



TERMS OF REFERENCE

- A. **Job title: Expert for policy on non-timber forest products (NFTP)**
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** 1 November 2023– 30 April 2024 (50 consultancy days per expert)
- E. **Contract type:** Individual Contract (IC)
- F. **Deadline for application:** 24 October 2023, 15:00h

I Background

The project “Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro” is geographically focused on the Key Biodiversity Areas (KBAs) of Montenegro and includes various types of interventions and involves both ecosystem protection and work with production sectors, such as tourism, agriculture and forestry.

Component 1 of the proposed project deals with the management constraints associated with the Protected Areas (PA’s) estate and unprotected biodiversity hot-spots. The project will provide for the improved management of the pilot PA’s in order to ensure compliance with the international requirements for the protection of valuable biodiversity within the KBAs and other international biodiversity hot-spots. Through spatial planning instruments, the project will promote concrete solutions for valuable and threatened biodiversity conservation outside the PA’s.

Component 2 targets the productive landscape outside PA’s and in the vicinity of KBA’s, where the project will address the sectoral threats to biodiversity via mainstreaming biodiversity-friendly practices and adjust the sectoral development scenarios for tourism, agriculture and forestry to take into account the potential impact on biodiversity.

The project will offer assistance to the Government in developing best practice standards for sustainable tourism and nature-based biodiversity-friendly tourism and support the small-scale tourism business development towards more offerings of biodiversity-sensitive nature-based products. For the forestry sector the project will offer best-practice standards for mainstreaming biodiversity-friendly forestry practices, will assist the Government with support and services for private forest owners, and help promote biodiversity-positive entrepreneurship in forestry. For the biodiversity mainstreaming in agriculture, the project will support the Government with the introduction of agro-environmental incentives and piloting of agro-environmental measures.



The task under this Terms of Reference falls within *Component 2 Outcome 4: Biodiversity conservation considerations mainstreamed into forestry policies and practices around KBAs, Output 4.1 - Best-practice standards mainstreaming biodiversity-friendly forestry practices developed*. This output aims to develop mechanisms that ensure the sustainable use of and income generation from non-timber forest products by the local communities.

II Objectives of the assignment:

The overall objective of the assignment is to provide support to the Government in the development of practical measures aimed at enhancing the effective implementation and enforcement of the regulations governing the utilization of non-timber forest products (NTFP), by both state and private forest owners.

The expected deliverables consist of the comprehensive analysis of the legal and institutional framework governing the utilization of NTFP, the formulation of a by-law governing NTFP utilization, and the design of a stakeholder structure that provides institutional support to and strengthens the capacity of NTFP users while guaranteeing adherence to the legislation and standards concerning NTFP utilization.

The expert is expected to gather and analyze data obtained from a variety of sources, including existing legislative and policy documents, published peer-reviewed and grey literature, national statistical and other databases (including the forest inventory), outputs from ongoing relevant projects from both forestry and nature protection sectors (such as the Natura 2000 mapping). This data is crucial for evidence-based policy recommendations. Furthermore, the expert will consult with relevant stakeholders in order to ensure a participative, comprehensive and well-informed approach and the mainstreaming of gender issues.

The Expert on NTFP policy is expected to engage in formal consultations with key representatives from relevant national institutions, as well as the end users of NTFPs. The Expert will collaborate closely with the project's Chief Technical Specialist to ensure the quality of outputs and alignment with the ongoing processes within the overall project.

III Job content

- Performing an in-depth analysis of the existing legislative and policy documents governing the utilization of NTFP, in order to identify legal constraints, loopholes and opportunities for enhancing the regulatory environment.
- Performing an in-depth analysis of NTFP utilization in the field in relation to environmental (which species, locations, collection practices) and economic impacts (markets, income generation);



- Analysing how NTFP utilization and related policies may have differential impacts on different genders, particularly women, and marginalized groups. Identify gender-specific challenges and opportunities in NTFP management and utilization;
- Analysing international guidelines and best practices on sustainable use of NTFP to be integrated into all expected deliverables;
- Developing specific recommendations for the improvement of the legal and institutional framework on sustainable management and utilization of NTFPs, ensuring they take into account the nature protection principles as well as the gender and marginalized groups related issues.;
- On the basis of the analyses, developing a proposal for the by-law on sustainable management and utilization of NTFPs, ensuring it aligns with forestry as well as nature protection policies and legal requirements;
- Engaging with various stakeholders, including government agencies, private forest owners, local communities, NGOs and other relevant parties through formal consultations in order to ensure that the deliverables are well-informed and inclusive;
- Designing a stakeholder structure that promotes compliance with NTFP legislation and standards, includes the mechanisms for monitoring and enforcement and provides opportunities for capacity building of NTFP users in relation to sustainable utilization and market penetration;
- Formulating narrative reports describing the methodology, data sources and findings in order to ensure that the policy recommendations align with the overall policies as well as the project goals; and
- Formulating briefs and inputs for the Project implementation unit.

