



TERMS OF REFERENCE

- A. **Job Title:** Project Manager
 - 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

Project Manager (PM) will be a national specialist recruited and funded by the Project Implementing Partner. He/She will be responsible for the overall management of project inputs and processes and will ensure administrative supervision of the project team. The primary responsibility of the PM will be to support the Implementing Partner in project execution and ensure project coordination and outreach to project partners. The PM is 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 PM will be responsible for project reporting to the Implementation Partner and the Steering

Committee, will coordinate the work of the Steering Committee and the Partnership Committee, will submit project reports and workplans for the consideration of the project management bodies and will ensure appraisal of key project deliverables by the Implementing Partner and other key decision makers. The PM will be responsible for coordination of project activities with parallel initiatives undertaken by the Government authorities, municipalities and other stakeholders. The PM will be responsible for meeting government obligations under the project and will perform a liaison role with the Government, UNDP and other UN Agencies, NGOs and other project partners.

The PM will report to the National Project Director (NPD) and Project Board for all of the project's substantive and administrative issues. Project Manager will supervise: Project Assistant, Procurement Associate and Chief Technical Specialist.

iii. Job content

Project Manager 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 Manager will be coordinating all project activities at the national level, including:

- Managing the overall conduct of the project;
- Ensuring project workplanning and reporting in accordance with the donor requirements, UNDP rules and the requirements and standards of the Project Implementing Partner. Based on the inputs of the PIU members, ensuring project reporting to the GEF, UNDP, IP and the Project Steering Committee. Preparing the annual workplan (AWP) and Annual Plan of Activities and Procurement Plan for the project years as requested by UNDP;
- Ensuring implementation of the workplan as scheduled;
- Monitoring the implementation of the workplan and budget delivery, analyzing problems that hamper project implementation and taking appropriate measures to ensure timely delivery of required inputs;
- Ensuring management and administrative oversight for project personnel and project contractors, delivery of goods and services, trainings and communication activities; ensuring Execute activities by managing personnel, goods and services, training and low – value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Managing the project financial reporting to donor and development partners;
- Managing and monitoring project tasks;
- Ensuring timely delivery and coordination of co – financing resources, collecting data and evidence of project co – financing;
- Ensuring project coordination with parallel initiatives undertaken by the Governmental authorities, municipalities and other stakeholders;
- Ensuring that relevant gender related aspects are taken into consideration in project implementation;
- Supporting meeting the government obligations under the project and performing a liaison role with the Government, UNDP and other UN Agencies, NGOs and other project partners;
- Undertaking resource mobilization activities in areas of technical project scope to contribute to project scaling – up and replication;

- Acting as a project focal point for media interventions. Monitoring and facilitating advocacy and mass media outreach activities, writing success stories, ensuring newspaper coverage, participating in PR campaigns.

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 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 by modelling the ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- 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;
- Informed and transparent decision making.

Functional competencies:

- Researches best practices and suggests new, more effective ways of operation;
- Demonstrates in – depth understanding and knowledge of the project management tools and utilizes them regularly in work assignments;
- Demonstrates ability to identify problems and proposes solutions;
- Actively works towards continuing personal learning and development in one or more practice areas related to governance, acts on learning plan and applies newly acquired skills;
- Demonstrates ability to lead strategic planning, results – based management and reporting;
- Leads formulation, implementation, monitoring and evaluation of development programs and projects, mobilizes resources;
- Formulates and manages budgets, contributions and investments, transactions, conducts financial analysis and reporting;
- Proves capacity to think strategically and express ideas clearly and concisely, to work both independently and in teams;
- Builds strong relationships with clients;
- Manages complexities and work under pressure;
- Strong drafting, presentation and reporting skills;
- Strong communication skills, especially in timely and accurate responses to emails.

v. Qualifications and Experience:

- A university degree, MSc considered as advantage, in a subject related to natural resource management, environmental sciences, management, economy;
- MSc or PhD in the relevant field will be an advantage;
- At least 5 years of demonstrable project/programme management experience or administrative management within a governmental authority;
- At least 5 years of experience working with the national institutions that are concerned with natural resource and/or environmental management.
- 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 that 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