



TERMS OF REFERENCE

- A. **Job Title:** Assistant on the projects "Strengthening the framework of transparency of the Montenegrin national contribution and adjustment activities and „Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC“
- B. **Type of position:** National, full time
- C. **Duty station:** Podgorica, Montenegro
- D. **Contract type:** Consultant
- E. **Contract duration:** initial 12-month period, with possibility for an extension

I. Background:

Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework CBIT project is an opportunity to strengthen Montenegro's capacities to meet new international obligations to monitor, report, and verify actions related to climate change. The project will support Montenegrin institutions meet these obligations and especially new transparency requirements under Article 13 of the Paris Agreement. A parallel and complementary need, which this project will cater to, is to strengthen Montenegrin institutional and regulatory frameworks that are more aligned with the European Union's Monitoring Mechanism Regulation for Greenhouse Gas Emissions and Emissions Trading System.

Montenegro benefits from a solid baseline of political commitments and established institutional mechanisms, as reflected by, among others, the Law on Protection Against Adverse Impacts of Climate Change, the National Council for Sustainable Development and the working groups under the Council. Although the National Council for Sustainable Development is currently undergoing redesign and establishment of its structure, the structure of the working groups and relations between constituents and stakeholders, it is mandatory that the Council will represent a high-level mechanism for decision-making to support the implementation of the National Climate Change Strategy 2030 and the National Sustainable Development Strategy 2030. The redesign of the NCSDD was triggered by the need for more functional and proactive high-level coordination mechanism, as well as mechanism responsive and supportive to needs of line ministries and directorates.

In the context of climate change the NCSDD should serve as a significant support to directorate mandated with climate change issues and the project is designed in a manner to secure adequate synergies and cooperation with a goal of establishment of functional mechanism.

The project will work closely with the government bodies and other associated members of the Council's to establish a working group mandated with climate change mitigation and adaptation issues in the form of technical capacity building with a goal of improving capacities to apply new methodologies, procedures, and guidelines for tracking climate actions related to mitigation, adaptation, and climate finance. This aspect of the project's activities is particularly relevant since it is responding to the fact that Montenegro's institutional framework for improved transparency in keeping with the Paris Agreement and EU regulation is insufficient to comply with assumed or expected future obligations. Having identified the potential organizational structures, pools of expertise and data sources, Montenegro needs to formalize these into a functional system quickly. This has also implications to other commitments of the Government, such as, the formulation and implementation of the National Low-Carbon Development Strategy and National Adaptation Plan-NAP, in order to identify medium and long-term needs for adaptation to climate change and to establish a system for coordination of the implementation of measures for adaptation to climate change.

The Ministry of Ecology, Spatial Planning and Urbanism is in the process of preparing the Fourth National Communication (NC4) and the First Transparent Report (1BTR) on Montenegro's progress and actions related to climate change. The aim of this initiative is to provide a comprehensive and transparent assessment of the country's efforts in addressing climate change, as well as to ensure the integration of gender perspectives throughout the reports and fulfil its obligations to the Convention as per decisions 1/CP.16 ,2/CP.17 and

18/CMA.1. This project is prepared in line with the GEF7 climate change mitigation objective CCM3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies.

As a signatory to the UNFCCC, Montenegro has been obliged to regularly report towards UNFCCC Secretariat on, among other information: GHG Inventory, mitigation and adaptation climate actions, tracking the implementation and achievement of its Nationally Determined Contribution (NDC) under the Paris Agreement.

With this project, Government of Montenegro will be assisted for updating GHG Inventory for reporting year no more than two years prior to the submission of its national inventory report (x-2) which is in line with MPGs for BTR, and in such way fulfill the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

II. Duties and Responsibilities:

Objective of the assignment

The main objective of the assignment is to provide the project administrative support. During the project implementation, he/she will perform day-to-day administrative and financial duties within the project, which include different aspects of the administrative management, logistics, managing inventory of assets and supplies, monitoring critical level of consumables, sourcing for suppliers and submitting invoice(s), communicating with involved parties, working on the human resources management.

