

Statement of Work for External Selection Firm

Description of Services, Requirements and Deliverables: The external selection firm (“Consultant”) will provide consulting services to the Community Representatives Group on Establishment of the Independent Review Process (IRP) Standing Panel (“Community Rep. Group” or “the Group”) to evaluate and vet candidates for the IRP omnibus Standing Panel. The services and deliverables to be provided by Consultant shall consist of the following:

1. Define the process for how Consultant will coordinate with the IRP Community Rep. Group on vetting candidates and identifying a slate of panelists, including potential interviews as appropriate (Deliverable: Within two weeks after completion of the contracting engagement of Consultant). The process should include:
 - 1.1. How Consultant, the IRP Community Rep. Group, and ICANN org will coordinate in the candidate vetting process, such as what role will Consultant and/or the Group have in evaluating candidates’ Expressions of Interests and other written submissions;
 - 1.2. Definition of who will be present at witness interviews on behalf of the Group and how Consultant will design its participation in interviews to deliver appropriate information to the Group;
 - 1.3. Definition of how Consultant will support and facilitate the IRP Community Rep. Group in identifying a slate of panelists for ICANN Board approval.
2. In coordination with the IRP Community Rep. Group and ICANN org, confirm a skillsets matrix for evaluation of candidates (Deliverable: Within two weeks after completion of the contracting engagement of Consultant).
3. In coordination with the IRP Community Rep. Group and ICANN org, complete development of a set of questions to develop questions for candidate interviews (Deliverable: Within two weeks after completion of the contracting engagement of Consultant).
4. Pursuant to the mandated process, participate in the evaluation and vetting of candidates (including reviewing candidates’ Expressions of Interests and other written submissions, participating in candidate interviews, and providing feedback of interviews) to result in a recommendation to the IRP Community Rep. Group of a slate of panelists for recommendation to the ICANN Board approval (Deliverable: Within 8 weeks after completion of contracting for engagement of Consultant).
5. In the event the ICANN Board identifies any questions or concerns as it relates to the recommended slate, support the IRP Community Group in addressing the ICANN Board questions (If needed, deliverable: Within 4 weeks of delivery of recommended slate to the Board. Timeline to be further agreed upon as appropriate).

