



TERMS OF REFERENCE

- A. **Job Title:** Project Procurement Associate
- 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 Procurement Associate will report to the Project Manager, and lead the project's procurement and recruitment activities for all Outcomes, including drafting procurement plan based on the project's annual work plan and project document, drafting specifications for contracts based on ToRs provided by project Task Leaders and Project Manager, lead recruitment and procurement processes for the project. He/She will assess support requirements against project objectives and operating environment.

iii. Job content

Project Procurement Associate (PPA) 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. PPA will be supported by Project Assistant.

Procurement Associate will be coordinating the following project activities at the national level:

- Development of a plan and monitoring of procurements annually according to the agreed format;
- Contribute to development of project's Procurement Action Plan and initiate procurement procedures for project equipment, supplies and services in a transparent and cost – effective manner; recommend procurement decision;
- Collection and systematization of the information on potential suppliers of services/goods;
- Ensuring tender selection of the supplier of services/goods in accordance with the agreed NIM requirements and procedures;
- Preparation of motivations on the selected supplier of services/goods for consideration by the procurement committee;
- In consultation with the project experts, preparation of justifications for selected suppliers of goods/services;
- Preparation, agreement upon and arrangement of the approval of contractual documents pertaining to procurements of goods/services; to control the progress of suppliers' contractual terms and conditions and inform PM;
- Creation of requisitions under signed contracts and tranches, monitoring requests;
- Equipment inventory, preparing reports about equipment condition;
- Assistance to PM and Outcome Task Leaders in preparing the annual/quarterly project budgets related to procurement;
- Assist in monitoring the project financially to ensure the efficient and timely delivery of inputs and the realization of the targeted expenditure/delivery rate;
- Timely preparation of financial documents required for audit and other reporting;
- Maintain the archive data log; enter all the data pertaining to contracts, reports, the inventory list of equipment etc, revision and updating such data in the established format for further use;
- Maintain the records pertaining to the issuance of project equipment; maintain monitoring of such equipment.
- Prepare procurement/recruitment and related financial reports for all Project Board meetings, and upon request by PB.

iv. Competencies:

Corporate Competencies:

- Effective handling of procurement and other 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 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;
- Solid experience of planning and reporting on foreign funded projects;
- Good organizational capacity.

v. Qualifications and Experience:

- University degree, preferably in economics, accounting, financial management or business administration;
- At least 5 years of experience in financial administration and procurement;
- Procurement experience in the international companies/organizations is an advantage;
- Previous experience in working with UNDP/GEF projects is preferable;
- Knowledge in administrative procedures of the Government;
- Knowledge in administrative procedures of UNDP 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 language

Additional relevant documentation related to provided CV should be available upon request.

Terms of Reference approved by:

Name and title: Tamara Brajović, National Project Director

Signature:

Date: November 3, 2022