

**1st WIO-SAP PROJECT STEERING
COMMITTEE MEETING
16-17 NOVEMBER 2017
AVANI RESORT,
MAHE, SEYCHELLES**

Implementation of the Strategic Action Programme for the protection of the Western Indian Ocean from land-based sources and activities (**WIO-SAP**)

Session 3: Project Management Mechanisms, Terms of Reference for Project Steering Committee & Co-financing



OVERVIEW

- Project management mechanisms, reporting arrangements and administrative bodies
- Terms of Reference for the Project Steering Committee
- Partnerships and co-financing



Project management mechanisms, reporting arrangements and administrative bodies

1. Institutional Framework

- Implementing Agency is UNEP DEPI
- Executing Agency is the Nairobi Convention Secretariat
- The Nairobi Convention Secretariat will establish the Project Management Unit (PMU) to cater for the day-to-day running of the project.
- The WIO-SAP Project Steering Committee (PSC) will be established to provide strategic guidance on the implementation of the project.
- The work of the project will be carried out by national and regional consultants and national and regional organizations, including educational, research, governmental and non-governmental organizations (NGOs), and community-based organizations, among others. This network will work closely through the Project National Focal Points to ensure that the governments of participating countries will endorse their work products.
- UNEP/DEPI, as the Implementing Agency, will be responsible for overall project supervision to ensure consistency with GEF and UNEP policies and procedures, will provide guidance on linkages with related UNEP and GEF-funded activities, monitor implementation of the project activities, and will clear and transmit the financial and progress reports to GEF. Project financial and administrative support will be provided by UNEP and UNON.

Project management mechanisms, reporting arrangements and administrative bodies



2. Management and Administrative Structure

The management and administrative structure for the project shall consist of the following elements: Executing Agency, Project Steering Committee (PSC), and Project Management Unit (PMU) based at the Nairobi Convention Secretariat in Nairobi, Kenya.



Project management mechanisms, reporting arrangements and administrative bodies



2.1 Executing Agency

The Project will be executed by the Nairobi Convention Secretariat. The Secretariat will execute the project and provide technical support including hiring and administration of international and local personnel, procurement of goods and services, travel arrangements and other miscellaneous support as required by the PMU in consultation with UNEP.

2.2 Project Steering Committee

The WIO-SAP Project Steering Committee (will include National Focal Points, representatives of UNEP/DEPI, GEF IW, Nairobi Convention, donor organizations, and others) – will be established to provide strategic guidance on the implementation of the project, meet regularly to review annual work plans and budgets, and facilitate coordination between the various implementing partners and stakeholders. Representatives of the private sector and civil society will be invited to participate in the WIOSAP PSC as observers.



Project management mechanisms, reporting arrangements and administrative bodies



2.3 National Coordination

- The participating countries will appoint WIO-SAP National Project Coordinators who will, working with Nairobi Convention National Focal Points, oversee the implementation of various project activities.
- Each country will build on an existing, or establish, an Inter-Ministerial Coordination Committee or similar national inter-agency mechanism (possibly as a National Implementing Committee), facilitated by the Nairobi Convention National Focal Points, to help assure effective coordination and communication amongst all ministries during the implementation of the project.
- Specific in-country project activities will be undertaken by the national technical working groups or task forces and the inter-ministerial committees that will be established in participating countries, particularly those that are already operating under the auspices of the Nairobi Convention.



