

TERMS OF REFERENCE

- A. **Job title:** Local expert for strengthened coordination and information exchange within an enhanced transparency framework
- B. **Type of position:** Local/ regional consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** July 2024 – July 2025 (10 days a month during that period)
- E. **Contract type:** Individual Contract (IC)

I. Background:

Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework CBIT project is an opportunity to strengthen Montenegro's capacities to meet new international obligations to monitor, report, and verify actions related to 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 NCS was triggered by the 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 NCS 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.

Within this context the Ministry of Tourism, Ecology, Sustainable Development, and Northern Region Development is seeking services of qualified expert to facilitate knowledge exchanges and lessons learned by being actively engaged in the CBIT global support platform and by providing feedback on project implementation, barriers, lessons learned, and other significant elements related to MRV-E and NDC.

II. Duties and Responsibilities:

Objective of the assignment:

The overall objective and expected outcome of this set of activities is significant contribution to strengthened institutional framework for increased application of new methodologies, procedures, and guidelines in accordance to Article 13 of the Paris Agreement. New and additional capacities on methodologies, procedures,

and guidelines for tracking climate change adaptation will be imparted. The focus of this specific assignment improving transparency framework through sharing lessons learned and clear, transparent communication, by being actively engaged in the CBIT global support platform and providing feedback on project implementation, barriers, lessons learned, and other significant elements related to MRV-E and NDC. Montenegro is interested in learning from others and engaging in technical discussions with countries implementing similar efforts.

The focus of activities will be on supporting Department for Climate Change and Nature Protection and the Working Group on Mitigation and Adaptation of the National Council for Sustainable Development (NCSD) as the main stakeholders in charge of reporting on climate change and as well as the transparency framework.

Under the direct supervision of the project manager, the consultant will be responsible for the following:

- Coordination of workshops, meetings, training and working groups in coordination with project unit and climate change experts.
- Accurate and timely reporting on the CBIT platform, continuously monitoring information on the platform, and responding to CBIT GSP requests.
- Document the different results of exchange workshops, trainings and roundtables to disseminate the results and manage knowledge sharing of the project.
- Support the implementation of dissemination materials that facilitate the implementation of project activities, in coordination with the communications professional.
- Compile and document good practices and lessons learned from the project to share with project stakeholders.
- Support the project manager and climate change experts in the monitoring and reporting of indicators, gender action plan, risks, stakeholder plan, including the collection of evidence and support for the reporting of information.
- Support the implementation of the project monitoring and evaluation plan, including periodic evaluation of the Theory of Change and Project Results Framework with reference to actual and potential project progress and results.
- Participate in the production of project progress reports ensuring that they meet the necessary requirements and standards.
- Generate all necessary inputs/reports to report project management and implementation results.
- Deliver all reports, documents and files generated in the framework of the consultancy, according to the filing system established by the project unit.
- Plan, develop and participate in training and other meetings requested by project team.
- Support the implementation of the project's gender and communications plan.
- Deliver in digital format the products of this contract, as well as the results reports, in the formats and Drive folders provided by the coordination and supervision of the contract.
- Report to the contract supervisor, immediately, any novelty or anomaly that may affect the results of the analysis and the correct execution of the contract.
- Any others requested by Ministry and the Project Unit that are related to the purpose of the contract.

For all activities continuously reporting to Project manager according to Project Indicators Monitoring Matrix.

The expert shall deliver each month an activity report with a detailed account of the activities developed within the framework of the contract execution, as well as the information support (minutes, attendance lists, documents prepared, maps, calculation memories, among others), as appropriate and as requested by the Project manager.

Time duration and travel: July 2024 – July 2025 (10 days a month during that period)

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;



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- 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:

- University degree in the thematic areas relevant to the assignment - international relations, international business, finance, economics, political science, environmental management, engineering, earth sciences, natural sciences or related areas. Advanced degree desirable;
- Previous experience (1-2 years) in similar task is desirable;
- Demonstrated experience in working with government partners and other stakeholders;
- Demonstrated knowledge of roles and responsibilities, i.e. mandates of national institutions in charge of climate change;
- Mandatory knowledge of Microsoft Office and computer skills;
- Mandatory knowledge of the Montenegrin and English;
- Proficiency in an additional foreign language is desirable.

V. The Terms of Reference approved by:

Name: Nikola Tomašević, National Project Director

Signature: _____

Date: _____

Nikola Tomašević
14.06.2024.