



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

AIMS NEI Fellowship Program for Women in Climate Change Science

Terms of Reference for the Fellowship Oversight Committee

Introduction

This document describes the terms of reference for the Fellowship Oversight Committee (hereafter the “Committee”) for the AIMS NEI Fellowship Program for Women in Climate Change Science. This Fellowship Program seeks to foster increased female participation in and contribute to a more sustainable societal response to climate change in Africa. It was made possible by a grant from the International Development Research Centre, Ottawa, Canada, www.idrc.ca, and financial support from the Government of Canada, provided through Global Affairs Canada (GAC), www.international.gc.ca.

More information about the Fellowship Program is available at: <https://www.nexteinstein.org/research/aims-nei-fellowship-program-for-women-in-climate-change-science/>

Mandate

The Committee is charged with the following tasks:

- ❖ Reviewing and approving all the terms of reference for the Fellowship Program
- ❖ Screening for relevance all applications submitted to the Fellowship Program
- ❖ Identifying suitable individuals to review applications in accordance with the Terms of Reference for Reviewers
- ❖ Overseeing the review and scoring of applications, in accordance with defined criteria (each application must be independently reviewed by at least two reviewers)
- ❖ Forwarding reviewers’ comments and scores to the International Selection Committee for final evaluation and selection of Fellows

Membership Conditions

Composition

Membership of the Committee will consist of:

- ❖ The Chief Academic and Research Officer (CARO) of AIMS NEI, who will be the Chair
- ❖ The Director of Research for the AIMS Global Network, who will be the Co-Chair
- ❖ AIMS NEI’s Research Manager, who will be the Coordinator
- ❖ AIMS NEI’s Global Group Director of Gender Equality, Inclusion & Business Development
- ❖ AIMS NEI’s Global Group Director of Finance



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

- ❖ Two additional staff of the AIMS Network appointed as members for a period of two years by the CARO

Expectations

- ❖ Members will meet electronically before the call for applications is advertised to review all Fellowship Program documents
- ❖ Members will meet again electronically within three weeks of the end of the call for applications, to screen the submitted applications and solicit reviews
- ❖ Members will meet at other times as necessary
- ❖ Members will hold in strict confidence the contents of all deliberations of the Committee, except those that are otherwise made public.
- ❖ Members will not expect any additional remuneration for their role in the Committee.

Quorum

The quorum for meetings of the Committee will consist of sixty percent of its members. The Chair, Co-Chair or a designated representative must be present in all meetings of the Committee. When necessary, the Committee will make decisions based on a simple majority of votes cast by a quorum of its members.

Review

These terms of reference will be reviewed annually by both the Committee and AIMS NEI's Secretariat.