IV. Expected deliverables:

- A narrative report containing an in-depth analysis of the of existing legislative and policy documents governing NTFP utilization, highlighting legal constraints, identifying loopholes, and proposing opportunities for enhancing the regulatory environment. The report should contain the analysis of data that will serve as the basis for evidence-based policy recommendations, and which includes the analysis of the issues related to gender
- A narrative report containing an in-depth analysis of the NTFP utilization in the field, identifying unsustainable practices, pressures on the natural resources, capacities of stakeholders, the economic impact of NTFP utilization and related issues.
- Statistical and other data sources for NTFPs, market statement (for example for last 5 years).
- Specific recommendations for improving the legal, policy and institutional framework governing the sustainable management and utilization of NTFPs. These



recommendations should incorporate national and international guidelines and best practices in relation to forestry, nature protection as well as gender issues

- A proposal for a by-law on the sustainable management and utilization of NTFPs, aligned with both forestry and nature protection policies and legal requirements. This proposal should outline key provisions and enforcement mechanisms.
- A summary report documenting the engagement with various stakeholders, including government agencies, private forest owners, local communities, NGOs, and other relevant parties through formal consultations. This report should outline the insights gained and contributions made by stakeholders to the policy development process, including on biodiversity protection and gender issues
- A detailed plan for designing a structure that gathers stakeholders (NTFP users), and provides them with opportunities for awareness raising, capacity building, and empowerment, as well as the mechanisms for promoting compliance with NTFP legislation and standards, monitoring and enforcement
- Briefs and inputs provided to the Project implementation unit, offering guidance and insights based on the expert's analysis and recommendations to facilitate the implementation of NTFP policies within the project.

The Consultant is expected to report to the Project Manager and Chief Technical Specialist on a weekly basis through phone calls, e-mails, and in person and online meetings.

The Consultant will submit all the agreed contract deliverables in electronic form, in the appropriate file formats.

V. Timeframe:

The assignment should be implemented in 50 working days within the period during the period of 1 November 2023 – 30 April 2024.

VI Competencies:

- Demonstrates integrity and ethics;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to perform results-based management and reporting;
- Builds strong relationships with stakeholders, focuses on impact and result for them
- Responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;



- Excellent communication skills and capacity to compose clear and readable narrative reports both in English and local language;
- Demonstrates ability to manage complexities and work under pressure
- Conflict resolution skills;
- Excellent organizational and time management skills;
- Shares knowledge and experience;
- Ability to perform a variety of standard tasks related to Results Management, including collecting documentation, data entering, preparation of revisions, filling, and provision of information;
- Ability to work independently and in a team.

IV. Qualifications and expertise:

- Master's degree in the fields of law, forestry, biology/ecology, environmental sciences or natural resource/environmental management. A higher degree will be considered an asset;
- At least 10 years of professional experience in the field of sustainable management of resources, environmental law and/or forestry;
- Familiarity with forestry policies and legislation, sustainable forestry practices, and international forestry frameworks;
- Proven experience in conducting comprehensive reviews and formulating evidence-based recommendations;
- Proven experience working with diverse stakeholders and facilitating stakeholder consultations;
- Experience in working with protected areas and relevant processes related to nature protection will be considered a strong asset;
- Experience in working with Government entities is preferred;
- Demonstrated knowledge of English language (writing, speaking and reading).

V. Application procedure:

Candidates must submit their applications, via email to the following email addresses irena.krivokapic@mepg.gov.me and irenakrivokapic@gmail.com clearly specifying the job for which the candidate is applying for.

For the application to be valid, the following needs to be provided:

- A Curriculum vitae CV (Europass format is preferred)
- Filled in reference form (Annex 1)



- A signed declaration (Annex 2).

Applications must be delivered/drafted in English. Incomplete applications will not be taken into consideration. Applications must be sent by email no later than 24 October 2023, 3 PM, CET. Only shortlisted candidates will be contacted for the interviews.

The Project Implementation Unit reserves the right to request additional documentation and/or to schedule a written test for candidates, should they deem it necessary for the evaluation process.

Term of reference approved by:

Name and title: Tamara Brajović, National Project Director

Signature

A handwritten signature in blue ink, appearing to read 'T. Brajovic'.

Date: 10 October 2023