



4 July 2016

GEF-CSO Network members in Central Africa region

Dear Colleagues,

CALL FOR NOMINATION FOR ELECTION OF REGIONAL FOCAL POINT (RFP) FOR CENTRAL AFRICA REGION

You are aware that the GEF-CSO Network has initiated the election of member organisation for the position of Regional Focal Point (RFP) in your region. A communication was sent out to you on 1 July 2016 announcing the election and the election process. Details on this are available at the Network website www.gefcso.org.

In the first stage of the election from **4 – 22 July 2016** we are seeking self-nominations from organizations willing to stand for a four-year (48 months) term as Regional Focal Point in the region.

Eligibility

Organizations interested to be RFPs must -

- Be a non-profit organization whose headquarters is based in a State in the region concerned and whose current work includes significant focus in addressing global environment issues;
- Are currently actively operating and have been undertaking activities for at least the last 3 years
- Have sound financial and accounting systems and proven track record on environment management issues
- Have a senior representative, who has experience in management and policy issues, fluent in English and is familiar with GEF related matters.

The detailed role of the RFP is described further in the ‘Terms of Reference’ of Regional Focal Point attached as **Annex 1**. The detailed procedure for elections is also summarized and attached as **Annex 2** for your reference.

Nominations procedure

Those interested organizations meeting the agreed requirements should send before the deadline a formal letter signed by the head of the organization expressing their interest in being RFP and confirming their willingness to undertake necessary tasks on a voluntary basis. The letter should be accompanied by the following:

- i. Completed Nomination Form (provided as **Annex 3**) and confirmation of agreement to follow election rules and guidance/decisions of the Election Task Force, Governance Sub-Committee and the GEF-CSO Network Coordination Committee.



- ii. A letter signed by the Chairman/President or member of the Board of Governors (or equivalent) of the organization confirming the organization's commitment to undertake the tasks of the RFP if elected.
- iii. A document describing the experience of the organization and its experience related to GEF and the Focal areas of GEF.
- iv. A work plan on how the candidate organization intends to meet the responsibilities of an RFP
- v. The name and qualifications of the designated person proposed to represent the RFP at the Coordination Committee and oversee the implementation of the RFP's responsibilities.
- vi. Certification of non-profit status, annual report and accounts for the most recent year.
- vii. A list of members of the board/management Committee and name and contact details of the Chair of board and most senior staff member.

The nomination documentation and information requests must be sent to the Election Task Force by email via the dedicated email address given below and with a copy to the members of the Election Task Force.

- gefcsoelectioncentralafrica@gmail.com

Members of the Election Task force are as follows:

1. **Patricia Turpin** (Chair/RFP Caribbean) : patricia@cel2015.net
2. **SyDAH Naigaga** (RFP East Africa) : nsyDAH@gmail.com
3. **Lalit Mohan** (RFP for South Asia) : dr.lmohan@gmail.com
4. **Nana Janashia** (RFP Eastern Europe & Central Asia) : nana.janashia@cenn.org
5. **Zhao Zhong** (RFP North East Asia) : zzhongcn@gmail.com

Mails received at this email will be automatically acknowledged and also forwarded to all members of the Elections Task Force. In case that acknowledgement is not received within one day – please resend the mail with a copy to the Election Task Force (gefcsoelectioncentralafrica@gmail.com). The deadline for receiving nominations is **22 July 2016**.

We look forward to your active participation in the election process.

Yours sincerely

Patricia Turpin
Chair of Election Task Force