

Attachment 2: Terms of Reference (ToR) of the Regional Focal Points (RFPs) *(Extracted from the adopted Revised Rules and Procedures for the Operation and Management of the GEF-CSO Network, 23th May 2014)*

The Regional Focal Points (RFPs) are member organizations of the GEF-CSO Network which are elected by members in their respective region to coordinate and facilitate GEF- NGO Network activities in that region in consultation with the Central Focal Point (CFP). Each Regional Focal Point will appoint a senior representative to represent it at the GEF-CSO Network Coordinating Committee.

Specific responsibilities of the RFP include:

1. Representing and promoting the GEF-CSO Network in their respective regions and working to implement the short term plans and long term strategies of the Network in their regions.
2. Providing within their region, in a timely fashion, information to accredited NGOs and other stakeholders concerned with the GEF, on all relevant and appropriate GEF-related activities, including GEF-CSO Consultations and GEF Council meetings.
3. Developing, collating and providing reports on regional activities and issues relevant to ongoing GEF processes and upcoming GEF activities, to the CFP, on an as needed basis, for archival purposes, for meetings, for preparation of Annual Reports by the CFP and for distribution to the Network and to the GEF Secretariat, where and when appropriate.
4. Communicating and coordinating regularly with membership in the respective regions, the Central Focal Point(CFP) and other Regional Focal Points(RFPs) to develop and produce relevant and timely input into GEF policy documents and processes, information dissemination concerning and affecting GEF-CSO objectives, operations, logistics, and, meetings.
5. Collecting, compiling, and providing brief reports in consultation with member organizations in the relevant regions), as needed and requested by the CFP, on regional concerns relevant to the upcoming GEF meeting for distribution to Consultation participants.
6. If funds are available, coordinating the nomination and selection of additional regional participants in GEF activities and meetings, in coordination with the CFP.
7. Participating actively in the GEF-CSO consultation meetings prior to each council meeting as well as the council sessions.
8. Providing appropriate and timely input to reporting of these events.
9. Reporting back to the members in the respective region on GEF Council Meetings through the distribution of the NGO report on the meetings.
10. Facilitating the participation of NGOs in the region in the processes of the GEF, through information and analysis and sharing of experiences and of lessons learned, encouraging and assisting NGOs in the process of accreditation to the GEF.
11. Supporting the NGOs in the region in planning and implementing regional and national outreach activities for awareness raising and promotion of GEF-related activities.
12. Developing, updating and maintaining a comprehensive list of, and appropriate information on, relevant individuals, organizations, NGOs, institutions and government entities, (including GEF-CSO Network members, government focal points and representatives from Implementing Agencies) within their region to coordinate and cooperate with for successful implementation of GEF activities and projects.

In executing their duties and responsibilities, the RFPs will ensure that they conduct themselves, in all respects, in their leadership positions according to the GEF-CSO Network Code of Conduct.

Term of office and replacement of RFP

The initial term of office for the RFP is four (4) years, and it may be re-elected one additional time. In the case of a RFP having been in its position for two consecutive terms, encouragement is to be given to member organizations from other countries in the region to stand in the elections. However

the decision of the election of the next RFP will be left to the member organizations in the relevant region.

If an RFP fails to undertake a reasonable number of appropriate and relevant activities after being elected, or fails to perform according to standards of performance and conduct adhering to guidelines set by the Coordination Committee (i.e. attending necessary CC or GEF Council meetings, initiating and coordinating activities in its respective region, providing reports on activities, representing the GEF-CSO Network appropriately) or breaches the code of conduct, the RFP will be asked to formally explain what steps it is taking to rectify the situation within a reasonable time frame. If it is unable to meet the necessary requirements as RFP, then the situation will be reviewed by the Coordination Committee who will make a decision on the need to declare the position vacant and call new elections in the region concerned.

If the designated individual representative of the RFP does not undertake their duties in an appropriate manner, the Coordination Committee may request the RFP to rectify the situation or appoint another representative within an appropriate time frame, failing which election for a new RFP can be initiated.

If a RFP is unable to complete its full term, the RFP must immediately inform the CFP who, with the cooperation of the Coordination Committee, will organize and facilitate the process of electing a new RFP in the region.

In case the nominated representative of the RFP resigns from the organization or is unable to continue with their work, the RFP will notify the Coordination Committee through the CFP and may propose another senior representative with equivalent experience and skills to undertake this role, subject to agreement by the CFP and a majority of the members of the CC. In case such agreement is not obtained, elections for a new RFP will be initiated.

If the elected organization is not able to continue performing its responsibilities as RFP, it should notify the Coordination Committee through the CFP. The Coordination Committee will declare the position vacant and organize elections for this the region.

Transitional Arrangements

RFPs leaving their positions will prepare a set of documents to guide the new RFP. The RFP will work with and share their acquired knowledge and experiences with the new incoming RFP, and, do all they can to assist the smooth transition from one to the other. The RFP will normally serve from the time of their election for four years and their term will end once a new RFP is elected. If for some reason the election could not be completed in the allotted period and has been postponed or reorganized, the CC will make a decision on the status of the RFP.