



**Implementing the Strategic Action Programme for the South China Sea
and Gulf of Thailand
(SCS SAP Project)**

*Second Regional Inception Phase Meeting
10.00 – 12.30 Bangkok Time, Friday 4th December 2020*

**TERM OF REFERENCE FOR THE INCEPTION PHASE NATIONAL PROJECT
COOPERATION AGREEMENT (PCA)**

PROJECT COOPERATION AGREEMENT (PCA)

TERMS OF REFERENCE – ACTIVITIES AND BUDGET

1. Background Information – South China Sea SAP (SCS SAP) Project

The South China Sea is a strategic body of water surrounded by nations that are currently at the helm of industrialization and rapid economic growth in the Asia-Pacific region. Recent reports identified coastal communities bordering the South China Sea and Gulf of Thailand as being among the most at risk globally from coastal and marine environmental degradation. This issue has been acknowledged by the countries of the South China Sea, who have committed to a 20-year process of cooperation to reverse environmental degradation trends. This is evidenced by the intergovernmental endorsement of the Strategic Action Programme for the South China Sea by Cambodia, China, Indonesia, Malaysia, Philippines, Thailand and Vietnam. This commitment was further reinforced in 2016 when the abovementioned countries signed a special Memorandum of Understanding (MoU) committing to cooperate with one another to implement the Strategic Action Programme (SAP).

This commitment provided a clear signal to the International community to support the financing of the SAP through various projects, including the project entitled “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand (SCS SAP Project)”. The project objective is to assist countries in meeting the targets of the approved Strategic Action Programme (SAP) for the marine and coastal environment of the South China Sea and Gulf of Thailand through implementation of the National Action Plans in support of the SAP, and strengthening regional co-ordination for South China Sea and Gulf of Thailand SAP implementation. The project aims to address habitat degradation, land-based pollution and regional cooperation through its three Components (as presented below).

Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand

Component 1. Reducing habitat degradation and loss via national and local reforms to achieve Strategic Action Programme targets for coastal habitat management in the South China Sea

- Outcome 1.1 Appropriate forms of sustainable management established for 860,000 ha of mangrove by Yr
- Outcome 1.2 153,000 ha of coral reef at 82 priority sites managed sustainably by Yr 5, including a reduction in the decadal rate of degradation in live coral cover from 16 to 5%
- Outcome 1.3 Conservation, management and sustainable use of 25,900 ha of known seagrass area in the South China Sea by Yr
- Outcome 1.4 Integrated management of 783,900 ha of coastal wetland at 19 sites, including habitat restoration and protection strengthened at priority locations
- Outcome 1.5 National and regional level cooperation in tracking results of SAP actions for coastal habitat management

Component 2. Strengthening knowledge-based action planning for the management of coastal habitats and land-based pollution to reduce environmental degradation of the South China Sea

- Outcome 2.1 Enhanced information-base for coastal habitat management, monitoring and action planning
- Outcome 2.2 Effective integration of regional science in the management of land-based pollution
- Outcome 2.3 Strengthened and harmonized national policies and laws, and supporting financial mechanism, for the management of habitats and land-based sources of pollution
- Outcome 2.4 Improved national and regional values for the Updated Total Economic Values of coastal habitats for use in development planning and decision-making and blue economy
- Outcome 2.5 Regionally appropriate tools and mechanisms to guide the development of sustainable management systems for coastal habitats and land-based pollution
- Outcome 2.6 Updated and Ministerially adopted Transboundary Diagnostic Analysis and Strategic Action Programme, including prioritization of national management actions to address climate variability and change

Component 3. Facilitating regional and national level integration and cooperation for implementation of the South China Sea Strategic Action Programme

- Outcome 3.1 Regional and sub-regional co-operation in the integration of scientific knowledge and research outputs with management and policy making
- Outcome 3.2 Capacity for civil society and community organization participation in SAP implementation strengthened via operational partnership with GEF SGP
- Outcome 3.3 Relationships between central and local governments and the private sector strengthened and formalized
- Outcome 3.4 Revitalization of regional mechanisms for communications, knowledge exchange, and information and data management and sharing
- Outcome 3.5 Agreed arrangements for strengthened regional cooperation in the management of the marine and coastal environment of the South China Sea

