

Terms of Reference (TORs):

PROCARIBE+ Project National Focal Points (NFPs)

THE PROCARIBE+ PROJECT

The UNDP/GEF PROCARIBE+ Project (May 2023 - May 2028), implemented by UNOPS, is a regional 5-year Project with funding from the GEF International Waters Focal Area and covering the wider Caribbean region. The Project's objective is:

- **“to protect, restore and harness the natural coastal and marine capital of the CLME+ region¹ to catalyze investments in a climate-resilient, sustainable post-covid Blue Economy, through strengthened regional coordination and collaboration, and wide-ranging partnerships.”**

PROCARIBE+ is the successor project to the regional UNDP/GEF “CLME” (2009-2014) and “CLME+” (2015-2023) Projects:

- CLME: “Sustainable Management of the shared Living Marine Resources of the Caribbean Large Marine Ecosystem and Adjacent Regions”
- CLME+: “Catalysing Implementation of the Strategic Action Programme for the Sustainable Management of Shared Living Marine Resources in the Caribbean and North Brazil Shelf Large marine Ecosystems”

While UNOPS and the UNOPS-established PROCARIBE+ Project Management and Coordination Unit (PMCU) will be the main responsible for securing the successful implementation of the PROCARIBE+ Project, it is to be acknowledge that the adequate and timely support from the participating countries, and from the PROCARIBE+ National Focal Point(s) appointed by each country, will be essential to effectively enable the successful delivery on the project's objectives and expected outputs and outcomes.

Emanating from this are the shared but differentiated responsibilities of the Project Development Partners (UNDP and UNOPS), the PROCARIBE+ Project Coordination Unit and the Project Beneficiaries/the Project National Focal Points

PROCARIBE+ NATIONAL FOCAL POINTS: MISSION STATEMENT

The PROCARIBE+ National Focal Points are, within the fields of responsibility assigned to the NFP's through these Terms of Reference, to support and enable the successful implementation² of the PROCARIBE+ Project, maximizing its benefits for both the project-participating countries and the region

PROJECT NATIONAL FOCAL POINTS: ELIGIBILITY AND PERIOD OF MANDATE

GEF-eligible PROCARIBE+ “participating” countries are being requested to nominate and maintain, throughout the project's duration, PROCARIBE+ National Focal Points (the “PROCARIBE+ National Focal Points or NFPs).

¹ the CLME+ region is composed of the Caribbean and North Brazil Shelf Large Marine Ecosystems and largely overlaps with the Wider Caribbean Region

² criteria for successful implementation include: timely implementation, within budget, national and regional-level ownership, sustainability, delivery on agreed upon targets including the GEF Core Indicator targets set in the PROCARIBE+ Results Framework, due attention to gender balance and social and environmental safeguards, etc.

In addition, other States and/or Territories deemed to be direct project co-beneficiaries³ may also be provided with the opportunity, subject to certain conditions⁴, to nominate and maintain PROCARIBE+ National Focal Points.

PROCARIBE+ “Participating” countries are understood to be:

- the 19 GEF-eligible countries⁵ listed under “Part 1: Project Information - Countries” of the PROCARIBE+ GEF [CEO endorsement document, available from the GEF website](#), these being: *Antigua and Barbuda, the Bahamas, Belize, Brazil, Colombia, Costa Rica, Cuba, Dominican Republic, Guatemala, Guyana, Haiti, Honduras, Jamaica, Panama, St. Kitts and Nevis, Saint Lucia, Suriname, Trinidad and Tobago and Venezuela*
- *the Netherlands and the United States of America*, both with (part of their) territories within the main geographic scope of the PROCARIBE+ Project⁶ and listed as non-GEF-eligible participating countries in the final UNDP PROCARIBE+ Project Document, having formally committed co-financing for PROCARIBE+ and agreeing to fulfill the corresponding periodic reporting requirements
- any State other than those covered under the previous two points, having (part of its) territory(s) within the main geographic scope of the PROCARIBE+ Project, that is formalizing a (meaningful) co-financing commitment and agreeing to fulfill the corresponding periodic PROCARIBE+ reporting requirements
- any Territory other than those covered under or already duly represented by those covered under the previous three points, having (part of its) territory(s) within the main geographic scope of the PROCARIBE+ Project, that is formalizing a (meaningful) co-financing commitment and agreeing to fulfill the corresponding periodic PROCARIBE+ reporting requirements

National Focal Points will be expected to fulfill the function of PROCARIBE+ NFP in accordance with the present Terms of Reference or any further revision(s) thereof adopted by the PROCARIBE+ Project Board.

