



TERMS OF REFERENCE

- A. **Job Title:** Chief Technical Specialist
- 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**

Chief Technical Specialist (CTS) will be providing technical input for the implementation of the project, will ensure technical coordination and mobilization of all project inputs and synergy between the project components, will be technically supervising project staff, consultants and sub - contractors.

The CTS will be tasked with the technical supervision over implementation of project technical outcomes, knowledge management and meetings and events, as well as with substantive, financial and administrative reporting.

The CTS will technically advise the Project Manager (PM) to ensure that the project impact contributes to the overall achievement of the main objective set for the project, and the project delivers the global environmental benefits as pledged in the project document. The CTS together with the PM will technically support the project reporting, will prepare the yearly project workplan for the appraisal by the Project

Steering Committee, develop ToR/SOW (Statement of Work) for project activities and ensure the technical appraisal of project products and deliverables.

The CTS will report to the PM and the National Project Director, while periodic reports will be prepared for the Project Management Board.

iii. Job content

Chief Technical Specialist will be engaged under an individual contract for the full time management 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.

Chief Technical Specialist will perform the following project activities at the national level:

- Plan the activities of the project under technical Component 1, 2 and 3 and, jointly with technical specialists, monitor progress against the initial quality criteria, i.e. vis-a-vis indicators in the logframe;
- Ensure technical coordination and mobilization of all project inputs and synergy between the project components throughout the project implementation;
- Streamline the integrated approach and cross – sectoral cooperation and coordination between project technical Components 1 and 2 in order to achieve the transformative changes towards better protection and sustainable management of KBAs and biodiversity corridors;
- Facilitate the engagement of the private sector, including tourism business, private forest owners and „green“ farmers, as key project partners;
- Provide technical leadership and guidance to the project implementation team and development partners to make sure that the project efforts in providing better functioning of protected areas estate are balanced with the sectoral biodiversity mainstreaming efforts planned within the project Component 2;
- Make sure the project inputs into biodiversity research and assessments (Outcome 2) are up – scaled to actual spatial planning arrangement for unprotected biodiversity hot – spots;
- Make sure that the project planning is done on the basis of a thorough feasibility analysis and the best available knowledge and practices;
- Ensure that the project planning is adaptive to the changing implementation environment and takes into account the existing practice and lessons that are being learned from the other projects and regions;
- Provide technical contributions to project workplanning and reporting;
- Prepare ToRs and work specifications for key technical experts under Components 1, 2 and 3. Coach and train the technical experts under components until they are fully capable of implementing the tasks;
- Review technical reports under Components 1, 2 and 3, substantively contribute to development of technical knowledge products and other deliverables obtained from consultants and contractors, ensure technical assessment and control of quality;
- Make sure that gender aspects are taken into consideration in project implementation.
- Monitor the implementation of project components, analyze problems that hamper their implementation and takes appropriate measures to ensure timely delivery of required inputs and achievement of project – wide results;

- Monitor and control the technical progress of the project at a strategic level and ensure adequate project performance in terms of delivery of progress indicator values in accordance with the Project Strategic Framework and agreed timeframes;
- Provide technical supervision and ensure substantive input for project reporting;
- Provide technical guidance for implementation of the project meeting and events plan;
- Provide technical guidance for project risk management and response;
- Document lessons learned for the project.
- Periodic progress analysis reports for Project Management Board with relevant recommendations.

iv. Competencies:

Corporate Competencies:

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi – stakeholder projects, including financial and technical aspects;
- Effective management of technical and administrative teams, ability to work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies;
- Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government;
- 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;
- Creating synergies;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- 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:

- Researches best practices and suggests new, more effective ways of operation;
- 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;
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project;
- 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 computer skills, in particular mastery of all applications of the MS Office package and internet search;
- Strong knowledge about the political and socio – economic context related to the Montenegrin protected area system, biodiversity conservation and law enforcement at national and subnational levels;
- Uses information/databases/other management systems;
- Gathers and disseminates information on best practice in accountability and result – based management systems;
- Provides inputs to development of simple system components;
- Maintains databases.

v. Qualifications and Experience:

- A university degree, in a subject related to natural resource management or environmental sciences;
- MSc or PhD in the relevant field will be an advantage.
- At least 5 years of demonstrable project/programme technical supervision/management experience in topics relevant to the project.
- At least 5 years of experience working with ministries, national or municipal institutions that are concerned with natural resource, environmental management, climate change, agriculture, tourism.
- Management of projects funded by vertical funds will be an advantage.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;
- Excellent command of English and local languages.

Additional documents which will be requested from candidates:

- List of referent projects accurately reflecting expert engagement/role.
- Additional relevant documentation related to provided reference project list/CV should be available upon request.

Terms of Reference approved by:

Name and title: Tamara Brajović, National Project Director

Signature:

Date: November 3, 2022