

# EXPERT GROUP OF THE GLOBAL RISK ASSESSMENT FRAMEWORK (GRAF)

## TERMS OF REFERENCE

for the Expert Group serving from 2020-2021

### 1. Background

Member States, experts and other stakeholders, requested the United Nations Office for Disaster Risk Reduction (UNDRR) create a framework that allows multiple stakeholders in governments, industry, research institutions among others, to build their understanding of the systemic nature of risk, validate that their risk management strategies align with the Sendai Framework, and contribute to the realisation of the 2030 Agenda for Sustainable Development.

The response is the Global Risk Assessment Framework (GRAF) – a user-driven initiative that strives to transform the way people worldwide understand and act on risk and responsibility, to support the realisation of the goals and targets of the Sendai Framework for Disaster Risk Reduction and the 2030 Agenda for Sustainable Development. The GRAF was launched in 2019 during the Global Platform for Disaster Risk Reduction in Geneva.

To date, the GRAF has engaged over 115 experts to redress the inefficiencies and gaps which impede the collective ability to assess and manage risk, and to support decision-makers in managing complexity and uncertainty. Global experts in risk, science, investment and policy-making and communication are synchronizing their data, methods, models, insights, practical tools, in open collaboration for more efficient risk analysis in a complex world.

In realising the GRAF vision, the first iteration of the GRAF Expert Group has co-designed the GRAF Concept Note, the GRAF Value Proposition and Minimum Viable Product. The GRAF Concept Note determines the Objectives and the Principles that will guide the GRAF's operationalisation.

The GRAF Concept Note outlines the GRAF Delivery Plan, the GRAF Theory of Change and Implementation Roadmap 2029, as well as governance arrangements for the co-design, development and operation of the GRAF.

This Terms of Reference (ToR) of the Expert Group of GRAF corresponds to Phase II of the GRAF Theory of Change<sup>1</sup>, and identifies the priorities, focus, roles and responsibilities as relevant for the GRAF between 2020-2021 and beyond.

### 2. Objectives and Outputs

This Expert Group will provide guidance and advice on the realisation of the objectives of the GRAF, specifically in respect of the following in the period 2020-2021.

**Objective A:** Three existing, and four new action- and results-oriented Working Groups strengthened or established and operational.

#### *Outputs:*

- i. At least seven GRAF Working Groups formally constituted, stakeholders engaged and operational<sup>2</sup>.
- ii. Second phase Mapping and Gap Analysis of data ecosystems, tools, organisations, initiatives and user scenarios.

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<sup>1</sup> Phase II: Building the framework – 2019-2023 (see GRAF Concept Note).

<sup>2</sup> including Mapping and Gap Analysis; Risk Communication; Fostering Systems Thinking; Vulnerability and Exposure; Measuring Sendai Framework Outcomes; Understanding Risk Trends; GRAF Collaboration Platform

**Objective B:** Five national pilots (as proof of concept) designed, developed and operational.

*Outputs:*

- i. Deployment of at least five GRAF National Pilots supporting the development of an applicable methodology and approach to influencing risk reduction decisions and behaviour of governing authorities.
- ii. Contributions to the Global Assessment Report 2022 (GAR 2022) based on GRAF pilots, and the input of GRAF collaborators.

**Objective C:** Awareness of, and user-demand for, GRAF increased – at least 5 national or local authorities requesting GRAF beyond the 5 national pilots.

*Outputs:*

- i. At least 10 requests for GRAF deployment received from members of the three main stakeholder groups of the GRAF Value Proposition.
- ii. GRAF Communications and Branding Strategy.

**Objective D:** Increase according to the needs, the number of GRAF collaborators participating in and contributing to Working Groups and national pilots, according to identified needs.

*Outputs:*

- i. Over 170 organisations/experts participating in the GRAF Expert Group, Working Groups and/or national pilots.
- ii. The necessary technical skills and knowledge required to respond to user demand and deliver against agreed activities of the GRAF Working Groups and national pilots are presented by GRAF collaborating organisations.

**Objective E:** The GRAF online collaboration platform design and development process initiated.

*Outputs:*

- i. Design of GRAF Risk Collaboration Platform prototype available.