Representatives from other States and/or Territories that may be engaged in PROCARIBE+ activities⁷ will not be considered PROCARIBE+ Project NFPs in the meaning assigned to the term under these TORs, and will thus not be automatically charged with the responsibilities nor be entitled to automatically benefit from the rights emanating from these TORs.

PRINCIPAL AND ALTERNATE FOCAL POINTS, AND LIAISON PERSONS

Where possible, in considering the range of responsibilities of the PROCARIBE+ National Focal Points as well as the wide-ranging thematic scope and cross-sectoral nature of the PROCARIBE+ Project, it is strongly recommend that PROCARIBE+ States and Territories, in addition to nominating a “principal PROCARIBE+ National Focal Point”, give consideration to also appointing an ***alternate or deputy***

³ This may include both States and Territories that are eligible as well as those that are not eligible to receive direct financial support from the GEF, the rationale being that also non-GEF-eligible countries can (and should) support and contribute to, and benefit directly from the regional-level activities and outputs of the PROCARIBE+ Project

⁴ These conditions include: the country has provided a co-financing letter, has agreed to fulfill the corresponding periodic reporting requirements and a formal UNDP-country cooperation agreement is in existence

⁵ These are the 19 countries that have provided a GEF Operational Focal Point Endorsement Letter for the PROCARIBE+ Project Identification Form (PIF)

⁶ The main area of geographic focus of PROCARIBE+ corresponds to the Caribbean and North Brazil Shelf Large Marine Ecosystems

⁷ This may include national representatives from countries from the region invited to participate as observers in the activities of the PROCARIBE+ Project Board

National Focal Point, to supplement and support the principal NFP in his/her responsibilities vis-a-vis the PROCARIBE+ Project Board, and in the pursuit of enhanced cross-sectoral awareness, coordination and engagement of the country in the PROCARIBE+ Project.

Additionally, PROCARIBE+ NFPs may decide to nominate one or several **PROCARIBE+ Liaison Persons**⁸. While the principal PROCARIBE+ National Focal Point will be a country's main representative to the PROCARIBE+ Project Board, national PROCARIBE+ Liaison Persons can be engaged to support operational aspects, including the **day-to-day interactions** with the PROCARIBE+ Project Management and Coordination Unit (PMCU) and/or Co-Executing Partners.

REQUIREMENTS

As PROCARIBE+ Project Board Members and in their Function of Beneficiary Representatives, the PROCARIBE+ National Focal Points will be expected to:

- familiarize themselves with the core aspects⁹ of the UNDP PROCARIBE+ Project and key elements/content of the PROCARIBE+ Project Document, with special attention to the aspects/sections that are of particular relevance for the Mission and Roles of the Board, and the Function and Responsibilities of the Board Members
- familiarize themselves in particular with those outputs and activities under the PROCARIBE+ Results Framework and Work Plan where their country is (one of) the expected country(s) of focus
- familiarize themselves with the documents and products prepared for, and generated through the PROCARIBE+ Project Board processes
- adequately prepare for, and participate in the (core) activities of the PROCARIBE+ Project Board; this includes, a.o.: attending¹⁰ the Meetings of the Project Board and reviewing and approve the PROCARIBE+ Results Framework, Project Work Plan(s) and Budgets, and any proposed revisions thereof, as presented to the Project Board by the PROCARIBE+ Project Management and Coordination Unit (PMCU)
- discharge the Function of PROCARIBE+ Project Board Beneficiary Representative in accordance with the Project Board Terms of Reference.

