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

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UNDP/GEF/YS/RWG-I.1/inf.7  
Date: 30 March 2005  
English only

**First Meeting of the Regional Working Group  
for the Investment Component**  
*Yantai, China, 17-20 May 2005*

**Terms of Reference  
Yellow Sea LME  
NATIONAL PROJECT COORDINATOR (NPC)**

**Background:** The National Project Coordinator will serve as secretary to the Interministerial Coordinating Function (IMCF), reporting to the National Focal Point. The NPC will serve as the primary national contact with the SMAG and PCU, 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 IMCF:

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

2) At the national level:

- Ensures national sub-contracts and other project funded activities are undertaken in a timely fashion and in accordance with the national quarterly work plans;
- Monitors the progress of national experts and helps assure timely completion of activities;
- Serves as lead national individual for coordinating inputs into the NYSAP and Regional SAP;
- Promotes wide stakeholder participation in the project;
- Generally assures full coordination of national inputs; and
- Liaises continuously with and supports the CTA on matters regarding the conduct of the project, including early warning of potential deviations from quarterly workplans and implementation difficulties.

3) In the SMAG:

- As a Strategic Management Advisory Group member, helps review/discuss quarterly workplans and budgets, and reviews progress reports.