

Agenda Item 9c - Project National Focal Points

Key aspects

PROCARIBE+ NATIONAL FOCAL POINTS: MISSION STATEMENT

The PROCARIBE+ National Focal Points are to support and enable the successful implementation 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 requested to nominate and maintain throughout the project’s duration a Project NFP

Other States and/or Territories deemed to be direct project co-beneficiaries, may also be provided with the opportunity, subject to certain conditions, to nominate and maintain PROCARIBE+ NFPs

PRINCIPAL AND ALTERNATE FOCAL POINTS, AND LIAISON PERSONS

It is recommended that countries nominate:

- ❑ **One principal NFP:** Main representative to the Project Board
- ❑ **Deputy/alternate NFP:** to supplement and support the principal NFP in his/her responsibilities vis-a-vis the PROCARIBE+ Project Board
- ❑ **Liaison Persons:** support operational aspects, including the day-to-day interactions with the PROCARIBE+ Project Management and Coordination Unit (PMCU) and/or Co-Executing Partners.

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+ NFP.

In order to be able to successfully execute their role, NFPs are expected to:

- Be familiar with the core aspects of the UNDP PROCARIBE+ Project, especially aspects related to the Project Board
- Be familiar with the PROCARIBE+ Project Outputs and Activities where their country is (one of) the expected country(s) of focus
- Be familiar with the documentation prepared for the PROCARIBE+ Project Board processes
- Adequately prepare for, and participate in the activities of the PROCARIBE+ Project Board; including attending its meetings and reviewing/approving related meeting documents
- Discharge the function of PROCARIBE+ Project Board Beneficiary Representative in accordance with the Project Board Terms of Reference.

Additionally, NFPs should:

- ❑ Have/Acquire a basic understanding of the GEF-supported TDA/SAP approach and its implementation in the wider Caribbean region
- ❑ Have a basic understanding of their country's policies and strategies/action plans on marine conservation and sustainable use, blue economy and sustainable development and climate
- ❑ Be involved in country-level inter-sectoral consultation & coordination mechanisms/processes related to the marine environment
- ❑ Become an active spokesperson for the PROCARIBE+ Project at national and international levels, and advocate for inter-sectoral coordination and for enhanced synergies among projects and initiatives on the marine environment in the Wider Caribbean

ROLES, FUNCTIONS AND RESPONSIBILITIES

- Secure the country's signature for the UNDP PROCARIBE+ Project Document (as applicable)
- Liaise with the PROCARIBE+ PMCU and respond to requests from the PMCU
- Disseminate requests for news and information on the PROCARIBE+ Project to relevant stakeholders
- Assist with the mapping of relevant national stakeholders
- Support the execution of PROCARIBE+ project activities, with the identification of relevant national counterparts
- Inform on changes relative to the country's National Focal Point(s), Liaison Person(s) and other national-level stakeholders of high relevance
- Track, coordinate and report on national-level co-financing for PROCARIBE+
- 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 - as appropriate.

BASIC PROCARIBE+ COMMUNICATIONS PROTOCOL

- ❑ **In the absence of a PROCARIBE+ Project NFP:** Official communications will be sent to GEF OFP
- ❑ **After the designation of NFPs:** NFPs to receive all written communications in relation to PROCARIBE+ Project Board processes and the roles and responsibilities of the NFP(s)
- ❑ **NFP to send or channel through his/her designated Liaison Person(s) any official communications in relation to PROCARIBE+ Project Board processes and the roles and responsibilities of the PROCARIBE+ NFPs directly to the PROCARIBE+ Project Manager, with cc to the Senior Project Officer and Project Associate.**

An online PROCARIBE+ contacts list will be maintained throughout the PROCARIBE+ Project.