Further, PROCARIBE+ NFPs should:

- have, or acquire, as a minimum, a basic understanding of the strategic approach and objectives of the GEF-supported TDA/SAP¹¹ approach, and of (the role expected from PROCARIBE+ in) its ongoing implementation in the wider Caribbean region
- have, as a minimum, a basic understanding and knowledge of their country's policies and strategies/action plans (incl. on transboundary matters) on marine conservation and sustainable use, blue economy and sustainable development and climate
- ideally, be involved in country-level inter-sectoral consultation & coordination mechanisms/processes relative/relevant to the management, protection and use of the marine environment

⁸ Individuals designated as PROCARIBE+ Liaison Persons should be given the authority by the PROCARIBE+ NFP or alternate/deputy to directly communicate with the PROCARIBE+ PCU on matters of relevance to the PROCARIBE+ Project

⁹ These include but are not necessarily limited to: the project objective, strategy and limited implementation time frame, the expected results, outputs and associated core targets, key expected stakeholders and (main) risks

¹⁰ Eligible countries may request support from the PROCARIBE+ Project GEF grant in order to facilitate participation of their (one) National Focal Point in the physical meetings of the PROCARIBE+ Project Board. Financial Rules & Regulations of the GEF/UNDP and UNOPS will apply.

¹¹ TDA = Transboundary Diagnostic Analysis; SAP = Strategic Action Programme

- become an active spokesperson for the PROCARIBE+ Project at national and international levels, and a general advocate and facilitator for inter-sectoral coordination and for enhanced synergies among projects and initiatives on the marine environment in the Wider Caribbean

Note: familiarity with, or prior substantive engagement (e.g. as project NFP) in the PROCARIBE+'s predecessor projects, namely the UNDP/GEF CLME (2009-2014) and CLME+ (2015-2021) Projects, may constitute an asset for the successful fulfilment of the roles of PROCARIBE+ Liaison Person and PROCARIBE+ National Focal Point.

ROLES, FUNCTIONS AND RESPONSIBILITIES

Direct reference is made for this purpose to the [Terms of Reference \(TORs\) of the PROCARIBE+ Project Board](#), including the **Mission, Roles, Functions and Responsibilities** of the Board, and in particular the assignment of the Function of Beneficiary Representatives to the PROCARIBE+ National Focal Points.

The present PROCARIBE+ National Focal Point TORs are therefore to be considered in conjunction with the PROCARIBE+ Project Board TORs and, once available, the Project Board Rules of Procedure.

Additionally, the principal PROCARIBE+ National Focal Points (NFP's), with the support of the PROCARIBE+ National Liaison Person(s) and/or alternate NFP's, will also be expected to contribute to the successful implementation of the PROCARIBE+ Project in the following manners:

- as applicable¹²: secure, within the shortest possible timeframe, the country's signature for the UNDP PROCARIBE+ Project Document, should such signature still be pending at the time the National Focal Point is being formally nominated
- liaise with the PROCARIBE+ PMCU on a regular basis in between the sessions of the PROCARIBE+ Steering Committee, as needed for the successful implementation of the PROCARIBE+ Project
- respond in a timely matter to requests from the PROCARIBE+ PMCU, where such requests relate to the field of responsibilities of the NFP as set out in the approved PROCARIBE+ Project Board and PROCARIBE+ NFP TORs
- disseminate in a timely manner requests for support and/or news from the PROCARIBE+ PMCU, and information on the PROCARIBE+ Project (incl. best practices, lessons learnt) to relevant national and local level stakeholders
- assist with the (initial) mapping of relevant national (institutional) stakeholders, and -where applicable- related communication channels/protocols, for the different PROCARIBE+ Project activities, outputs and outcomes
- assist (as deemed feasible) the PROCARIBE+ PMCU and, where applicable, the PROCARIBE+ co-executing partners and other agents engaged by the PMCU to execute or support the execution of (selected) PROCARIBE+ project activities, with the identification of the relevant national counterparts
- timely informing the PROCARIBE+ PMCU of any changes relative to the country's National Focal Point(s), Liaison Person(s) and other national-level stakeholders of high relevance to the PROCARIBE+ outputs and activities (this includes potential changes of their contact information)

¹² this applies to GEF-eligible countries that have provided a GEF Operational Focal Point Endorsement Letter for the PROCARIBE+ Project Identification Form (PIF) and are thus listed as a participating country [in] [under Section X of] the UNDP PROCARIBE+ Project Document

- periodically track, and/or coordinate the periodic tracking of national-level co-financing for PROCARIBE+; provide the PROCARIBE+ PMCU in a timely matter with the consolidated report on the national-level project co-financing, noting that reporting will be required at the following instances: during the annual preparations of the UNDP GEF Project Implementation Review (PIR); (b) during the independent Mid-Term Evaluation Process (MTE) and (c) during the independent Terminal Evaluation Process (TE)
- when/if requested: take part in the independent project Mid-Term and Terminal Evaluation, and/or assist the Independent Evaluator in engaging relevant national stakeholders in said process
- any other responsibilities as may be agreed upon by the PROCARIBE+ Project Board

BASIC PROCARIBE+ COMMUNICATIONS PROTOCOL

The below constitutes a basic protocol elaborated by the PROCARIBE+ Project Management and Coordination Unit (PMCU) in December 2023 (i.e. during the PROCARIBE+ Inception Phase) and is intended to guide the orderly conduct of official PROCARIBE+ communications.

