

# Terms of Reference

## NATIONAL FOCAL POINT

Agreement number: S-1.X-1/06  
Work Period: 1<sup>st</sup> July 2006 – 30<sup>th</sup> November 2006  
July 2006

### Background of the Relevant Project Objectives and Activities

The primary focus of this TOR is to strengthen the Carpathian EcoRegion Initiative network (CERI), an umbrella organization of NGOs in the Carpathians. This support is targeted to enhance the network and its members' capabilities to respond to transboundary nature conservation issues and to contribute to the implementation of the Carpathian Convention in the region. The support should empower the network to respond to current priority issues (loss of biodiversity, effectiveness of nature protection measures, management planning, environmental awareness raising, support of ecotourism in the region etc.) as well as those that may arise in the future.

**This statement of work covers activities to be carried out by the CERI National Focal Point (NFP) from the period of 1<sup>st</sup> July 2006 to 30<sup>th</sup> November 2006.**

### Description of the Required Services

The purpose of this assignment is to:

- support the institutional development of the Carpathian EcoRegion Initiative network of NGOs and research institutes (to a sustainable basis);
- strengthen the capacities of the CERI network as well as its members to substantively address transboundary nature conservation issues, priorities for the Carpathians, at both the national as well as transboundary levels and;
- enable CERI members to participate at and to contribute to the implementation of the Carpathian Convention

The National Focal Point, under the guidance of the CERI Board and Secretariat (CERIBaS), is responsible for carrying out the necessary implementation steps for achieving all the specific outputs in the given time frame (see Annex 1)

### 1. Strengthening the CERI network, Cooperation among NGOs

Under this assignment, the NFP will coordinate following activities:

- **Activities related to CERI Organisation**
  - Adhere to the requirements listed in Article 4 of the CERI Statutes, in particular, representing a nationally coordinating organization responsible for CERI activities on the national level with a mandate to represent the Carpathian EcoRegion Initiative at the national level;
  - Help organize the program content of board meetings, general assembly and other internal meetings;
  - Attend all board meetings, 1 general assembly and other internal meetings;
  - Represent CERI at relevant initiatives and fora in the region;
  - Communicate with CERI Secretariat and members.
- **Developing the CERI Network**
  - Provide feedback on the issues/topics discussed within CERI;
  - Help draft and implement the Rules of procedure;
  - Contribute to CERI Communication Strategy;

- Participate in and contribute to CERI fundraising activities;
  - Represent CERI at the national level.
- **Participating in the expert work of CERI**
    - Nominate and approve members for the Working Groups;
    - Review the documents and reports produced by WGs, provide feedback on them with special focus on work plans and budgets of WGs;
    - Identify Experts for the CERI Expert Database (minimum of 1 expert);
    - Provide feedback to draft questionnaire for Fact sheets of current situation regarding the protection and management of the Carpathian mountains;
    - Supply information on the current situation regarding the protection and management of the Carpathian mountains as given in questionnaire;
    - Support assessment of training needs in the field of N 2000 implementation, responsible forestry and ecological network design;
    - Nominate persons to participate in set of trainings to increase understanding of the members on the principles and techniques of ecological network development and implementation;
    - Inform Secretariat about national projects in the Carpathian Ecoregion.
  - **Coordinating national CERI network**
    - Maintain communication among the national members;
    - Coordinate the CERI related activities of the members;
    - Disseminate relevant information among the national members;
    - Organise coordination meeting at the national level in order to discuss ongoing CERI issues;
    - Support national projects contributing to the sustainable development of the Carpathian Ecoregion.

## **2. Coordination of CERI policy activities at the national level**

- Contact the Carpathian Convention (CC) and Convention on Biodiversity (CBD) focal point and define possibilities for cooperation at the national level;
- Collect comments from members to the Biodiversity Protocol of the Carpathian Convention and provide them to CERI Secretariat.

## **3. Dissemination of information**

- Disseminate all CERI materials and publications
- Translate to national language, print and disseminate among all relevant stakeholders the CERI Newsletter (1<sup>st</sup> and 2<sup>nd</sup> issue);
- Contribute to preparation of 2<sup>nd</sup> issue of CERI newsletter by national article and list of events;
- Regularly contribute to the CERI website with the information related to Carpathian ecoregion and CERI national activities.

## Annex 1

Table of expected outputs and timeframe:

<b>Nr</b>	<b>Outputs/deliverables</b>	<b>Timeframe</b>	<b>Payment</b>
1.	Nominate members to the CERI Working Groups in relevant fields	11 <sup>th</sup> September 2006	
2.	1 <sup>st</sup> issue of CERI Newsletter printed in national language	20 <sup>th</sup> September 2006	
3.	2 <sup>nd</sup> issue of CERI Newsletter – national contribution provided	25 <sup>th</sup> September 2006	
4.	Experts for CERI expert database identified	29 <sup>th</sup> September 2006	
5.	Summary report from meetings with CC and CBD focal point provided	13 <sup>th</sup> October 2006	
6.	Comments to the Biodiversity Protocol of the CC provided	17 <sup>th</sup> October 2006	
7.	Progress Narrative and Financial Report submitted	20 <sup>th</sup> October 2006	
8.	Feedback to Fact Sheet questionnaire content provided	29 <sup>th</sup> September 2006	
9.	National Information for Fact Sheet provided	20 <sup>th</sup> October 2006	
10.	Contribution to assessment of training needs provided	27 <sup>th</sup> October 2006	
11.	Comments on/update of CERI website provided	31 <sup>st</sup> October 2006	
12.	Report from national coordination meeting submitted	15 <sup>th</sup> November 2006	
13.	List of projects in Carpathian ecoregion completed for the relevant country	15 <sup>th</sup> November 2006	
14.	2 <sup>nd</sup> issue of CERI Newsletter printed in national language	17 <sup>th</sup> November 2006	
15.	Contribution to CERI Communication Strategy provided	24 <sup>th</sup> November 2006	
16.	Participants for training sessions nominated	30 <sup>th</sup> November 2006	
17.	Final Narrative and Financial Report submitted (including copies of all the receipts/invoices)	10 <sup>th</sup> December 2006	Payment of the balance