

TERMS OF REFERENCE

- A. **Job title:** National Junior Assistant for Sustainability Strategy for MRV E System and MPGs Framework
- B. **Type of position:** National consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** 1st February – 21th February 2026 – 21 of working days
- E. **Contract type:** Individual Contract (IC)

I. **Background:**

Following the completion of the Capacity-Building Initiative for Transparency (CBIT) project, Montenegro is entering a phase focused on consolidating and sustaining the national transparency arrangements established to meet its international climate reporting obligations under Article 13 of the Paris Agreement and the Enhanced Transparency Framework (ETF).

The CBIT project has supported the development of institutional, technical, and regulatory capacities related to monitoring, reporting, verification, and evaluation (MRV-E), as well as the implementation of the Measurement, Reporting, and Verification and Modalities, Procedures and Guidelines (MPGs) framework in line with ETF requirements. Ensuring the long-term sustainability of these systems beyond the CBIT project requires continued technical support, data analysis, documentation, and coordination.

In this context, the Ministry of Ecology, Sustainable Development, and Northern Region Development intends to engage a **Junior Expert** to support the Lead Expert in the development of the **Sustainability Strategy for the MRV-E System and MPG Framework**. The Junior Expert will contribute to background research, data collection and analysis, review of relevant ETF and Article 13 requirements, and preparation of technical inputs and draft sections of the Strategy.

The Junior Expert's role will be essential in supporting the identification of key challenges, gaps, and good practices related to the sustainability of MRV-E arrangements, as well as in ensuring that the Strategy is evidence-based, coherent, and aligned with the Enhanced Transparency Framework and Montenegro's post-CBIT transparency obligations.

II. **Duties and Responsibilities:**

Objective of the assignment:

To provide technical and administrative support to the National Expert in preparing the Sustainability Strategy and MPG framework, ensuring timely data collection, stakeholder coordination, and quality control of draft materials.

Under the direct supervision of the Project Director and Project Manager and in strong collaboration with senior expert, the junior assistant will be responsible for the following:

Support in Analysis, Review and Documentation

- Review existing MRV E documentation, institutional mandates, budgets, and previous project outputs.
- Identify gaps in institutional mandates, data flows, human resources, IT systems, and financing that threaten sustainability.

Support in Design of Sustainability Strategy:

- Define objectives, strategic pillars (institutional, technical, financial, capacity), and a results framework with indicators.
- Propose institutional arrangements for long term coordination, data stewardship, and quality assurance.
- Map institutions, data providers, donors, and private sector actors relevant to MRV E and MPGs

implementation.

- Conduct targeted interviews and stakeholder consultations (virtual or in person) to validate needs and ownership if appropriate.
- Draft framework for MPGs implementation that specify monitoring indicators, reporting cycles, data quality procedures, roles and responsibilities, and escalation mechanisms.
- Include templates for standard operating procedures, data submission forms, and a simple dashboard concept.
- Legal and institutional anchoring — references to laws, decrees, or ministerial decisions needed to institutionalize the MPGs.
- Monitoring and review — indicators to track MPG uptake and effectiveness, and a schedule for periodic review and updates.
- Reporting cycles and timelines — clear calendar for internal and external reporting, including interim checks.
- Propose a realistic financing plan (budget lines, potential donor support, cost sharing options) and a capacity development roadmap.
- Recommend short, medium, and long term actions with responsible institutions and indicative timelines.
- Present draft strategy to the Ministries relevant directorate and CBIT national team in Podgorica.
- Incorporate feedback and deliver final documents in Montenegrin and English, plus annexes (stakeholder list, consultation minutes, templates if appropriate).

Support in Finalization

- Finalize the Sustainability Strategy in both Montenegrin and English, in formats suitable for government implementation and functionality of the national MRV – E system.
- Provide all supporting documentation, datasets, and annexes.

The expert will submit a report with a detailed account of the activities developed within the framework of the contract execution, as well as the information support (minutes, attendance lists, documents prepared, maps, calculation memories, among others), as appropriate and as requested by the Project manager.

III. Deliverables (together with senior expert)

1. Deliverable 1 Inception note and detailed work plan including methodology and stakeholder list — by 3rd February 2026.
2. Deliverable 2 Draft Sustainability Strategy covering implementation of MRV-E system and MPGs in Montenegro in both Montenegrin and English with annexes — by 17th February 2026.
3. Deliverable 3 Final Sustainability Strategy and MPG Framework incorporating feedback, plus all annexes and editable templates — by 21st February 2026.

Time duration and travel: February 2026

III. Competencies:

- Demonstrates integrity and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting;
- 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;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

IV. Qualifications and expertise:

- University degree in environmental sciences, engineering, economics, law, or related fields (Master's degree preferred).

Professional Experience

- At least 3 years of professional experience in climate change, environmental policy, or related areas.
- Proven experience in monitoring and evaluation (M&E) of strategic documents, including assessment of implementation frameworks.
- Demonstrated experience in the preparation of strategic documents, preferably on climate strategies, GHG mitigation/adaptation plans, or related policy frameworks.
- Experience in sustainable development reporting and/or the establishment of MRV systems (indicator setting, data collection, and monitoring).
- Familiarity with UNFCCC processes, the Paris Agreement, EU climate policy framework, and the national climate policy context.
- Experience working with government institutions, agencies, and stakeholders in Montenegro (experience in the Western Balkans region is an asset).

Skills and Competencies

- Excellent analytical, drafting, and synthesis skills, with a proven track record of producing high-quality reports.
- Strong stakeholder engagement and facilitation skills, including experience with consultations and validation workshops.
- Excellent command of Montenegrin and English (oral and written).

V. The Terms of Reference approved by:

Name: Nenad Vitomirović, National Project Director

Signature: 

Date: 22. 01. 2026.