2.3 National Coordination – cont.

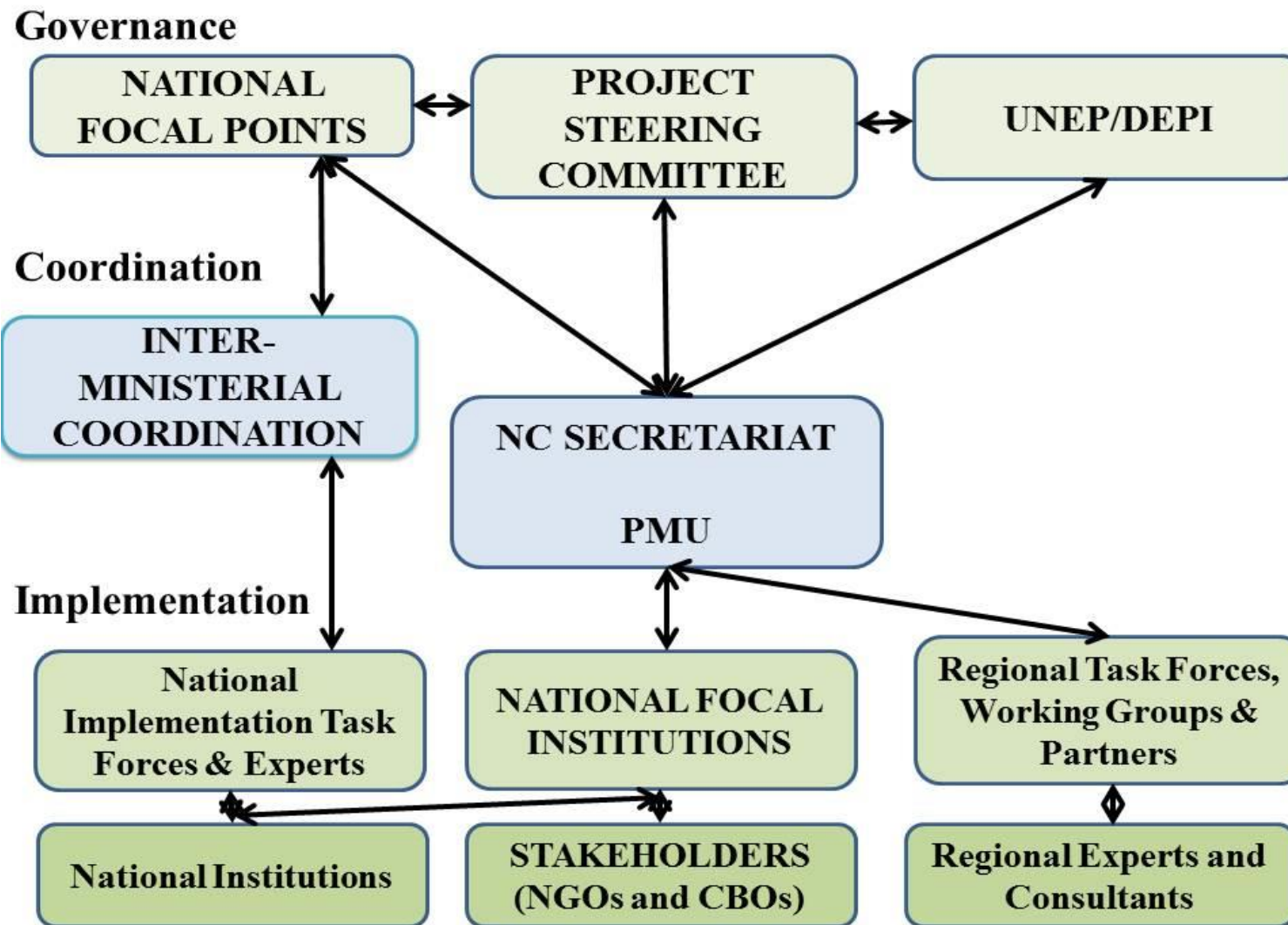
- For countries that will have active pilot projects on the ground it was agreed at the Project Inception Meeting that it would be beneficial for the Project to appoint (and directly support) dedicated National Project Officers (NPOs). This will ensure effective monitoring of activities on the ground and feedback to the Project structures. The NPOs would track progress in the implementation of demonstration projects at the national level, monitor performance indicators and targets, carry out national reporting and follow-up through quarterly, half yearly and annual reports, prepare and provide required documentation and submit this to the WIO-SAP PMU in a timely and efficient manner. Sharing these officers with SAPPHIRE could be considered.