**Objective F:** Business model and delivery mechanism for GRAF collaboration and deployment developed, and Implementation Roadmap 2029 defined.

*Outputs:*

- i. GRAF Business Model, GRAF national delivery mechanism / methodology, GRAF project document, and biennial Programme of Work.
- ii. Delivery Plan revised for building the GRAF framework.
- iii. Implementation Roadmap 2029, charting the transition from building the framework to the scaling up phase.

**Objective G:** Resource mobilisation strategy developed and being implemented.

*Outputs:*

- i. Resources available and pledged for the execution of agreed activities of the GRAF Expert Group, Working Groups and national pilots.
- ii. Contributions of Expert and Working Group members agreed or pledged for the execution of agreed activities of the GRAF Expert Group, Working Groups and national pilots.

### 3. Main Functions

In seeking to provide insights and enhanced access for users across multiple sectors, geographies and scales to risk information that represents the multi-dimensional, spatio-temporal nature of risk, the GRAF Expert Group will guide and advise on the national pilots, and on the definition, design, development, organisation, priorities and workplans of GRAF Working Groups.

In addition, in the period 2020-2021, the Expert Group will guide and oversee the transition from building the GRAF framework to scale-up. This will be reflected in the GRAF Implementation Roadmap 2029.

In the near term, and as described in the GRAF Value Proposition, the Expert Group will strive to develop a GRAF that suits the needs of three main groups of stakeholders:

- a) For **governing authorities** at the regional, national and local levels, the GRAF will enable risk-informed action to reduce cost, loss, and damage to build resilience in communities. It will assist Member States to track progress and identify effective benchmarks to measure achievement of the outcome and goal of the Sendai Framework.
- b) For **risk professionals**, the GRAF will enhance the quality and reach of their work by facilitating collaboration with peers across disciplines and enabling access to unique tools, resources and connections. The GRAF will provide a rich environment for collaboration, and a mechanism for practitioners and scientists to enhance the impact of their contributions to achieving the Sendai Framework goal.
- c) For **donors and investors**, the GRAF will inform the optimization of their investments and maximize their impact in relation to risk reduction by highlighting gaps and exposing new opportunities for research and development.

### 4. Membership

The tenure of the first iteration of the GRAF Expert Group concluded at the 4<sup>th</sup> Meeting of the Expert Group in November 2019. Each iteration of the GRAF Expert Group is selected following a public Call for Expressions of Interest (EOI) issued by the Secretariat (role and function of the Secretariat is elaborated below). Members of the previous Expert Group may re-nominate and be considered for reselection. At least one third of the expert group members will be new with each call for EOI.

Members of the Expert Group for Phase II of the Theory of Change are selected and appointed by the Chair of the GRAF Expert Group, the Special Representative of the UN Secretary-General for Disaster Risk Reduction (SRSG).

Members are appointed based on their merits as experts in respective domains, and as representatives of their organisations. Organisations delegate a representative for the duration of engagement with the Expert Group. Each organisation may nominate multiple candidates for membership of both the Expert Group and Working Groups. If selected or admitted, organisational participation will be limited to one person in the Expert Group and one person per Working Group. Organisational participation in multiple Working Groups is permitted.

Members selected and wishing to participate in their individual capacity only should indicate thus on their application and contact the Secretariat upon their selection.

Independent individuals with relevant expertise may also be considered.

Selection of members for the 2020-2021 iteration of the GRAF Expert Group will ensure a balanced representation of:

- technical, operational and strategic relevance to the operationalisation and development of the GRAF
- global geographic coverage
- major stakeholder groups, including public and private sectors, civil society, national/local government, research funders
- gender
- youth
- cultural diversity

All subsequent terms for Expert Group members will be for periods of two (2) years commencing in June 2020 following a new Call for EOI. The duration of service is designed to build in flexibility and ensure that the appropriate blend of experts can contribute to each stage of the development and scale-up of the GRAF between 2020 and 2029, which by the nature of the tasks and challenges encountered at each stage, require a diverse and potentially different range of skills and experience. The selection process includes reference checks and an analysis of conflict of interest.

