



TERMS OF REFERENCE

- A. **Job Title:** Project Administrative/Finance Assistant
- B. **Type of position:** National, full time
- C. **Duty Station:** Podgorica, Montenegro
- D. **Contract Type:** Consultant
- E. **Contract Duration:** 12 months, with possibility of extension

i. **Background of the project „Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthened Protection of Biodiversity Hot – Spots in Montenegro“**

The project is geographically focused on the Key Biodiversity Areas (KBAs) of Montenegro and includes various types of intervention 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 estate and unprotected biodiversity hot – spots. The project will provide for the improved management of the pilot protected areas in order to ensure compliance with the international requirements for protection of valuable biodiversity within KBAs and other international biodiversity hot – spots. Through spatial planning instruments, the project will promote concrete solutions for valuable and threatened biodiversity conservation outside protected areas.

The Component 2 targets the productive landscapes outside protected areas and in the vicinity of KBAs, where the project will address the sectoral threats to biodiversity via mainstreaming of 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 Government in biodiversity – friendly planning for the post – COVID planning for recovery of the tourism sector, will help 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 tourism 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.

ii. **Objective of the assignment**

Under direct supervision of the Project Manager, Project Administrative/Finance Assistant will be fully responsible for operational implementation of the project according to the project document, GEF corporate rules and NIM implementation agreed standards & procedures.

iii. **Job content**

Project Administrative/Finance Assistant will be engaged under an individual contract on full time basis for a period of one year with the possibility of extension. The contract can be renewed on an annual basis till the end of the project and based upon the performance. Project Administrative/Finance Assistant will report to the Project Manager and will provide assistance to the Procurement Associate.

Project Administrative/Finance Assistant will be responsible for fulfilling, but not limiting, the following functions:

- Bear responsibilities for logistics and finance for the project, in accordance with corporate UNDP rules and regulations;
- Prepare all financial and administrative documents related to the project implementation;
- Support development of quarterly and annual budget plans for recruitment of personnel and procurement; maintain financial records and monitoring systems to record and reconcile expenditures, balances, payments and other data for day-to-day transaction and reports;
- Advise and assist Project staff, experts and consultants on all respects of allowances, salary advances, travel claims and other financial and administrative matters, and calculate and authorize payments due for claims and services;
- Prepare detailed cost estimates and participates in budget analysis and projections as required to handle all financial operations of the project office and reconcile all accounts in required time frame;
- Maintain, update and transmit inventory records of non-expendable equipment in accordance with UNDP rules;
- Perform cash custodian's duties being primarily responsible for project's cash disbursements and maintain project's petty cash book and payrolls;
- Ensure leave monitoring of project staff, check the accuracy and proper completion of monthly leave reports;
- Analyze the potential problems concerning administrative – financial issues and take respective measures to provide adequate project's resources in time for implementation of the project activities;
- Define the cost – effective measures for optimal use of resources for the project;
- Ensure full compliance of administrative and financial processes and financial records with UNDP and GEF related rules, regulations, policies and strategies;
- Encourage awareness of and promotion of gender equality among project staff and partners;
- Perform other duties related to personnel, administrative and financial issues of project as required.

iv. Competencies:

Corporate Competencies:

- Effective handling of administrative and financial tasks, ability to work with a wide range of stakeholders across various sectors, to develop durable partnerships with collaborating agencies;
- Integrity and ethics;
- Demonstrate corporate knowledge and sound judgement;
- Self – development, initiative – taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Excellent organizational, logistical and multi – tasking skills, accuracy, sense of responsibility and team work;
- Systematic and organized approach;
- Informed and transparent decision making.

Functional competencies:

- 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;
- Demonstrates ability to identify problems and proposes solutions;
- Strives to keep job knowledge up-to-date through self – directed study and other means of learning;
- Strong drafting, presentation and reporting skills;
- Strong communication skills, especially in timely and accurate responses to emails;
- Strong financial and administrative skills, result and client-orientation;
- Ability to work under pressure and with tight deadlines, ethics and honesty.

v. Qualifications and Experience:

- Bachelor degree in any of the following areas: finance, economics, management, environmental sciences, international relations or any related field;
- At least 4 years of relevant experience.
- Working experience in the international organizations is an advantage;
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;
- Uses information/databases/other management systems;
- Demonstrates excellent command of English and local languages.

Terms of Reference approved by:

Name and title:  National Project Director

Signature:

Date: November 3, 2022