At any point during PROCARIBE+ Project implementation, the PROCARIBE+ Project Board may request/decide/accept for this basic guidance on communications to be further complemented, or to be replaced by a more detailed and dedicated protocol or guidance document, to be developed by the PROCARIBE+ PMCU and to be presented to the Project Board for their review and approval.

As a guiding principle, prior to the formal nomination of a country's PROCARIBE+ National Focal Point(s), all official written communications in relation to **PROCARIBE+ project governance and management processes, including matters of the PROCARIBE+ Project Board**, will be directed to a country's GEF Operational Focal Point (OFP).

This includes the submission of a formal written request by the PROCARIBE+ Project Management and Coordination Unit (PMCU) for the PROCARIBE+ beneficiary countries to officially nominate their PROCARIBE+ National Focal Points (NFPs).

Following the formal nomination of a country's PROCARIBE+ NFP/NFPs, **all official written communications in relation to PROCARIBE+ Project Board processes and the roles and responsibilities of the NFP/NFPs are to be¹³ directed to the country's PROCARIBE+ NFP/NFPs**, with carbon copy to the country's Liaison Person(s), as applicable.

All official communications from a PROCARIBE+ participating/beneficiary country in relation to PROCARIBE+ Project Board processes and the roles and responsibilities of the PROCARIBE+ NFPs are to be sent by, or channeled through a country's PROCARIBE+ principal and/or alternate NFP, or his/her/their designated Liaison Person(s), with the country's other NFP(s) and/or Liaison Person(s) -when these exist- in cc, **and are to be directed to the PROCARIBE+ Project Manager**, with carbon copy to the PROCARIBE+ Senior Project Officer and PROCARIBE+ Project Associate.

At the time of writing (12 December 2023), the individuals exercising the aforementioned functions at the PROCARIBE+ Project Management and Coordination Unit are:

- **Project Manager:** Mr. Patrick Debels, PatrickD@unops.org
- **Senior Project Officer:** Mrs. Sonia Gautreau, SoniaG@unops.org

¹³ unless otherwise agreed upon with the NFP(s)

- **Project Associate:** Ms. Angelica Carrillo, AngelicaC@unops.org

In support of the application of this communications protocol, the PROCARIBE+ PMCU will create, prior to the 1st Meeting of the PROCARIBE+ Project Board, and maintain throughout the project's duration, an **online PROCARIBE+ contacts list**. The PROCARIBE+ PMCU will procure to keep the contact list up to date, using the latest information available at the PMCU as provided by the PROCARIBE+ Beneficiary Representatives.

The contact list will detail:

- names and contact details of the staff of the PROCARIBE+ Project Management and Coordination Unit, with an indication of their roles
- names of the PROCARIBE+ Project Board Members; this includes:
 - names of the entities, and their representatives, exercising the Development Partner (Supplier) Function on the Project Board
 - names and affiliation of the current PROCARIBE+ Project Board Chair and co-Chair (once nominated)
 - names and affiliation of the PROCARIBE+ Beneficiary Representatives (this includes the PROCARIBE+ NFPs)

Contact details (email addresses, phone numbers,...) as provided by the aforementioned parties will be kept on record by the PROCARIBE+ PMCU and can be made available following justified requests, and/or included in the online list, subject to such having been authorized by the corresponding party.

However, it will be the responsibility of each party to ensure that the contact information received and held by the PMCU is up to date.

COMMUNICATIONS OTHERS THAN THOSE RELATING TO PROJECT GOVERNANCE AND MANAGEMENT OVERSIGHT

[to be developed]

CHANGES IN THE NATIONAL REPRESENTATIVES TO THE PROCARIBE+ PROJECT

The principal PROCARIBE+ NFPs are expected to inform the PROCARIBE+ PMCU of any changes in the nominations of alternative NFP(s) and/or Liaison Person(s).