The SRSR retains discretionary authority to renew membership, transfer or appoint new members. This includes instances of: a) existing members that are no longer able to perform the functions required of an Expert, or b) members who no longer represent the organisation to which they previously belonged.

In-person meetings of the Expert Group will be held approximately every 6 months to review the goals, progress and structure of GRAF and adjust as necessary to new or expected developments, requirements and issues. Members are expected to provide additional advice between scheduled meetings on request. To the degree possible, members are expected to attend all Meetings of the Expert Group in person and to actively participate in the discussions.

It is intended that Expert Group members will be in position for approximately two (2) years (notwithstanding the period for the Call for EOI and selection) to ensure that they have adequate time to contribute to specific design and implementation elements of the GRAF, as well as consolidate and review progress prior to the change of composition of the group.

GRAF Working Groups have been established, and will be established, to address the goals and objectives of the GRAF. Members of the GRAF Expert Group may also participate in Working Groups as members via the Call for EOI for each Working Group.

Further details of the relationship of Working Groups to the Expert Group are described in the GRAF Concept Note.

## 5. Timeline 2020 – 2021

The Expert Group will meet twice a year in Quarter 2 and Quarter 4.

This iteration of the Expert Group will convene at the 5<sup>th</sup> Meeting of the GRAF Expert Group on 9-10 June 2020. The 6<sup>th</sup> Meeting of the GRAF Expert Group will take place on 27-28 October 2020. Both meetings will take place in Bonn, Germany.

## 6. Chair

The Special Representative of the UN Secretary-General (SRSR) for Disaster Risk Reduction will serve as the Chair of the GRAF Expert Group and will guide the strategic direction of the GRAF.

## 7. Secretariat

UNDRR will serve as the Secretariat of the GRAF and of the GRAF Expert Group. The Secretariat will perform an executive management and coordination role across all activities through the GRAF co-design, development, implementation and scale-up phases. The Secretariat will act as a trusted broker, and to the

extent possible, leverage existing efforts and nurture innovative collaboration. It will deliver administrative and operational functions to support the Meetings and activities of the Expert Group, including facilitating the collaborative working environment.

The key functions of the Secretariat in the period 2020-2021 include:

- Coordination of and support to the GRAF Expert Group
- Support to the establishment, onboarding, development and operationalisation of the GRAF Expert Group and GRAF Working Groups
- Country-level support to design and development of National Pilots
- IT management, including:
  - Support to GRAF Working Group workspaces on PreventionWeb
  - GRAF website management<sup>3</sup>
- Internal and external communications
- Coordinate resource mobilisation efforts with GRAF collaborators

The Secretariat will also be responsible for communication among GRAF members, as well as with Member States and UN system coordination mechanisms. External communication and IT management will be supported by the Working Groups on Risk Communication and the GRAF Collaboration Platform, together with the UNDRR Communications, Advocacy and Knowledge Management Section.

## 9. Working Groups

Working Groups exist to deliver against the objectives of the GRAF, and support deployment of GRAF capabilities in response to articulated demand of the main stakeholders of the Value Proposition.

Working Groups build on the work of the Expert Group and in line with GRAF principles, draw in targeted knowledge, skills and capabilities relevant to respective areas of work. The four foundational Working Groups were established by the Expert Group in the design and set up of the framework in 2018-2019 (Phase I of the GRAF Theory of Change):

- Mapping and Gap Analysis
- Risk Communication
- Fostering Systems Thinking
- Demonstrators and Pilots (*established to support the design and development of GRAF, this group is expected to manifest in the development of the framework at national and global levels*)

Additional Working Groups to be established and operationalized in building the framework in the period 2019-2023 (Phase II of the GRAF Theory of Change):

- Vulnerability and Exposure
- Understanding Risk Trends
- Measuring Sendai Framework Outcomes
- GRAF Collaboration Platform

As needs and gaps are identified, additional Working Groups may be proposed for consideration by the Expert Group.

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<sup>3</sup> including evidence of ongoing GRAF activity and strategic direction, as well as options for engaging, participating, connecting and joining the GRAF