

Summarised Terms of Reference
for the Regional Management and Support Unit (RMSU)
established under the services contract : ME8/AIDCO/2001/0132/SMAP 10
(« *Regional Management of, and Support to, the Euro-Mediterranean Programme for the Environment* »)

- **Overall objectives of the Regional Management and Support project (RMS)**
 - Enhance regional co-operation between the partners involved in the Regional Euro-Mediterranean Programme for the Environment (REMEPE) and reinforce regional ownership
 - Improve the impact and multiply the effects of the projects cofinanced under the REMEPE at both national and regional levels
 - Increase the general coherence, the effectiveness, and the visibility of the REMEPE
 - Raise the profile of environment/sustainable development policies in the Mediterranean region
 - Further encourage regional (i.e. both South-South and South-North) co-operation in the environment in this region.
- **Main purposes and functions of the technical assistance provided by the APAT-SYKE consortium** (in relation to the detailed objectives of the project, listed below)
 - ***Information/communication*** (to increase the visibility of the programme/of the projects, facilitate communication between project beneficiaries, NGOs, or local authorities, encourage networking, raise the attention of decision-makers, researchers, or potential financiers, increase public awareness, encourage the replication of success stories...)
 - ***Support/advice*** (to improve programme/project performance and impact and to improve the quality of future proposals – bearing in mind that involvement of the team in the detailed preparation of such applications is excluded)
 - ***Monitoring and reporting*** (to help avoid mistakes, prevent inadequate or insufficient reporting, speed up implementation, facilitate review by the EC...)
 - ***Co-ordination*** (to encourage contacts and exchanges, harmonise management systems - thereby facilitating comparisons and evaluations ; increase the regional dimension, or take advantage more fully of the potential of the region, avoid any duplication of efforts)

▪ **More specific functions of the technical assistance (organised in a RMS Unit)**

A. Information and communication

- Collection, treatment and dissemination of information on the above programme and the ongoing projects carried out under this programme
- Collection of useful information for beneficiaries, potential applicants, and other actors or decision-makers in the environment (about e.g. strategies and policies ; EU Directives ; recent developments on the environmental agenda ; relevant approaches and methodologies – particularly with a view to ensuring environmental integration and people's participation ; guidelines/best practices ; case studies ; contacts and web-site addresses)
- Means/materials to be used : summaries, flip-charts/pamphlets ; web-site development, updating and management (N.B : this web-site should furnish details about e.g. the LIFE web-site and other environment-related web-sites - available in the EU, in the Mediterranean, or elsewhere ; indicate how to get information from the European Environmental Agency, the OECD, the European Investment Bank, the World Bank, etc.)

B. Support/advice

- Provision of management and reporting tools (concerning procurement procedures, reporting formats, indicators of achievement...)
- Ad hoc training (in areas such as project design and development ; project cycle management ; preparation of proposals ; best practices ; advocacy and communication)
- Punctual assistance in project implementation (including discussing suggestions/recommendations from the beneficiaries to the EC and preparing the ground for EC responses)
- Match-making/advocacy/contacts with NGOs, national authorities, donor institutions, as well as the EC Delegations
- Making comments on the draft progress/intermediary/final reports submitted by the beneficiaries.

C. Monitoring and reporting

- Assess the situation of the projects and the fulfilment of the contractual obligations of the beneficiaries (including from a regional perspective and seen from the goals defined in the Helsinki Declaration) and then keeping the EC informed
- Help improve the quality of the reports produced by the beneficiaries, if necessary
- Develop indicators of progress/achievement/performance/efficiency/impact
- Evaluate proposals for extensions, reorientations, adjustments envisaged in the work plans, or suggested amendments to the contracts
- Assist in the evaluations launched by the EC or the EU Court of Auditors

- Carry out visits to the projects and organise meetings with national and local authorities as well as EC Delegation staff members
- Prepare reports to the EC (mission reports, progress reports...) comprising inter alia an assessment of the projects from the point of view of their regional dimension, from the perspective of the Helsinki Declaration, as well as in regard of their effectiveness to promote both the incorporation of environmental considerations into sectoral policies and participation of the civil society.

D. Co-ordination

- Liaison with EC Headquarters, the EC Delegations, national and local authorities, project coordinators and the « focal points » once they have been established
- Liaison with the Mediterranean Action Plan, the Mediterranean Commission for Sustainable Development, the Mediterranean Environment Technical Assistance Programme, the Blue Plan and the Regional UNEP Offices in general
- Participation in thematic conferences/workshops, where relevant, and preparation of regional meetings or workshops involving the project beneficiaries.