2. Purpose of the Inception Phase, deliverables and timeline

The purpose of the Inception Phase of a project is to fully elaborate and detail activities, workplan and budget as well as to identify the execution arrangements, partners and stakeholders for each output and/or activity and prepare terms of references (ToRs) for staff, consultants and draft contracts for execution of activities. It is also an opportunity in some cases to adjust project deliverables to be aligned with any new global, regional and national initiatives and create partnerships. In the case of the SCS SAP, this is especially key as the SAP was adopted in 2008, and whilst overall the targets and identified actions are still valid in 2020, some review of the sites and ensuring alignment with new

processes is essential to strengthen the project and ensure real sustainable impact of actions to be implemented. In addition to new regional and national processes, at the global level the Agenda 2030 on Sustainable Development includes a number of SDG targets and indicators are relevant the marine and coastal environment. The United Nations Framework Convention on Climate Change (UNFCCC) has near universal membership (197 Parties) and is the parent treaty of the 2015 Paris Agreement [[LINK](#)]. Also work is ongoing to develop the Post 2020 Biodiversity Framework [[LINK](#)] which includes regional and thematic consultations, such as on Marine and Coastal Biodiversity for the Post-2020 Global Biodiversity Framework (see workshop report held in November 2019 [[LINK](#)]).

The Inception Phase deliverables are summarized below and will be presented for final approval at the Inception Meeting/1st Steering Committee Meeting to be held in early 2021.



Participating countries role and contribution

National coordination of the SCS SAP project will be ensured through the following national committees and working groups: Inter-Ministry Committee (IMC), National Technical Working Group (NTWG) and National Committees (NCs). The chairpersons of the IMC and NTWG will take the lead role in the Inception Phase, with the support of NTWG, NC and other experts as appropriate.

The nomination (or re-confirmation) of the chairpersons of the IMC and NTWG is the first step, followed by the remainder of IMC and NTWG members to ensure national consultations engage all key experts, institutions or ministries and stakeholders.

Under the guidance of the IMC and NTWG, the following inputs are expected during the Inception Phase:

- ✓ Initiate first IMC and NTWG meetings and memberships, and agree on work-plan for Inception Phase;
- ✓ Review all relevant national reports from the 1st South China Sea project [[LINK](#)]
- ✓ Further develop and finalize the National Implementation Reports (see next section for further details) for the Inception Meeting/1st Steering Committee Meeting;
- ✓ Ensure national consultations and inclusion of relevant stakeholders in development of activities, work-plan and budget. This should also include inter-ministerial coordination, coordination with relevant initiatives and projects, and aligning with national commitments and reporting to global Conventions and processes (i.e. SDGs, CBD etc.);

- ✓ Review the compiled regional-level Inception Phase documents, including project results framework, workplan and budget etc., and provide comments and suggestions as appropriate;
- ✓ Participate in the Inception Meeting/1st Steering Committee Meeting to be held in late 2020 or early 2021
- ✓ This will lead to the establishment of national teams for the execution of national activities, execution of national activities

3. Guidelines for completion of National Implementation Reports

The National Implementation Reports (NIRs) can be regarded as the national project documents with fully developed workplans and budgets ready for execution. Below is some overall guidance for completion of the NIR and please also note the highlighted yellow guidance text within each NIR.

NIR Table of Contents	Guidance comments
PART 1. BACKGROUND AND GENERAL INFORMATION	This information was compiled based on the project document and national consultations in 2016, and therefore needs review and updating
1. Introduction	No editing is required as this is general information on the SCS SAP project
2. Overview of key national policies, projects and stakeholders <ul style="list-style-type: none"> • National strategies, plans and policies • Past and current projects and initiatives • Past National Reports and Publications • Key National Stakeholders 	Text and table to be reviewed and updated with recent information. The summary text should stress which are the key strategies, projects, initiatives, reports that need to be considered in the further development of activities.
3. National Coordination and Oversight for the “Implementing the Strategic Action Programme for the South China Sea and Gulf of Thailand” <ul style="list-style-type: none"> • National Inter-Ministry Committee • National Technical Working Group • Specialized Executing Agencies and National Focal Points • National Committees 	Updating of national working group and committees are required, so that these persons will support the further develop of project activities. Note that Table 5 for the IMC – all members will be agreed at the first IMC meeting so initially confirmation is needed for the Chair/Lead Agency, and other members can be provisional until official agreed. Table 6 NTWG members include the SEA thematic focal points (Table 7) Once nominated IMC and NTWG Chairs will lead coordination with the support of all other NTWG, SEA focal points and other experts and stakeholders as appropriate.

