



TERMS OF REFERENCE

- A. **Job title:** SPECIALIST ON GENDER AND CLIMATE CHANGE
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** September 2022 – July 2025 (5 days a month during that period)
- E. **Contract type:** Individual Contract (IC)

I. Background:

This project "Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework" CBIT is an opportunity to strengthen Montenegro's capacities to meet new international obligations to monitor, report, and verify actions related to climate change as well as catalyzing gender mainstreaming in climate change. The project will support Montenegrin institutions meet these obligations and especially new transparency requirements under Article 13 of the Paris Agreement. A parallel and complementary need, which this project will cater to, is to strengthen Montenegrin institutional and regulatory frameworks that are more aligned with the European Union's Monitoring Mechanism Regulation for Greenhouse Gas Emissions and Emissions Trading System.

Montenegro benefits from a solid baseline of political commitments and established institutional mechanisms, as reflected by, among others, the Law on Protection Against Adverse Impacts of Climate Change, the National Council for Sustainable Development and the working groups under the Council. Although the National Council for Sustainable Development is currently undergoing redesign and establishment of its structure, the structure of the working groups and relations between constituents and stakeholders it is mandatory that the Council will represent a high-level mechanism for decision-making to support the implementation of the National Climate Change Strategy 2030 and the National Sustainable Development Strategy 2030. The redesign of the NCSD was triggered by need for more functional and proactive high-level coordination mechanism, as well as mechanism responsive and supportive to needs of line ministries and directorates.

In the context of climate change the NCSD should serve as a significant support to directorate mandated with climate change issues and the project is designed in a manner to secure adequate synergies and cooperation with a goal of establishment of functional mechanism.

The project will work closely with the government bodies and other associated members of the Council's to establish a working group mandated with climate change mitigation and adaptation issues in the form of technical capacity building with a goal of improving capacities to apply new methodologies, procedures, and guidelines for tracking climate actions related to mitigation, adaptation, and climate finance. This aspect of the project's activities is particularly relevant since it is responding to the fact that Montenegro's institutional framework for improved transparency in keeping with the Paris Agreement and EU regulation is insufficient to comply with assumed or expected future obligations. Having identified the potential organizational structures, pools of expertise and data sources, Montenegro needs to formalize these into a functional system quickly. This has also implications to other commitments of the Government, such as, the formulation and implementation of the National Low-Carbon Development Strategy and National Adaptation Plan-NAP, in order to identify medium and long-term needs for adaptation to climate change and to establish a system for coordination of the implementation of measures for adaptation to climate change.



A unique feature of this project's theory of change is to catalyse the mainstreaming of gender equality in the area of climate change. More specifically, the project will capitalize on the opportunity to include gender-disaggregated data, as appropriate, among the set of indicators that will be part of the improved GHG inventory and other MRV products. For this purpose, it is necessary to develop a gender action plan with clear indicators and targets for monitoring and reporting based on sex-disaggregated data. This will build upon the preliminary draft gender action plan for climate MRV developed in December 2017. The action plan would define which gender analyse and kind of gender-disaggregated statistics are needed, in order to be able to plan, implement and monitor programmes and projects within the defined measures for climate change adaptation and mitigation, and which would consider different needs and possibilities of both men and women. The use of gender indicators in the enhanced transparency framework and in coordination with future NDCs, national communications and biennial update reports, will ensure that appropriate actions are targeted to women, youth and vulnerable groups. In addition, the gender action plan has to stress appropriate women participation in decision-making on the climate policies implementation. The project will also push forward inclusion of gender experts into the WGMA, in order to better ensure gender mainstreaming into climate change policies.

II. Duties and Responsibilities:

Objective of the assignment:

The overall objective and expected outcome of this set of activities is to strengthen institutional capacities to mainstream gender for enhanced transparency. Inputs will be provided to the development and choices of methodologies, procedures, and guidelines as they relate to appropriately mainstreaming gender in mitigation, adaptation, and climate finance. The Specialist will also provide technical inputs to the other project activities, including but not limited to the development of SMART indicators to be included in the GHG inventory. In consultation with the project management team, he/she will also help ensure that an appropriate balance of gender is reflected in the various learning-by-doing exercises of the project, in particular on the technical aspects of calculating new and improved climate indicators.

Job content:

The planned activities and consultant contribution could be grouped in four distinctive set of activities:

Activity group 1:

Expected results under Activity group 1 will be focused on facilitating the mainstreaming of gender issues into all aspects of methodologies, procedures, guidelines for increased transparency, including institutional best practices and opportunities for gender equity through climate change action.

