

# External INHOPE Ethics Advisor

## *Terms of Reference*

### Background

This Terms of Reference (ToR) outlines the scope, responsibilities, and requirements for engaging an independent Ethics Advisor for [Project Title], which is funded by the European Commission. The advisor will support the project in ensuring compliance with relevant ethical standards, legal requirements, and European Union (EU) regulations throughout the project lifecycle.

### Objectives

- To provide expert guidance on ethical issues arising from the project's activities.
- To ensure compliance with the EU ethics requirements as stipulated in the Grant Agreement.
- To support best practices in research ethics, data protection, and responsible conduct of research.

### Key Responsibilities

- Review project documentation (work plans, deliverables, consent forms) for ethical compliance.
- Advise on ethical matters, including but not limited to data protection (GDPR), informed consent, human subjects, animal welfare, and environmental considerations.
- Monitor the implementation of ethics requirements throughout the project duration.
- Advise on managing incidental findings and unforeseen ethical issues.
- Prepare or review periodic and final ethics reports required by the European Commission.
- Serve as the contact point for the project on all ethics-related matters, including communication with the Project Coordinator and EC officers.

### Deliverables

- Initial Ethics Review Report, due within one month of engagement.
- Periodic monitoring reports aligned with the project's reporting periods.
- Ad-hoc advice and guidance as required throughout the project.
- Final Ethics Compliance Report at the conclusion of the project.

## Profile and Qualifications

- Advanced degree in ethics, law, or a relevant discipline; PhD or equivalent experience preferred.
- Demonstrable experience advising on ethics in EU-funded research projects.
- Excellent understanding of EU regulations, including the General Data Protection Regulation (GDPR).
- Familiarity with the ethical issues specific to the project's research domain.
- Independence from the project consortium.

## Duration and Scope of work

- Engagement from 1st September 2025 to 30th November 2026 in line with the project timeline.
- Estimated time commitment: Total of 3 days: 1 day for initial assessment + 1 day per reporting period (2x in November 2025 and November 2026 respectively), plus availability for ad-hoc consultations.

## Reporting and Supervision

- The Ethics Advisor will report directly to the Project Coordinator and collaborate with the project's management board, work package leaders, and compliance officers as needed.
- These Terms of Reference may be reviewed and updated as required during the lifetime of the project to reflect evolving ethical considerations and requirements.

## Interested? Reach out!

Send us your expression of interest by sending us an email introduction of your expertise on [projects@inhope.org](mailto:projects@inhope.org), a short CV and an offer of services, including costs.