	<p>Nominations can be revised on a yearly basis if required.</p> <p>Please refer also to Annex 1 which include the previous project members.</p>
PART 2. NATIONAL ACTIONS TO BE IMPLEMENTED	
<p>Component 1. Reducing habitat degradation and loss via national and local reforms to achieve Strategic Action Programme targets for coastal habitat management in the South China Sea and Gulf of Thailand</p> <ul style="list-style-type: none"> • Outcome 1.1 Appropriate forms of sustainable management established for 860,000 ha of mangrove by Yr 5 • Outcome 1.2 153,800 ha of coral reef at 82 priority sites managed sustainably by Yr 5, including a reduction in the decadal rate of degradation in live coral cover from 16 to 5% • Outcome 1.3 Conservation, management and sustainable use of 25,900 ha of known seagrass area in the South China Sea by Yr 5 • Outcome 1.4 Integrated management of 783,900 ha of coastal wetland at 19 sites, including habitat restoration and protection strengthened at priority locations 	<p>The SAP and project document identify key sites for action. However detailed activities and budget per site still need to be developed.</p> <p>All sites should be reviewed to assess if the actions identified are still required. Where possible synergies with other projects, partners or initiatives are encouraged so as to increase impact and achievements and be more cost-effective.</p> <p>The updated list of sites should each then be fully developed in terms of activities, budget and workplan for each site.</p> <p>Refer to Annex 3 for guidance on budget classification.</p> <p>Note that Component/Outcome targets are for the entire region. Targets for each country are included in the NIP.</p>
<p>ANNEXES</p> <p>Annex 1 – Past National Project Stakeholders, Committees and Working Groups and their compositions</p> <p>Annex 2 – Activities and Workplan (Component 1 only)</p> <p>Annex 3. Budget Classifications</p>	<p>Annex 1 is for reference only.</p> <p>Annex 2 is also reference. It is the workplan as presented in the project document, and will revised for adoption at the end of the Inception Phase</p> <p>Annex 3 for reference only</p>

It should be noted that Component 1 of the SCS SAP project is fully executed at the national level. Components 2 and 3 include a mixture of activities executed at the regional and the national level. Therefore, the NIRs will also be further developed to include national actions under Component 2 and 3 in the following 1-2 months.

Currently approximately **640,000 USD** are available in total for each country to cover all sites under Component 1, depending on the cost of the activities. Where critical activities require more financing, this will be discussed with UNEP, UNOPS and the Inception Phase Team to find possible solutions through overall changes to the budget. During the development of activities, national consultations should include organizations, initiatives, private sector that may provide co-financing.

4. Deliverables and budget

Deliverable Description	Payment Schedule	
	Amount (USD)	Date of Delivery
Deliverable 1. Workplan. Based on internal consultations and with the SCS SAP Inception Phase team prepare a draft workplan of activities and timeline		TBD
National Implementation Report		
Deliverable 2a. National Implementation Report (NIR): Draft NIR with updated Part 1 – Background and General Information particularly Section 2 Overview of key national policies, projects and stakeholders, and Section 3 National Coordination and Oversight		TBD
Deliverable 2b. National Implementation Report (NIR): Draft NIR with updated Part 2 – National Actions to be Implemented particularly the final project sites; description of habitats per outcome including status of NAP and SAP implementation; site description and baseline including projects and initiatives; proposed activities, workplan and budget; executing arrangements and stakeholders; expected targets and results; and project sustainability.		TBD
Deliverable 2c. National Implementation Report (NIR): Draft full NIR complete with full budget, co-financing and workplans		TBD
National Consultations and Stakeholder Engagement		
Deliverable 3a. Coordinate national consultation meetings to discuss the NIR contents and elaboration of activities, prepare meeting documents (agenda, participants, information/working documents, presentations), meeting reports and recommendations are made available. Ensure all focal points and key stakeholders are included where relevant (key ministries, GEF, COBSEA Focal Points, relevant projects and initiatives, private sector, communities and NGOs)		TBD in workplan (Deliverable 1)
Deliverable 3b. Coordinate Interministerial Committee (IMC) meeting to discuss NIR activities and ensure engagement of all key ministries and sectors		TBD in workplan (Deliverable 1)

