



TERMS OF REFERENCE

- A. Job title:** International consultant for the process of establishment and revision of protected areas
- B. Type of position:** International consultant
- C. Post Reference:**
- D. Duty Station:** Home based and Podgorica, Montenegro
- E. Duration of appointment:** 1 July 2023– 15 December 2023 (60 consultancy days)
- F. Contract type:** Individual Contract (IC)

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.

The 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 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 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 the 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 the *Component 1, Outcome 1: Capacity of the existing national protected areas strengthened to better address the key threats to globally significant biodiversity* and it aims to raise national capacities for the establishment and management of protected areas, especially those with international designations.

II Objectives of the assignment:

The overall objective of the assignment is to develop guidelines for the process of establishment and revision of protected areas that, apart from the national requirements, takes into consideration international recommendations and best practices; design and conduct a capacity building program on the process of establishment and revision of protected areas for relevant national stakeholders, and provide expert feedback on two revision studies based on the new guidelines for National Parks Durmitor and Skadar Lake.

The engaged International expert will be responsible for the following tasks:

- Prepare the guidelines on the processes of establishment and revision of protected areas. This document should be prepared on the basis of national legal requirements, as well as the international guidelines and best practices, and with particular reference to Ramsar and UNESCO designations. The document should include detailed description of different content components of the protection/revision studies that are able to provide a basis for protected area management, guidelines on the stakeholder participation in this process, examples of best practice, and other relevant content, to be agreed upon with the Project Implementation Unit.
- Perform a capacity needs assessment of relevant stakeholders in order to identify gaps in knowledge and skills, as well as preferences in terms of the training program's design
- On the basis of the guidelines and capacity needs assessment, develop a capacity building program for the national stakeholders who will be responsible for the establishment and revision of protected areas, namely experts from the Environmental Protection Agency, PA management bodies and other relevant. The capacity building program will be delivered once in person during the duration of the contract. Consultant will also prepare an online version of the program that will be integrated into the designated institutional learning management system for the future use. In this respect, international consultant will be assisted by the national consultant on digital tools in education.



- Provide backstopping support and feedback for two revision studies for the National Parks Durmitor and Skadar Lake that will be prepared on the basis of the newly developed guidelines.

Data necessary for the expected outputs will be obtained from the relevant policy documents, published peer reviewed and grey literature, national statistical and other databases, outputs of the ongoing projects, as well as from consultations with the relevant national stakeholders.

The International consultant will be assisted with the national consultant on digital tools in education, and is expected to consult with stakeholders from relevant national institutions. The International expert will work closely with the project's Chief Technical Advisor for purposes of data collection, quality assurance and harmonisation of the work with other processes within the Project.

III Job content

- Desk top research into the relevant documents and databases in order to identify and extract information necessary to develop the guidelines for the process of establishment and revision of protected areas, including national policy papers, technical reports and other grey literature, databases, peer reviewed literature, relevant international guidelines (IUCN, Ramsar, UNESCO) and examples of best practice which will also be reflected in the new Law on Nature protection;
- Consultations with the national stakeholders in order to obtain relevant data, information and feedback for the preparation of the guidelines, carry out capacity needs assessment in this respect, and verify all the outputs;
- Design and carry out one in-person training for relevant stakeholders on the process of establishment and revision of protected areas;
- Design and prepare this training program in an online format for subsequent use, with the support of an engaged national consultant on digital tools in education;
- In accordance with the guidelines and in cooperation with the relevant stakeholders, assess the revision studies for national parks Durmitor and Skadar Lake that will be prepared on the basis of new guidelines, and provide constructive feedback for their improvement, and
- Formulating briefs and inputs for the Project implementation unit.

IV. Expected deliverables:

- Guidelines on the process of establishment and revision of protected areas;



- Capacity needs assessment of the stakeholders in relation to the process of protected areas establishment and revision;
- One in-person training program on the processes of establishment and revision of protected areas designed and delivered to relevant stakeholders;
- Training program on processes of establishment and revision of protected areas developed in an on-line format, with the assistance of an engaged national consultant on digital tools in education;
- Reports containing constructive feedback and recommendations for improving the revision studies for national parks Durmitor and Skadar Lake;
- Narrative report to the Project Implementation Unit, containing lessons learned and other recommendations for the future process.

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 60 working days within the period during the period of 1 July 2023 – 15 December 2023.

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 of documentation, data entering, preparation of revisions, filling, provision of information;
- Ability to work independently and in a team.

VII. Qualifications and expertise:

- At least a masters degree in the fields of biology/ecology, environment, development, natural resources management and related. Higher level degree will be considered an asset;
- A minimum of 7 years professional experience in the field of nature protection and protected areas;
- Demonstrated understanding of IUCN, UNESCO, Ramsar and Natura 2000 requirements for protected area establishment and management;
- Demonstrated experience in designing and conducting capacity building programs in the fields related to nature and environmental protection will be considered a strong asset;
- Knowledge and experience with applying the digital tools in education would be considered a strong asset;
- Experience in working with Government entities is preferred;
- Demonstrated knowledge of English language (writing, speaking and reading), and
- Knowledge of Montenegrin language would be considered a strong asset

VIII. Application procedure:

Candidates must submit their applications, via email to the following email address nebojsa.banicevic@mepg.gov.me i nbanicevic@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 then 20 June 2023, 13h CET.

Only shortlisted candidates will be contacted for the interviews.



Montenegro
Ministry of Ecology,
Spatial Planning and Urbanism

Address: IV proleterske brigade 19
81 000 Podgorica
Montenegro

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

Term of reference approved by:

Name and title: Tamara Brajović, National Project Director

Signature: 

Date: 5 June 2023