Project Assistant will be engaged under individual contract for the full-time engagement for a period of 1 year, with a probation period of three months. The contract can be renewed on an annual basis till the end of the projects and based upon the performance. Under direct supervision of the respective CBIT and FNC/BTR Projects Manager, the Project Assistant will be required to carry out the following main tasks on a regular basis:

I Perform regular financial duties necessary for the successful and timely implementation of project;

- Projects accounts maintenance; Keeping documentation of financial transactions; Summarizing current financial status by collecting information; preparing balance sheets and other reports; monitor budget expenditures and perform budget revisions, as needed;
- Controlling financial transactions by auditing documents;
- Maintaining financial security through the internal control procedures;
- Performing backup of financial information in appropriate databases;
- Work in accordance with financial legal requirements, and, to that end, keeping in touch with changes in legislation;
- Preparing payments by verifying documentation, and requesting reimbursements;
- Keeping track of the financial status of the activities and allocations at all times, to control expenses, to handle outstanding commitments, monitoring the financial condition of activities and allocations at all times, controlling costs, handling outstanding liabilities, making payments and monitoring the performance of the contractor, including regular reporting to the national director of the CBIT and 4NC/1BTR project on the financial reports;
- Preparing quarterly, annual and final financial reports;
- Assist in the preparation of progress reports;

II Provide administrative, logistics and human resources support necessary for the successful and timely projects implementation:

- Participating in creating ToRs for human resources; provide logistics and administrative support to engaged experts on the projects;
- Ensuring clear record of all incoming and outgoing documentation for the project management;
- Coordinating, on logistic level, all seminars, conferences and trainings
- Organization of duty travel, seminars, public outreach activities and other events;
- Managing correspondence (letters, faxes, e-mails) relevant for the project's implementation;
- Organizing day-to-day activities for the Project Director, Project Manager, and scheduling for visiting experts;
- Organizing the Project Board meetings, preparing minutes from the meetings;
- Keeping the records and files of the project;

- Provide logistical support to the Projects and ensure provision of adequate secretarial and interpretation facilities (organization of Projects' events, meetings and study tours, travel arrangements, arrangement of shipments, conference facilities arrangements, visits of experts, timely processed daily subsistence allowances, etc.);
- Provide translation services, when needed;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by Ministry of Ecology Spatial Planning and Urbanism, PB, TAC, UNDP, project consultants and other PMU staff;

III Provide procurement support necessary for the successful and timely Projects implementation:

- Provide support to procurement processes related to the Projects' implementation:
- Participating in organizing tenders for purchasing new equipment, supplies, etc;
- Provide inputs for preparation of procurement plans for the office; provide support to organization of procurement processes including preparation of tender documents, support to organization of the tendering and contracting procedure (publishing tender, if necessary organizing pre-bid conference and site visit, selecting and contracting companies), support to receipts of quotations, bids or proposals, and their evaluation;
- Support to submission of procurement cases to relevant committees; provide support to identification of needs for equipment, and procurement and installation of necessary equipment;
- Accomplish other related tasks/duties assigned by the Project Director and Project manager

III. Competencies:

Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Excellent organizational, logistical and multi-tasking skills, accuracy, sense of responsibility and team work;
- Systematic and organized approach is necessary;
- Informed and transparent decision making.

Functional Competencies:

Building Strategic Partnerships

- Analyzes general information and selects materials in support of partnership building initiatives

Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things
- Documents innovative strategies and new approaches

Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to identify problems and proposes solutions

Design and Implementation of Management Systems

- Uses information/databases/other management systems
- Provides inputs to the development of simple system components

Promoting Accountability and Results-Based Management

- Gathers and disseminates information on best practice in accountability and results-based management systems
- Prepares timely inputs to reports
- Maintains databases

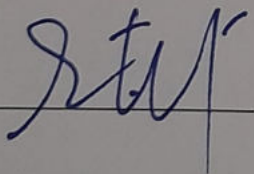
IV. Qualifications and expertise:

- University degree (preferably in economics and related studies, environmental, natural resources and similar studies);
- Minimum 3 years of relevant financial and administrative experience in national or international projects in environmental, sustainable development or climate change sectors;
- Proven experience in managing project finance/budgets and preparation of financial reports, as well as in official correspondence;
- Prior experience with procurement procedures;
- Basic computer literacy and knowledge of relevant software packages required, including Microsoft Word, Excel, Power Point, Outlook;
- Excellent knowledge of English and Montenegrin.

V. The Terms of Reference approved by:

Name: Radovan Bojovic, National Project Director

Signature: _____



Date: 28.09.2023.