Deliverable 3c. Coordinate National Technical Working Group (NTWG) meeting		TBD in workplan (Deliverable 1)
Deliverable 4. Consolidated monthly report including summary of progress and recommendations		
Deliverable 5. Develop activities, workplan and budget, and co-financing estimates on national activities under Components 2 and 3		
Deliverable 5. Participate and contribute to the SCS SAP Regional Meetings: 2nd Inception Meeting (Dec 2020), 1st Steering Committee and any other ad-hoc regional meetings as required.		

The budget is broken down according to the following.

Budget Category	Explanation	Budget USD	Purpose
Staff & Personnel (Including Consultants)	Includes all staff and consultants' costs, but excluding related e.g. travel)		Consultants to support development of NIR
Travel	Includes Staff, Consultants and Meeting Participants		Travel of stakeholders to national consultation meetings Travel of participants to IMC and NTWG meetings Travel of Focal Points to 1 st Steering Committee meeting
Supplies, Commodities and Materials	Operational equipment supplies, stationery & office supplies etc		Incidental costs for supplies to support national consultations
Operating & Other Costs	Communications, IT, maintenance, rental of premises and equipment, vehicle expenses, utilities etc.		Rental of premises and equipment
TOTAL			

5. Activities

Deliverable 1. Workplan. Based on internal consultations and with the SCS SAP Inception Phase team prepare a draft workplan of activities and timeline

- **Activity 1.** Workplan. Based on internal consultations and with the SCS SAP Inception Phase team prepare a draft workplan of activities and timeline
Review all relevant national reports from the 1st South China Sea project [[LINK](#)]

Deliverable 2a. National Implementation Report (NIR): Draft NIR with updated Part 1 – Background and General Information particularly Section 2 Overview of key national policies, projects and stakeholders, and Section 3 National Coordination and Oversight

- Activity 2. Identification and confirmation of focal points for SEAs including chairs and members of Inter-Ministry Committee (IMC), National Technical Working Group (NTWG) and National Committees (NCs)

Updating of national working group and committees are required, so that these persons will support the further develop of project activities.

Note that Table 5 for the IMC – all members will be agreed at the first IMC meeting so initially confirmation is needed for the Chair/Lead Agency, and other members can be provisional until official agreed.

Table 6 NTWG members include the SEA thematic focal points (Table 7)

Once nominated IMC and NTWG Chairs will lead coordination with the support of all other NTWG, SEA focal points and other experts and stakeholders as appropriate.

Nominations can be revised on a yearly basis if required.

Please refer also to Annex 1 which include the previous project members.

- Activity 3. Update Overview of key national policies, projects and stakeholders including:
 - National strategies, plans and policies
 - Past and current projects and initiatives
 - Past National Reports and Publications
 - Key National Stakeholders

Deliverable 2b. National Implementation Report (NIR): Draft NIR with updated Part 2 – National Actions to be Implemented particularly the final project sites; description of habitats per outcome including status of NAP and SAP implementation; site description and baseline including projects and initiatives; proposed activities, workplan and budget; executing arrangements and stakeholders; expected targets and results; and project sustainability.

- Activity 4. Identify key sites in consultation with national partners and stakeholders

The SAP and project document identify key sites for action. However detailed activities and budget per site still need to be developed.

All sites should be reviewed to assess if the actions identified are still required. Where possible synergies with other projects, partners or initiatives are encouraged so as to increase impact and achievements and be more cost-effective.

