

## Terms of Reference

### Understanding the risks and opportunities of artificial intelligence on The Elders’ work

#### 1. Background

[The Elders](#) are an independent group of global leaders working for peace, justice, human rights and a sustainable planet. The Elders are supported by a secretariat team based in London.

The Elders’ [strategy for 2023 – 2027](#) focuses on three programmes that address existential threats to humanity requiring a collective response - the climate crisis, pandemics, and nuclear weapons – and a fourth programme on conflict (a threat in itself, and a risk factor for other threats). We also have four cross-cutting commitments which are incorporated into our programmes - multilateralism, human rights, gender equality and women in leadership, and intergenerational dialogue. While artificial intelligence (AI) is not a core part of our current strategy, we recognise the significance of AI as an existential threat and that it will impact all programme areas that we work on.

The Elders recently published a [statement related to AI](#) urging global co-operation to manage the risks and share the benefits of AI.

Ahead of our next board meeting in October 2023, the Elders have asked the secretariat team to provide advice on the impact of AI for each of our programme areas. We are now seeking external support to further understand the impact of AI on our programme activities and priorities, including the risks and opportunities presented. The information and advice presented will be reviewed by our programme leads, enabling them to make informed decisions on how AI will impact our current strategy and what advice should be presented to the Elders at our October board meeting.

#### 2. Objective

The objective of this assignment is to provide The Elders secretariat team with well researched and relevant information on the risks and opportunities of AI for each of our programme areas, focused on our activities and priorities within these areas.

#### 3. Scope

Specifically, the consultant will:

- Conduct a desk-based review of literature and insights on the impact of AI on our programme areas.
- Meet with key experts to build on this research base.
- Prepare a report outlining the risks and opportunities of AI on our core programme areas and priorities.

Task	Activities	Outputs	Number of days
Desk based review	Conduct a desk-based review of current literature and insights on AI as it relates to our activities and priorities	Research findings	10

	within our four programme areas. Focus research on structure of report (shared below). This allocation includes time to meet with the Programmes Leads.		
Meet with key experts	Agree key experts to interview.	Agreed list of experts	1
	Prepare questions for expert discussions.	Agreed list of questions	
	Meet with key experts (up to 10) and write up meeting notes.	Meeting notes	3
Write up report	Write report presenting the risks and opportunities of AI on our core programme areas.	Report	3
<b>17 days</b>			

#### 4. Approach

The consultant will be brought on in late July / early August 2023 and will be expected to complete the work by 3 September 2023. This deadline will provide an opportunity for the Consultant to present the information to our Programmes team ahead of our next board meeting in October, enabling them to make informed decisions on how AI may impact our activities and priorities.

The consultant contracted to complete this assignment will report directly to the Head of Strategy and Planning and will also be given the opportunity to meet with the Programmes team.

**Desk based review:** The first phase of work will be to conduct a desk-based review of current literature and insights on AI related to The Elders’ four programme areas. The research should remain focused on the impact, risks and opportunities of AI on the activities and priorities that the Elders are delivering for each programme within our 2023-2027 strategy and 2023 operational plan (these documents will be shared). Research related to each programme should also consider our cross-cutting commitments. During this first stage, the consultant can briefly meet with Programme and Cross-Cutting Leads to understand the scope and priorities of each programme area.

**Meet with key experts:** The second phase will involve meeting with key experts working at the intersection between AI and each programme to discuss specific areas of interest and further build on the desk-based research. We have already identified some experts and the Consultant will recommend any additional experts before agreeing a preferred list of 2-3 experts per programme area (there may be some overlap). We will support with coordination of meetings and the Head of Strategy and Planning will join some of these meetings. The Consultant will prepare questions for the expert discussions based on research findings, identifying gaps in literature and areas for further nuanced discussion. Questions will be shared with the team for input and agreed prior to meetings. Following the meetings, notes should be written up to include with a final report.

**Write up report:** The final phase of the assignment will be to write up the findings from the desk research and meetings into a report. The report will be used for The Elders internal use only and will not be published more widely. The report should be structured around our four programme areas and for each programme should include:

- background + lit review
- relevance to programme priorities
- opportunities
- risks

## 5. Deliverables & timeline

The primary deliverable is a report drawing on the desk-based research and expert interviews. The report should include other outputs (at least as annexes):

- Agreed list of experts
- Agreed list of questions
- Meeting notes

17 days have been allocated to this assignment.

Work will be expected to be undertaken throughout August and delivered no later than 3 September 2023.

## 6. How to apply

Please prepare a short proposal (maximum 2 pages) which should demonstrate:

- Your understanding of the assignment.
- Observations on the proposed approach.
- Your track record.

Please also share a CV (maximum 2 pages).

Please send your proposal and CV via email to [jobs@theelders.org](mailto:jobs@theelders.org) and include:

- "AI Consultancy" in the subject line.
- include your day rate (including VAT) in your email.
- include your availability to begin the assignment in the email.

Deadline for applications is **1pm BST (UK) on Wednesday 26 July 2023**.