



**UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM”**

UNDP/GEF/YS/RSP.2/16
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English only

**Second Meeting of the Regional Scientific and Technical Panel
for the UNDP/GEF Yellow Sea Project**
Kunming, China, 15-17 December 2005

**Revised Terms of Reference for
the National Project Co-ordinators (NPCs)**

Background: The National Project Co-ordinator will serve as secretary to the Inter-ministerial Co-ordinating Committee (IMCC), and report to the National Focal Point (NFP). The NPC will serve as the primary national contact with the Regional & National Working Groups and the Project Management Office (PMO), and will be the lead national for operational purposes. The NPC will assure full participation of needed resources in each country, and control the timeliness and quality of the products provided during the project. Therefore, this individual must have the broad recognition as a high level expert in the Yellow Sea, and cognizance of the various Ministries. This is a full-time position.

Tasks:

(1) In the IMCC:

- As the secretary to the IMCC, works with national central and local government agencies to bring necessary human and other resources to the Project;
- Assists the NFP by coordinating the IMCC meetings, and keeping detailed reports of their outcomes; and
- Supervises the activities of the national co-ordinating office.

(2) At the national level:

- Ensures national contracts and other project-funded activities implemented by national partners are undertaken in a timely fashion and good quality, and in accordance with the national quarterly work plans;
- Monitors the progress of national working groups and helps assure timely completion of activities;

- Serves as lead national individual for co-ordinating national inputs into the Transboundary Diagnostic Analysis (TDA), Strategic Action Programme (SAP) and the National Yellow Sea Action Plans (NYSAP);
- Assists in identifying relevant national partners for the required technical work;
- Promotes wide stakeholder participation in the project (government, Private Sectors, NGOs, CSOs);
- Generally ensures full coordination of national inputs; and
- Liaises continuously with, and supports the CTA (Project Manager) on matters regarding the conduct of the project, including early warning of potential deviations from quarterly workplans and implementation difficulties.

(3) In the Regional Scientific and Technical Panel (RSTP):

As a member of RSTP, prepares, reports, reviews/discusses quarterly national workplans and budgets, in line with the regional project workplan.