Specific tasks, but not limited to, listed below under Activity group 1 are:

- Develop detailed methodology and workplan for the entire duration of the assignment, including stakeholder engagement plan.
- Cooperate with project team and experts working on mitigation, adaptation and finance issues and secure coordination and synergies. Following the finalization of texts of the methodologies, procedures, and guidelines facilitate joint workshop with these experts to reconcile documents developed under



each contract. All of the workshops under project outputs 1.2, 1.3, and 1.4 would ensure that gender equality indicators are appropriately included for tracking purposes.

- In cooperation with international experts and the national experts mainstream gender approach in design of the Transparency Methodologies, Procedures and Guidelines (MPGs) for tracking NDCs,

Activity group 2:

Expected results under Activity group 2 will be focused to catalyze the mainstreaming of gender within the context of the learning-by-doing workshops on training for the collection of data and information, formulation of projections, scenarios, and adaptation concept notes, and improved reporting on adaptation efforts.

Specific tasks, but not limited to, listed below under Activity group 2:

- Prepare an updated assessment of gender-disaggregated data needs. The recommendations from this assessment would be reconciled with work to improve a key set of policies that will improve the mainstreaming of gender into climate change policies and procedures.
- Facilitate peer review that allows for an objective critique and validation of the recommendations,
- Upon peer review process and validation of the recommendations facilitate workshops with representation from relevant government and non-governmental stakeholders to present assessment
- Organize workshops that negotiate the improvement of existing monitoring and compliance arrangements. Workshops would also be subsequently organized to raise awareness of new and improved policies and approaches, with particular aim to help improve monitoring and compliance. These awareness-raising workshops would be organized in conjunction with the other awareness-raising workshops.
- Finalized the national gender action plan with gender data and indicators,
- In accordance to national gender action plan prepare plan of trainings and learning-by-doing workshops as well as materials for trainings for institutions for the collection of data and information, formulation of projections, scenarios, and adaptation concept notes, and improved reporting on adaptation efforts,
- Organizing learning-by-doing workshops and training for institutions to mainstream gender-disaggregated data.
- Organizing consultations to catalyze long-term adoption of institutional improvements to mainstream gender-disaggregated data. These consultations should take place again towards the end of project implementation to ensure their long-term sustainability.

Activity group 3:

Expected results under Activity group 3 will be focused on supporting the process of design and operationalization of MRV-related portal that will eventually be embedded into the national IT system.

Specific task, but not limited to, listed below under Activity group 3 is:

- The Gender Specialist will also provide input to the work the Information Technology Specialist in order that the MRV Portal can easily track gender issues in meaningful ways.

Activity group 4:

Expected results under Activity group 4 will be focused on supporting development of the roadmap on low-carbon and climate-resilient development.

Specific task, but not limited to, listed below under Activity group 4 is:

- The Gender Specialist will provide strategic inputs into the process of mainstreaming gender into the LCDS and NAP.
For all groups of Activities (1, 2, 3 and 4) continuously reporting to Project manager according to Project Indicators Monitoring Matrix.

Expected results:

Under direct supervision of the project manager, the selected consultant will support Department for Climate Change and the Working Group on Mitigation and Adaptation of the NCSD on reporting on climate change and as well as the transparency framework taking into consideration gender aspects.. Selected candidate is expected to maintain close cooperation and information exchange with all experts engaged under the project, relevant national counterparts, and the project team. As this position is intended to strengthen capacities of national institutions and national experts it is expected that the position is covered by national expert with relevant experience and understanding of Montenegro's institutional set up. During the implementation process the consultant is expected to allocate at least one day per week of the project implementation to have a direct communication and in person meetings with all relevant institution's representatives. These activities will continuously build on initial assessment and continuously add information to the analyses through the entire duration of the project resulting in comprehensive and documented participatory process with effectively documented project lifetime and lessons learned.

Timing and reporting:

| Task/Milestone | Deliverable/Outcome | Planned implementation period |
|---|--|-------------------------------|
| <i>Activity group 1</i> | | |
| Develop detailed methodology and workplan for the entire duration of the assignment, including stakeholder engagement plan. | Detailed methodology and workplan for the entire duration of the assignment, including stakeholder engagement plan | September 2022 |
| Cooperate with project team and experts working on mitigation, adaptation and finance issues and secure coordination and synergies. Following the finalization of texts of the methodologies, procedures, and guidelines facilitate joint workshop with these experts to reconcile documents developed under each contract. All of the workshops under outputs 1.2, 1.3, and 1.4 would ensure that gender equality indicators are appropriately included for tracking purposes. | Workshops organized and post workshops reports, conclusions and recommendations produced | September - December 2022 |
| In cooperation with international experts and the national experts mainstream gender approach in design Transparency Methodologies, Procedures and Guidelines (MPGs) for tracking NDCs, | Workshops organized and post workshops reports, conclusions and | September - December 2022 |



