

GENERIC TERMS OF REFERENCE FOR NATIONAL FOCAL POINTS

A National Focal Point for the follow-up and implementation of the Brussels Programme of Action for the Least Developed Countries (LDCs) is high-level official in the Government at the centre stage of policy making with deep knowledge and rich experience in development issues, thoroughly familiar with national development issues and the UN programmes and operational activities. Previous experience in working with civil society and private sector are highly desirable. Strong ITC capability would be an additional asset.

The National Focal Point plays the following roles and performs the following core functions in the follow-up and implementation of the Brussels Programme of Action at the country level:

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1. Catalytic role. The National Focal Point is a catalyst and serves as a driving force behind the follow-up and the implementation of the Brussels Programme of Action in the LDCs at the country level. To enable him/her to perform this role, it is recommended that the National Focal Point is also appointed as a member or the Secretary of the National Forum. This will also resolve the issue of resources and office space, necessary for performing his/her functions

2. Facilitation. The National Focal Point facilitates adoption of necessary decisions and taking appropriate actions by his Government for the effective follow-up and implementation of the Brussels Programme of Action. This includes, but not limited to, the establishment of a broad based and inclusive National Forum, the mainstreaming of the BPOA in the country development process, including the PRSPs, CCAs and UNDAF while ensuring of the complementarity of the National Forums to the existing country review mechanisms, such as the World Bank Consultative Groups and the UNDP Roundtables.

3. Liaison. The National Focal Point serves as a principal liaison person and a primary interface for various stakeholders, national and international, on all issues related to the follow-up and implementation of the Brussels Programme of Action at the country level, including those of external and domestic resource mobilization.

4. Reference point. The National Focal Point serves as a national reference point for all issues related to the Brussels Programme of Action and its implementation at the country, regional and global levels.

5. Coordination. The National Focal Point coordinates inputs at the country level and facilitates their timely and regular submission to the annual progress report of the

Secretary General on the implementation of the Brussels Programme of Action for the Least Developed Countries.

6. Networking. The National Focal Point establishes regular networking with the OHRLLS, National Focal Points in LDCs, Focal Points in UN system, multilateral and regional organizations and Bretton Woods institutions, as well as Focal Points in donor countries through various means of communication, including Internet.

7. Information. The National Focal Point ensures wide dissemination of information about the work of the National Forum, as well as of policies and measures adopted by his/her government to implement the BPOA at the country level.