Project management mechanisms, reporting arrangements and administrative bodies

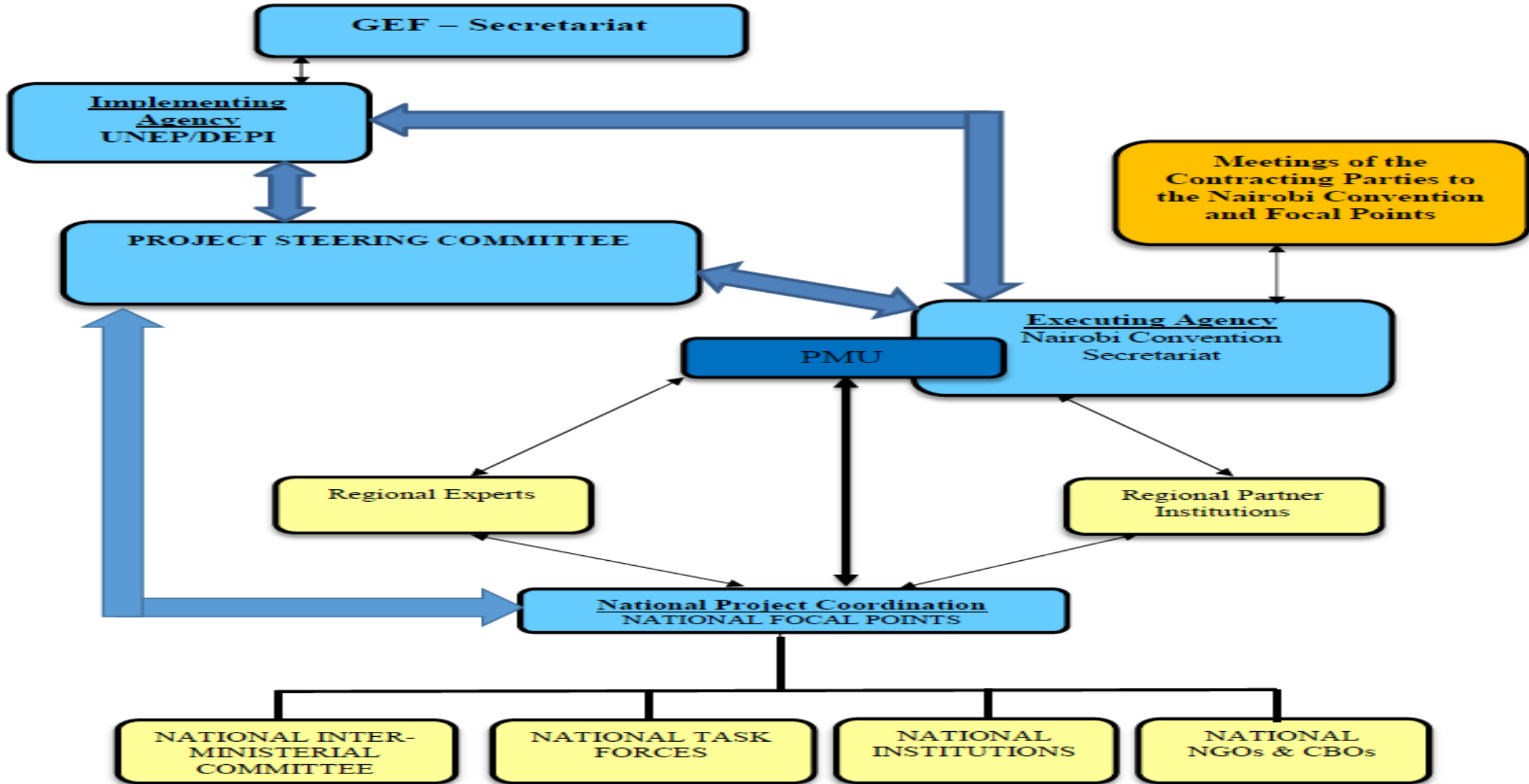
2.4 Project Management Unit

- The WIOSAP PMU will be established within the Nairobi Convention Secretariat. The key staff of the WIOSAP PMU will include the Project Manager, Scientific/Technical Officer, Policy/Governance Officer, Administrative/Financial Assistant, Communications Officer, and Monitoring and Evaluation Officer. Several PMU support staff may be shared between the WIO-SAP and SAPPHIRE Projects.
- While the procurement process (preparation of announcements, TORs and selection of service providers, etc) will be under the PMU, the contracting of service providers will be the responsibility of the Executing Agency. The PMU will work in partnership with a number of key organizations, including but not limited to the WIO-C. Project supervision and other implementing agency roles will be fulfilled by the UNEP/DEPI GEF IW unit.
- The Project Manager will have the authority to run the project on a day-to-day basis with guidance provided by the PSC. The Project Manager's prime responsibility is to ensure that the project produces the results specified in the WIO-SAP project document, to the required standard of quality and within the specified constraints of time and cost.

Governance, Coordination and Implementation – also considering the role of the Regional Technical Committee, FARI, STAP (SAPPHIRE), and the Science to Policy Platform



Decision flows



Terms of Reference for the Project Steering Committee



Preamble:

- The WIOSAP PSC membership shall consist of the representatives of the participating countries (National Focal Points), UNEP/DEPI, donors, and others. The PSC will be responsible for providing guidance to the project and also making management decisions for the project. In view of its project executing role, the Nairobi Convention Secretariat shall serve as the secretariat of the PSC. The WIO-C, IOC and other economic commissions such as SADC will also be invited as observers. Chairs of Task Forces and Working groups will also be observers in the Committees meetings. The PSC will also play a critical role in monitoring and evaluation of the project and make sure that the results of evaluations are used for performance improvement, accountability and learning. The PSC will also be responsible for approving strategic decisions and annual work plans, setting project direction, reviewing progress of the project, and identifying additional funding for the implementation of the project.



