



TERMS OF REFERENCE

- A. Job title:** Consultant for the coordination of the activities within the tourism Outcome
- B. Type of position:** National
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 60 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 15 April 2026 –31 December 2026
- F. Deadline for application:** 27 March 2026, 12:00h

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 provides 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.

The 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 tasks fall under Component 2, covering all outputs under the Outcome 3 - BD conservation considerations mainstreamed for sustainable tourism development.

II Objectives of the assignment:

Under the overall supervision and guidance of the Project Manager, the objective of this assignment is to coordinate and technically oversee the implementation of activities under Outcome 3, ensuring effective integration of biodiversity considerations into the tourism sector.

The Consultant will coordinate the implementation of the activities and monitor progress against agreed quality standards and project results framework, ensuring timely delivery, technical soundness, and alignment with project requirements.



III Job content

During the period 15 April – 31 December 2026, the engaged consultant will coordinate and technically oversee the implementation of activities under Outcome 3, related to the integration of biodiversity considerations into the tourism sector within Component 2 of the project.

Working in close collaboration with the Project Manager, the Consultant will ensure that activities are implemented in a timely, technically sound, and results-oriented manner, fully aligned with goals of the GEF 7 project. The Consultant's responsibilities will include, but will not be limited to, the following:

1. Integration of the Green Destinations Scheme in Montenegro

- Coordinate and provide technical oversight for activities related to the integration of the Green Destinations methodology in Montenegro which includes technical support to local communities and their Green Teams in meeting the Green Destinations criteria;
- Monitor progress against agreed benchmarks and ensure that implementation is aligned with project objectives and biodiversity mainstreaming goals;
- Facilitate documentation of lessons learned and practical experience gained through implementation up to the end of 2026 resulting in the operational recommendations for the Ministry of Tourism and the National Tourism Organisation of Montenegro, outlining the necessary steps for scaling up and institutionalizing the scheme at national level.

2. Coordination of Public Call in Cooperation with the Eco Fund

- Coordinate the preparation, launch, and monitoring of implementation of a public call in cooperation with the Eco Fund, targeting tourism operators, with particular focus on the Tara River Basin Biosphere Reserve;
- Ensure that the design of the public call reflects findings and recommendations from project analytical work and assessments;
- Coordinate the development of technical guidelines and evaluation criteria to ensure biodiversity-sensitive tourism development;
- Oversee the implementation of support measures, including:
 - Targeted support to small-scale tourism businesses for development of biodiversity-sensitive, nature-based tourism products;
 - Development and packaging of tourism products in targeted protected areas;
 - Targeted investment support for promotion of tourism products and development of marketing plans;
 - Branding and marketing of products and services in targeted protected areas.
- Monitor progress and ensure compliance with project safeguards, biodiversity objectives, and reporting standards.

3. Coordination of Strategic Studies and Analytical Inputs

- Coordinate the preparation of thematic studies serving as key inputs for the new national Tourism Development Strategy, focusing on:
 - Potentials for cycling tourism development in Montenegro;
 - Potentials for camping tourism;



- Potentials for fly-fishing tourism.
- Ensure coherence between these studies and the ongoing analysis of tourism development potentials in protected areas;
- Ensure that all analytical outputs are aligned with biodiversity mainstreaming principles and the project's Outcome 3 indicators.

4. Technical Oversight and Quality Assurance

- Prepare Terms of Reference for consultants and service providers engaged under Outcome 3 and contribute to procurement processes in line with UN procedures;
- Provide expert and technical review of deliverables submitted by contracted experts and institutions;
- Monitor implementation progress, identify risks and bottlenecks, and propose corrective measures and ensure that outputs and results are consistent with the project document, annual work plan, and project results framework;
- Contribute to progress reporting and documentation of results under Outcome 3.

IV Deliverables:

The Consultant will be responsible for the following key deliverables:

- Outcome 3 Coordination Work Plan, including timeline, milestones, and risk mitigation measures.
- Green Destinations Integration Package, including:
 - Coordination and monitoring framework for support to local Green Teams;
 - Consolidated lessons learned (by end of 2026) as operational recommendations for scaling up the scheme at national level.
- Public Call Package (in cooperation with the Eco Fund), including:
 - Finalized public call documentation with biodiversity-sensitive eligibility and evaluation criteria;
 - Technical guidance for applicants;
- Oversight of Public Call Implementation, including periodic progress summaries and assessment of alignment with biodiversity mainstreaming objectives.
- Supervision and Quality Assurance of Strategic Studies (cycling, camping, fly-fishing tourism), including a consolidated synthesis of key findings and policy-relevant recommendations.
- Technical Inputs to Project Reporting, including contributions to regular project reports under Outcome 3.

The Consultant will be remunerated on a monthly basis, subject to submission and approval of a monthly progress report outlining activities undertaken, progress against the agreed work plan, key results achieved. Payments will be processed upon approval by the Project Manager.

V Competencies:

- Demonstrates integrity and ethics;
- Ability to lead strategic planning, results-based management and reporting;



- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills, facility in working with teams and capacity to compose clear and readable narrative reports both, in English and local language;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
- Excellent organizational and time management skills;
- Knowledge Management and Learning;
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Ability to perform a variety of standard tasks related to Results Management, including collecting of documentation, data entering, preparation of revisions, filling, and provision of information;
- Ability to provide input to business processes re-engineering, and implementation of new systems;
- Responds positively to feedback;
- Ability to work independently and in a team.

VI Qualifications and expertise:

- University degree (Master's level or higher will be consider as an advantage) in tourism, environmental management, natural resource management or a closely related field;
- At least 5 years of demonstrated experience in sustainable tourism development, including work with local tourism organizations, destination management entities, or community-based tourism initiatives;
- Proven experience in strategic planning processes, policy development, or preparation of analytical inputs for sectoral strategies;
- Experience working with ministries, national institutions, or public agencies related to tourism, environment, or nature protection;
- Experience in coordinating multi-stakeholder initiatives involving government institutions, local communities, and private sector actors;
- Familiarity with biodiversity mainstreaming approaches and nature-based tourism development is an asset;
- Previous experience in GEF- and/or UN-funded projects is highly desirable;
- Strong coordination and organizational skills, with demonstrated ability to oversee implementation of complex, multi-stakeholder activities and ensure alignment with agreed results frameworks;
- Ability to provide technical oversight and quality assurance of analytical studies, consultancy outputs, and investment support schemes and capacity to translate analytical findings into practical policy and programmatic recommendations;



- Strong stakeholder engagement skills, including ability to work effectively with ministries, national tourism organizations, local governments, tourism businesses, and community representatives;
- Excellent communication skills and ability to maintain timely and effective coordination with the Project Manager and project partners.

VII Application procedure:

Candidates must submit their applications, via email to the following email address irena.krivokapic@mers.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 27 March 2026, 12h 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 necessary for the evaluation process.

Term of reference approved by:

Name and title: Zoran Dabetić, National Project Director

Signature:

Date: 6 March 2026