- Activity 4. The updated list of sites should each then be fully developed in terms of:
 - A. Site characteristics and baseline (including GIS Coordinates)
 - B. Past and Current initiatives and projects to manage the site
 - D. Budget (and co-financing)
 - E. Executive arrangements and roles of stakeholders
 - F. Final results and targets achieved
 - G. Actions to ensure sustainability beyond the project's lifespan

Deliverable 2c. National Implementation Report (NIR): Draft full NIR complete with full budget, co-financing and workplans, National Consultations and Stakeholder Engagement

- **Activity 5.** Based on review of SCS SAP Project team and other partners and experts, as well as feedback from national consultation meetings, finalize the NIR

Deliverable 3a. Coordinate national consultation meetings to discuss the NIR contents and elaboration of activities, prepare meeting documents (agenda, participants, information/working documents, presentations), meeting reports and recommendations are made available. Ensure all focal points and key stakeholders are included where relevant (key ministries, GEF, COBSEA Focal Points, relevant projects and initiatives, private sector, communities and NGOs)

- **Activity 6.** Coordinate national consultations meeting(s) with identified key stakeholders, projects, initiatives to discuss cooperation and further elaboration of activities to be included in the NIR. Identify complementary activities, partnerships etc. Present NIR, ensure working session to integrate discussions. Prepare meeting report and recommendations.

Deliverable 3b. Coordinate Interministerial Committee (IMC) meeting to discuss NIR activities and ensure engagement of all key ministries and sectors

- **Activity 7.** Coordinate 1st Interministerial Committee (IMC) meeting with key ministries (in particular fisheries, tourism, agriculture, industry etc.) to discuss how to develop national activities that will be fully in line with national planning to achieve long-term and sustainable impact in line with national and global commitments (i.e. SDGs). Present NIR, ensure working session to integrate discussions. Prepare meeting report and recommendations.

Deliverable 3c. Coordinate National Technical Working Group (NTWG) meeting

- **Activity 8.** Coordinate 1st National Technical Working Group (NTWG) meeting to discuss completion of the draft NIR. Present NIR, ensure working session to integrate discussions. Prepare meeting report and recommendations.

Deliverable 4. Consolidated monthly report including summary of progress and recommendations

- **Activity 9.** Short report on status, consultations, meetings with attached reports of meetings, lists of participants etc.

Deliverable 5. Develop activities, workplan and budget, and co-financing estimates on national activities under Components 2 and 3

- **Activity 10.** Based on guidance to be provided by the SCS SAP Project Team, develop national actions and corresponding budget under Components 2 and 3 of the project.

Deliverable 5. Participate and contribute to the SCS SAP Regional Meetings: 2nd Inception Meeting (Dec 2020), 1st Steering Committee and any other ad-hoc regional meetings as required.

- **Activity 11:** Review the compiled regional-level Inception Phase documents, including project results framework, workplan and budget etc., and provide comments and suggestions as appropriate;
- **Activity 12:** Participation in the first regional meetings - Project Steering Committee, Regional Scientific and Technical Committee and Regional Working Groups

6. Supporting documents

Project document and 2008 Strategic Action Program (SAP) are available on the project web-site (<https://scssap.org/>)

For previous SCS project and reports see (<http://www.unepscs.org/>) and <http://www.unepscs.org/remository.html> including:

- Technical Publications and Guideline - http://www.unepscs.org/remository/Download/19_-_Technical_Publications_and_Guidelines.html (particularly Technical Publication 1-4)
- For more details on the site selection, see the 3rd Regional Working Group reports which includes a summary ranking as presented in Annex 7, Tables 1 and 2
 - Mangrove - <http://www.unepscs.org/remository/startdown/1200.html>
 - Coral reef sites - <http://www.unepscs.org/remository/startdown/616.html>
 - Seagrass - <http://www.unepscs.org/remository/startdown/1588.html>
 - Wetlands - <http://www.unepscs.org/remository/startdown/370.html>
- For Reports of the Regional Scientific and Technical Committee see http://www.unepscs.org/remository/Download/03_-_Regional_Scientific_and_Technical_Committee/Reports_of_the_Regional_Scientific_and_Technical_Committee/orderby,4.html.