Terms of Reference for the Project Steering Committee



- PSC meetings will normally be open to recognized stakeholders on an observer basis, except where personnel or other sensitive matters are under discussion.
- The PSC will also provide policy-level liaison to national governments, through Inter-Ministerial Coordination Committees, in connection with the implementation of the project at country level. The PSC will be chaired by a senior government official for a term not exceeding one year who will be elected by the participating countries. The Project Manager will serve as the Secretary to the PSC. The decisions of the PSC will be reached by consensus by the members.



Terms of Reference for the Project Steering Committee



- The PSC will be composed of senior government officials chosen by the participating governments to act as the National Focal Points for the Nairobi Convention and the GEF Project, or their designees. PSC membership will also include UNEP/DEPI, UNEP/GPA and the UNEP/Nairobi Convention Secretariat. Key partners such as the WIO-C, COI and other economic commissions such as SADC will also be invited as observers. Additional members can be included at the discretion of the PSC and these may include Chairs of the Task Forces and Working groups.
- The PSC shall be convened annually. Ad hoc meetings may be convened (i) if the majority of members make a request for such a meeting to the Executing Agency (NC Sec); (ii) At the request of the Executing Agency when circumstances demand. The PSC will be chaired by an elected senior government official from the participating countries. The term of office of the chairman will be limited to one-year. In addition, a rapporteur for the meeting will be elected.



Terms of Reference for the Project Steering Committee



- The Project Manager will serve as the Secretary to the PSC. The WIOSAP PSC will also act as the PSC for any other projects that are incorporated under the WIO SAP umbrella. The WIOSAP PSC will make decisions based on the consensus principle.

Terms of Reference for the Project Steering Committee



Specifically, the WIO-SAP PSC will have the following responsibilities:

- a) Provide guidance, as well as overall strategic policy and management direction to the Project;
- b) Annually, review and assess the progress of the project, based upon a pre-defined Monitoring and Evaluation Plan, including progress made towards making measurable impacts in terms of improvement of environmental status;
- c) Discuss and review draft strategies for improving sustainability of environmental benefits and replication drafted by the project unit;
- d) Monitoring and reviewing of co-financing delivered to the project in line with GEF requirements;
- e) Annually review and approve the work plan and comment on the budgets of the project, and provide strategic direction on the work plan;



Terms of Reference for the Project Steering Committee



- f) Advise on appropriate mechanisms for interaction with the private sector;
- g) Seek additional funding to support the outputs and activities of the WIOSAP project;
- h) Review the extent and effectiveness of stakeholder involvement at the regional and national level particularly among different sectors of government that have an interest or impact in land based activities, including resolution of potential conflicts;
- i) Review the quality of outputs produced;
- j) Review/monitor the implementation of the project's outreach and communication strategy.

Partnerships and co-financing



Funding Source	Value (million US\$)	%
GEF IW	10,867,000	12.1
National co-financing (cash and in-kind)	67,248,741	75.2
Comoros	5,900,000	
France Reunion		
Kenya	12,000,000	
Madagascar	1,200,000	
Mauritius	4,500,000	
Mozambique	19,000,000	
Seychelles	4,600,000	
Somalia	168,400	
South Africa	5,280,341	
Tanzania	14,600,000	
Co-financing (NGOs and others)	7,122,000	7.9
WIO-C	7,122,000	
UNEP	4,250,000	4.8
Nairobi Convention Trust Fund	1,750,000	
UNEP's Marine and Coastal Programme under the Division of Environmental Policy Implementation (DEPI)	2,500,000	
Total	89,487,741	100



Partnerships and co-financing



While project partners remain committed to the WIO-SAP process as indicated in the Inception Meeting, many of the projects put forward as co-financing by countries and partners during project design do not correspond to the new Project timeframes. This needs to be updated, with similar or greater levels of co-financing achieved for the period 2018-2022. A review of current co-financing available and potential sources is required. New projects by countries and partners in the region such as NMCi, GMES-Africa, and the new WIOMSA 5-year MASMA Programme, amongst others, need to be included.



Discussions



THANK YOU