG are disclosed and are subject to due diligence before any commitment.
- Confidential information received through the appointment is protected during and after the appointment.
- Personal views are clearly distinguished from SPAG positions in all public and private engagements.

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 a field relevant to the area of the appointment, or equivalent distinguished professional standing.

10.2 Experience

- A minimum of fifteen years of senior experience in government, diplomacy, international organisations, academia, the private sector or civil society.
- Recognised expertise and standing in the thematic or regional area of the appointment.
- An established network of relevant high-level contacts.
- A demonstrated commitment to Sudan's peace, development and institutional recovery, and to non-partisan engagement.

10.3 Languages

Fluency in English or Arabic is required, and a strong working knowledge of the other is highly desirable. Knowledge of French is an asset given the Association's legal seat in France.