



TERMS OF REFERENCE

- A. Job title:** Knowledge, Communication and M&E Consultant
- B. Type of position:** National, full-time
- C. Duty Station:** Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Deadline for application:** 30 December 2025, 12:00h

I Background

The project "Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthening the Protection of Biodiversity Hotspots in Montenegro" focuses on Key Biodiversity Areas (KBAs) throughout the country. It encompasses interventions aimed at enhancing the protection of ecosystems while working closely with productive sectors such as tourism, agriculture, and forestry.

Component 1 addresses management constraints within the national Protected Areas (PAs) network and unprotected biodiversity hotspots. The project aims to strengthen the management effectiveness of selected pilot PAs and ensure compliance with international biodiversity protection standards. Through spatial planning and related instruments, the project will also promote solutions for the conservation of priority biodiversity outside the PA system.

Component 2 targets productive landscapes surrounding KBAs, where sectoral pressures on biodiversity are addressed. The project integrates biodiversity-friendly practices into tourism, agriculture, and forestry, helping these sectors adjust their development scenarios to mitigate negative impacts on ecosystems.

The Consultant will play a central role across all components of the project by ensuring systematic monitoring and evaluation of activities, indicators, outputs, and outcomes. The Consultant will also develop and implement the project's knowledge management approach and facilitate information sharing among stakeholders. In addition, the Consultant will coordinate project communications and ensure the effective dissemination of project results in accordance with the established Communication Strategy.

This assignment spans all project components and outcomes and aims to support high-quality communication, monitoring, evaluation, learning, and knowledge sharing.

II Objectives of the assignment:

Under the supervision of the Project Manager and Chief Technical Specialist, the Consultant will ensure effective monitoring and evaluation of all project components. This includes systematic data collection, analysis, and reporting in line with the approved M&E Plan, project indicators, and national nature protection policies.



The Consultant will also lead the development and implementation of the project's knowledge management system. This includes facilitating learning, capturing lessons learned, and supporting knowledge exchange among project partners, beneficiaries, and relevant institutions.

Furthermore, the Consultant will support the implementation of the project's communication activities by coordinating outreach, stakeholder engagement, and public information efforts in accordance with the Communication Strategy.

III Job content

The engaged consultant will have the following specific responsibilities:

1) Monitoring & Evaluation

- Ensure systematic monitoring of project results in accordance with the M&E Plan, including timely tracking of progress and impacts.
- Monitor project risks, identify emerging challenges, and propose mitigation measures.
- Support project evaluations through data collection, analysis, documentation of findings, and identification of lessons learned.
- Prepare regular M&E reports consistent with project templates and reporting requirements.
- Maintain and update project indicators and contribute to adaptive management processes.

2) Knowledge Management and Learning

- Develop, implement, and maintain the project's knowledge management system, ensuring effective documentation and dissemination of results and lessons learned.
- Facilitate learning and knowledge exchange among project partners, beneficiaries, and stakeholders.
- Design and administer surveys for participants in capacity-building activities to assess expectations, knowledge gained, satisfaction, and recommendations for improvement.
- Prepare analytical summaries of survey results and integrate findings into learning processes and reporting.

3) Communications and Public Awareness

- Coordinate and oversee the implementation of the project's Communication Strategy across all components.
- Organize and support public awareness activities, stakeholder events, and project-related outreach activities.
- Draft press releases, social media content, and communication materials, and prepare monthly media monitoring and press clipping reports.
- Provide moderation and facilitation support at project events.
- Manage communication challenges proactively and respond professionally to media crises or negative feedback.

IV Deliverables:

- Monitoring and evaluation reports aligned with donor and project guidelines, including updated indicator tracking, analysis of progress, risks, and lessons learned;



- Develop a *Project Implementation Report Template* and secure that developed template is used throughout the assignment to continuously collect, systematize, and organize data needed for reporting, learning, and decision-making;
- Consolidated reports on all capacity-building and project events, including analysis of participant survey results;
- Regular communication outputs, including press releases, social media posts, media summaries, and monthly press clipping reports;
- Documented knowledge products (e.g., briefs, summaries, lessons learned notes) capturing project experiences and insights;
- Monthly progress reports submitted to the Project Manager summarizing activities, achievements, and challenges.

V Competencies:

- Demonstrates integrity and ethics;
- Ability to lead strategic planning, results-based management and reporting;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- 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;
- Excellent communication skills, facility in working with teams and capacity to compose clear and readable narrative reports both, in English and local language;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
- Excellent organizational and time management skills;
- Knowledge Management and Learning;
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Ability to perform a variety of standard tasks related to Results Management, including collecting of documentation, data entering, preparation of revisions, filling, and provision of information;
- Ability to provide input to business processes re-engineering, and implementation of new systems;
- Responds positively to feedback;
- Ability to work independently and in a team.

VI Qualifications and expertise:

- University degree in the field of social sciences (economics, law, journalism, public relations, marketing, political sciences or a related field);
- At least five years of relevant work experience related to monitoring and evaluation of the projects (including tracking project results, assessing project indicators, and evaluating the effectiveness of



- project activities and events);
- At least three years of relevant experience related to facilitating learning and knowledge sharing within projects;
 - Demonstrated experience in coordinating and overseeing the implementation of public awareness activities across project and maintenance of social media pages of the project, ideally involving international donors;
 - Previous experience in Government procedures, UN procedures and/or GEF funded projects will be considered a strong asset
 - Strong proficiency in using information and communications technology and tools for monitoring, evaluation and facilitating learning and knowledge sharing;
 - Understanding of nature/environment/protected areas principles and issues.
 - Excellent inter-personal skills, with the ability to engage effectively with diverse stakeholders and facilitate knowledge exchange;
 - Fluency in English and in local language (writing, speaking and reading).

VII Application procedure:

Candidates must submit their applications, via email to the following email address irena.krivokapic@mers.gov.me and irenakrivokapic@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 than 30 December 2025, 12h CET.

Only shortlisted candidates will be contacted for the interviews.

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

Term of reference approved by:

Name and title: Zoran Dabetić, National Project Director

Signature: 

Date: 11 December 2025