

Annex V

Revised Terms of Reference for the UNDP/GEF Yellow Sea Project National Project Coordinator (NPC)

Background: The National Project Coordinator (NPC) will serve as secretary to the Inter-ministerial Coordinating Committee (IMCC), reporting to the National Focal Point. The NPC will serve as the primary national contact with the Regional Scientific and Technical Panel (RSTP) and PMO, and will be the lead expert for operational purposes. The NPC will assure full participation of needed resources in each country, and ensure the timeliness and quality of the products provided during the project, through regular communication with the contractors. The NPC is a member of the RSTP.

Tasks:

1) In the IMCC:

- As the secretary to IMCC, works with national agencies to bring necessary human and other resources to the Project;
- Assists the NFP by coordinating the IMCC meetings, and keeping detailed notes of their outcomes; and
- Supervises the IMCC secretariat activities.

2) At the national level:

- Ensures contracts and other project funded activities are undertaken in a timely fashion and in accordance with the work plans;
- Monitors the progress of implementation of the project activities at national level ;
- Assist in promoting wide stakeholder participation in the project; and
- Liaises continuously with and supports the Project Manager on matters regarding the conduct of the project, including early warning of potential deviations from quarterly workplans and implementation difficulties.