

ADOPTED

TERMS OF REFERENCE FOR THE NATIONAL LEAD AGENCIES

The National Lead Agencies shall:

1. Assume overall responsibility for the execution of the national-level activities of the SEAFDEC/UN Environment/GEF Fisheries *Refugia* Project in accordance with the National Project Document and regional UN Environment Project Document;
2. Provide Secretariat support to the operation of the National Fisheries *Refugia* Committee (NFRC) and the National Scientific and Technical Committee (NSTC) and convene quarterly and biannual meetings of these bodies, respectively;
3. Nominate a National Focal Point (NFP) to (a) act as the main point of contact with SEAFDEC, UN Environment, Chairs of the NFRC, NSTC and site-based management boards, and (b) participate in annual regional Project Steering Committee meetings;
4. Plan and implement activities based on the results framework, work plan and timetable contained in the National Project Documents aimed at achieving the national-level goals and objectives for the SEAFDEC/UN Environment/GEF Fisheries *Refugia* Project;
5. Prepare and facilitate endorsement, by the National Fisheries *Refugia* Committee (NFRC), of quarterly costed work plans to guide the execution of national and site-based activities of the project;
6. Submit endorsed quarterly national costed work plans to the Project Director at SEAFDEC within five (5) working days before the end of each quarter (i.e. Quarter 1 is January-March, Quarter 2 is April-June, Quarter 3 is July-September, Quarter 4 is October-December).
7. Prepare and submit quarterly progress reports, expenditure reports, and cash advance requests for endorsement by the NFRC and subsequent submission to the Project Director at SEAFDEC within five (5) working days before the end of each quarter;
8. Prepare annual progress reports on national-level activities and results of efforts to establish operational management of priority fisheries *refugia* sites;
9. Maintain accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available to ensure that all expenditures are in conformity with the provisions of the National Project Document and costed work plans endorsed by the National Fisheries *Refugia* Committee. For each disbursement, proper supporting documentation shall be maintained, including original invoices, bills, and receipts pertinent to the transaction.
10. Provide SEAFDEC with certified periodic financial statements, and with an annual audit of the financial statements relating to the status of SEAFDEC/UN Environment/GEF project funds;
11. Be responsible for the proper custody, maintenance and care of all equipment purchased for use at the national level;
12. Lead national-level efforts to secure co-financing committed to this project and to leverage additional funding required to replicate and scale-up best practices in integrated fisheries and habitat management generated through this project; and
13. Ensure that the work of the parties under this agreement is suitably promoted as part of the SEAFDEC/UN Environment/GEF Fisheries *Refugia* Project, including labelling of outputs with agreed logos.

