



Economic Development and Integration Division Economic Governance and Planning Section

Terms of reference for national focal points supporting the implementation of the UNESCWA Development Account Project:

“Towards the Arab Horizon 2030: Enhancing Integrated National Development Planning in the Arab Region” (2018-2020)

TORs

In April 2018, UNESCWA Member States were encouraged to nominate national focal points for the above-mentioned project to facilitate coordination, information sharing and joint planning of activities at the national and regional level. In most cases this person is from a government ministry involved in national development planning.

In this capacity, a national focal point, either himself or herself or with the support of staff:

- Serves as liaison between UNESCWA’s Economic Governance and Planning Section (the “Project Secretariat”) and national development planning bodies, as appropriate
- Shares information on project-related programmes, activities, materials and events with the project secretariat
- Ensures that the country engages in integrated national development and shares relevant information, documents, and material with the project secretariat
- Supports outreach to potential partners (e.g. public sector, private sector, academia) to encourage contributions to the project, as necessary;
- Supports the project secretariat in all aspects related to the implementation of specific activities outlined in the project document, including logistics and administrative support for the organization of field visits, meetings, seminars and/or national workshops
- Ensures that the country contributes to the national development planning database and related tools;
- Participates and substantively contributes to regional meetings, national workshops, seminars and field visits;
- Provides input and feedback to the regular reports on the progress of the development account project
- Communicates regularly with constituents and stakeholders as well as supports communication on and dissemination of project results
- Supports the project secretariat in all other functions related to the effective and cooperative implementation of the development account, as per mandate.