| | recommendations produced | |
|---|---|--|
| <i>Activity group 2</i> | | |
| Prepare an updated assessment of gender-disaggregated data needs. | Assessment is finalized | September – October 2022 |
| Recommendations and facilitate peer review that allows for an objective critique and validation of the recommendations | Report and conclusions from peer review | October – November 2022 |
| Facilitate workshops with representation from relevant government and non-governmental stakeholders to develop methodologies, procedures, and guidelines and improve institutional arrangements | Workshops organized and post workshops reports, conclusions and recommendations produced | October – November 2022 |
| Organize workshops that negotiate the improvement of existing monitoring and compliance arrangements. Workshops would also be subsequently organized to raise awareness of new and improved policies and approaches, with particular aim to help improve monitoring and compliance. These awareness-raising workshops would be organized in conjunction with the other awareness-raising workshops. | Workshops organized and post workshops reports, conclusions and recommendations produced | December 2022 |
| Finalized the national gender action plan with gender data and indicators, | National gender action plan with gender data and indicators, | January 2023 |
| In accordance to national gender action plan prepare plan of trainings and learning-by-doing workshops as well as materials for trainings for institutions for the collection of data and information, formulation of projections, scenarios, and adaptation concept notes, and improved reporting on adaptation efforts, | Plan of trainings and learning-by-doing workshops as well as materials for trainings | January -February 2023 |
| Organize learning-by-doing workshops and training for institutions to mainstream gender-disaggregated data. | Learning-by-doing workshops and training organized and post workshops reports, conclusions and recommendations produced | Continuously throughout the project implementation |
| Organizing consultations to catalyze long-term adoption of institutional improvements to mainstream gender-disaggregated data. | Consultations organized and post workshops reports, conclusions and recommendations produced | Continuously throughout the project implementation |



| <i>Activity group 3</i> | | |
|--|--|--|
| Engage and motivate national experts to engage in providing transparent, complete, consistent, comparable and accurate data for MRV | Meetings organized and post workshops reports, conclusions and recommendations produced | Continuously throughout the project implementation |
| Support portal designers in order that the MRV Portal can easily track gender issues in meaningful ways. | Meetings organized and post workshops reports, conclusions and recommendations produced | Continuously throughout the project implementation |
| Support delivering of learning-by-doing training workshops that will be organized for data suppliers, portal users and other stakeholders by providing inputs and experiences gained during the implementation of Activity group 1 and 2 | Meetings organized and post workshops reports, conclusions and recommendations produced | Continuously throughout the project implementation |
| Support knowledge exchanges toward CBIT global coordination platform | Workshops organized and post workshops reports, conclusions and lessons learned produced | September 2022 – July 2025, and minimum twice a year during the project implementation |
| <i>Activity group 4</i> | | |
| In close cooperation with national experts on mitigation, adaptation and finance develop technical roadmap to guide programme implementation of the National LCDS 2020-2050 | First draft for consultation developed | January 2024 – March 2025 |
| Support trainings to improve participation and critical comprehension of key stakeholder groups | Meetings organized and post workshops reports, conclusions and recommendations produced | March – April 2025 |
| In close cooperation with national experts on mitigation, adaptation and finance develop final technical roadmap to guide programme implementation of the National LCDS 2025-2050 | Final draft for adoption by the Government of Montenegro developed | May 2025 |
| In close cooperation with national experts on mitigation, adaptation and finance develop and organize a set of workshops to disseminate the National LCDS 2025-2050 more widely | Meetings organized and post workshops reports, conclusions and recommendations produced | June – July 2025 |

Time duration and travel: September 2022 – July 2025 (5 days a month during that period), based in Podgorica

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:

Education:

- University degree in the thematic areas relevant to the assignment (e.g. social, gender studies);

Experience:

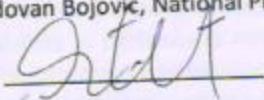
- Minimum 5 years of experience in development of similar analysis and programmes in gender mainstreaming in different sectors (climate change, MRV systems, adaptation, mitigation).
- Participation in at least 3 similar projects related to gender and climate change, UNFCCC reporting.
- Excellent knowledge of the United Nations Framework for Climate Change (UNFCCC), Paris Agreement, NDC requirements when it comes to gender;
- Demonstrable experience in developing relevant gender analysis, including policy, legal, capacity development and sex-disaggregated data needs and considerations.
- Knowledge of related Montenegrin institutions and stakeholders.
- Experience in policy/regulatory/financial frameworks related to genders and climate change.

Language:

- Fluency in English with good writing, presentation and communication skills.

V. The Terms of Reference approved by:

Name: Radovan Bojovic, National Project Director

Signature: 

Date: 22.07.2022 G.