Terms of Reference of the Regional Steering Committee Meeting and National Project Boards

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Regional Steering Committee Meeting of the GEF/UNDP ATSEA 2 Project

Swiss-Belresort Watu Jimbar
Denpasar, Bali, Indonesia

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IMPLEMENTATION ARRANGEMENTS: ATSEA 2 ORGANIGRAM

Regional Steering Committee
Indonesia: Ministry of Marine Affairs and Fisheries (MMAF), Timor-Leste: Ministry of Agriculture and Fisheries (MAF)
Papua New Guinea: National Fisheries Authority (NFA), Australian Government, UNDP, PEMSEA Resource Facility (PRF)

Principal Project Representative
Head of Env. Unit, UNDP Indonesia, UNDP GEF

National Project Board - Timor-Leste
Senior Beneficiaries: NPD-MAF
Executive: Head of SD Unit, UNDP Timor-Leste
Senior Suppliers: NPD-MAF

UNDP SD Unit
RP for Timor-Leste Component

Project Assurance
Programme Manager, UNDP Timor-Leste

National Project Board - Indonesia
Senior Beneficiaries: MMAF, BAPPENAS, MoF
Executive: NPD-MMAF
Senior Suppliers: Head of Env. Unit, UNDP Indonesia

UNDP Env. Unit
RP for Indonesia

Project Assurance
Programme Manager, UNDP Indonesia

National Coordinating Unit (NCU) - Timor-Leste
National Coordinator
Support staff
Consultants

Regional Coordinating Unit (RCU)
Regional Coordinator
Support staff
Consultants

PEMSEA
Responsible Party (IP)

National Coordinating Unit (NCU) - Indonesia
National Coordinator
Support staff
Consultants

National Coordinating Unit (NCU) - PNG
National Coordinator
Support staff
Consultants
IMPLEMENTING AND EXECUTING AGENCIES

◆ Implementing Agency (IA)/PRINCIPAL PROJECT REPRESENTATIVE
◆ Executing Agency (EA)/IMPLEMENTING PARTNERS
◆ Regional Steering Committee (RSC)
◆ National Project Boards
◆ Regional Project Management Unit (RPMU)
◆ National Coordination Units (NCU)
◆ Project Partners
REGIONAL STEERING COMMITTEE (RSC)

National Government Lead Agencies
UNDP
PEMSEA Resource Facility

Main Roles:
- Ultimate decision-making body to policy and issues affecting the achievement of project’s objectives
- Oversight of project implementation, including review and assessment of project performance, and approval of overall project annual work plans, budgets and progress reports
- Deliver decisions concerning deviations from the project document
- Act as a vehicle in facilitating local to international networking as well as knowledge sharing of project results and lessons learned to relevant audiences.
- As support to the RSC, the ATS Stakeholder Partnership Forum (SPF) will provide advice and necessary support to RSC.

NOTE: Detailed TOR for discussion at RSC
UNDP Indonesia

Main Roles:

- Member of the Regional Steering Committee
- Responsible to GEF for channeling of resources to executing agencies (EAs) in accordance with UNDP Rules and Regulations
- Overall project monitoring
- In charge of mid term and end of project review
- Quality Assurance (spot checks and audits)
Main Roles:

- Support the implementation of national level activities in fulfillment of national procedures associated with international donor funding.
- Oversee and provide direction to the national coordination units (NCUs) through: approval and review of national project work plans, budgets and progress reports, oversight and support of strategic decisions required to facilitate implementation of the approved national work plan and possible changes in project activities.
- Support coordination with other Ministries or relevant agencies.

(NOTE: Detailed TOR for discussion at RSC)
IMPLEMENTING PARTNERS

- UNDP Implementing Partner for Regional and Papua New Guinea Component - PEMSEA Resource Facility (PRF)
- National Component Timor Leste Implementing Partner - Ministry of Agriculture and Fisheries (MAF)
- National Component Indonesia Implementing Partner - Ministry of Marine Affairs and Fisheries (MMAF)
REGIONAL PROJECT MANAGEMENT UNIT

Regional Project Manager (full time)
Biodiversity Specialist (full time)
Policy/Results-based Management Specialist (full time)
Finance/Administrative Officer (full time)
Administrative Assistant (full time)
Procurement Assistant (full time)

Communication and Knowledge Management Specialist (long-term/short-term)
Gender Equity and Social Inclusion Coordinator (long-term/short-term)

Main Role:

- Day to day management of all aspects of project, including providing programmatic and technical guidance to national project coordinators and consolidation of technical (and financial) reporting to PPR and RSC
NATIONAL COORDINATION UNITS (NCUs)

Indonesia:
- National Coordinator
- Finance/Admin Associate
- Site Mobilizer (3)

Timor Leste:
- National Coordinator
- Finance/Admin Associate
- Site Mobilizer (2)

Papua New Guinea:
- National Coordinator
- Finance/Admin Associate

Main Role:
- Coordinate the implementation of on-the-ground project activities across agencies, communities, sectors of communities
- Prepare technical and financial national reports