

Annex 11: ROLE OF SGP5 HUBS

1. Lead the critical site-wide diagnosis/analysis of biodiversity and related – including SGP-5 implementation and management – problems, issues and concerns, and the formulation of strategic responses to them with the end in view of developing project and policy ideas that can be supported by SGP or other financing facilities.
2. Provide a mechanism for continuous communication and interaction between and among SGP grantees and other stakeholders to ensure that programme grantees and partners are apprised of relevant developments (e.g., government plans and programs, policies, fund sources), and that project-related questions and problems of grantees are addressed by appropriate offices.
3. Lead, guide or represent, when necessary, the grantees in site-specific policy advocacies, partnership building and networking with various stakeholders (e.g., NGAs, LGUs, private sector, academia, other financing institutions, etc.).
4. Coordinate with, mentor, guide, advise or otherwise assist SGP grantees to ensure that their reporting obligations/functions are complied with, and the results of their projects are optimized.
5. Provide model for good project management and implementation for other SGP grantees by implementing a specific project pursuing a project that contributes to the targets of Outcome2 of SGP-5.
6. Build and continuously populate a site-based database consistent with the design of the SGP-5 database, and, in addition, build a directory of NGOs, POs and other CBOs as well as relevant experts and service providers in the site.
7. Working closely with the CPMU, facilitate the delivery of SGP-5 messages using locally available media and ensuring that these messages are understood by stakeholders in the context of the site.
8. Assist the CPMU in developing a cross-cutting capability-building program, build its capacity for training, and lead the capability-building interventions of SGP-5 in the site in pursuit of Outcomes 4 and 5.
9. Conduct annual site-based conferences of SGP grantees and partners that shall serve as platforms for information and skills exchange, strategic site-wide thinking and planning, network building and strengthening, dialogues with other stakeholders, and Knowledge Management.
10. Participate in appropriate CPMU-initiated activities in representation of other SGP-5 grantees.
11. Assist or refer to the CPMU NGOs, POs and other CBOs that may wish to access the funds of SGP-5.
12. Submit annual reports containing critical analysis of the role of SGP-5 projects in biodiversity conservation and local development in the site.

13. Submit narrative and financial reports as required by the CPMU.

14. Perform other tasks as may be agreed upon with the CPMU or as necessary.