



TERMS OF REFERENCE

- A. Job title:** Forestry/Non-Timber Forest Products (NTFP) Expert for Strengthening the Institutional and Organizational Framework for Sustainable Non-Timber Forest Products (NTFP) Harvesting and Trade
- B. Type of position:** Local consultant
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Individual Contract
- E. Duration of appointment:** 20 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 1 December 2025 –31 October 2026
- F. Deadline for application:** 10 November 2025, 12:00h

I Background

The project “Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro” is geographically focused on the Key Biodiversity Areas (KBAs) of Montenegro and includes various types of interventions and involves both ecosystem protection and work with production sectors, such as tourism, agriculture, and forestry.

Component 1 of the proposed project deals with the management constraints associated with the Protected Areas (PA's) estate and unprotected biodiversity hot-spots. The project provides for the improved management of the pilot PA's in order to ensure compliance with the international requirements for the protection of valuable biodiversity within the KBAs and other international biodiversity hot-spots. Through spatial planning instruments, the project promotes concrete solutions for valuable and threatened biodiversity conservation outside the PA's.

The Component 2 targets the productive landscape outside PA's and in the vicinity of KBA's, where the project addresses the sectoral threats to biodiversity via mainstreaming biodiversity-friendly practices and adjust the sectoral development scenarios for tourism, agriculture and forestry to take into account the potential impact on biodiversity.

The tasks outlined in this ToR fall under *Component 2, Output 4.1. Output 4.1: Best-practice standards for mainstreaming biodiversity-friendly forestry practices have been developed*, aiming to revitalise the NTFP sector through support for the creation of an NTFP harvesters association, capacity-building programs, and policy recommendations for sustainable forest product management in Montenegro.

II Objectives of the assignment:

The objective of the Forestry / NTFP Expert is to provide specialized technical input for the sustainable management and use of Non-Timber Forest Products (NTFPs). The expert will work in close



coordination with the Natural Resources Policy Expert to develop guidelines, build stakeholder capacities, and promote sustainable harvesting practices aligned with biodiversity conservation goals.

III Job content

Under the supervision of the Project Manager, Chief Technical Advisor and Natural Resources Policy Expert, Forestry / NTFP Expert will be responsible for technical and field-level aspects of the assignment, contributing to the strengthening the sustainability and competitiveness of the NTFP sector through improved harvesting practices, value addition, and institutional organization of harvesters. During the period 1 December 2025 – 31 October 2026 the assignment will include the following tasks:

- Conduct an assessment of the key NTFP harvesting practices, supply chains and their environmental and socio-economic impacts, with focus on biodiversity conservation and sustainable yield principles;
- Develop and document guidelines for sustainable NTFP harvesting that integrate biodiversity and climate resilience considerations;
- Design and implement capacity-building modules for harvesters and stakeholders, including practical workshops. The trainings will focus on sustainable harvesting, value addition, quality standards, and market linkages
- Provide technical support for the establishment and operationalization the NTFP harvesters' association and its operational procedures
- Contribute to the development of a protocol mandating the engagement of trained harvesters by NTFP companies
- Support the collection and analysis of data to facilitate the integration of NTFPs into forest management systems contributing to national reporting and planning processes
- Contribute technical sections to the final project report synthesizing findings, lessons learned, and recommendations for strengthening the governance and sustainability of the NTFP sector

IV Deliverables:

The consultant will be paid upon satisfactory submission and approval of following deliverable:

- Report with the analysis of existing NTFP harvesting practices, supply chains and their environmental and socio-economic impacts, with particular attention to biodiversity conservation, sustainable yield principles, and climate-related vulnerabilities and with practical recommendations for improving sustainability A dataset and accompanying analytical note summarizing NTFP-related data collected through fieldwork and stakeholder consultations, with guidance for integrating NTFP monitoring and reporting into national forest management and planning systems
- A set of documented, evidence-based guidelines that define sustainable harvesting methods and management practices, integrating biodiversity and climate resilience considerations. The guidelines will be designed for use by harvesters, associations, and forest management authorities;



- Support the design and delivery of one capacity building event conducted on sustainable harvesting practices delivered in person for the duration of at least 2 days for at least 15 harvesters;
- Support the design and delivery of one capacity building event on product development, value addition and marketing delivered in person for the duration of at least 1 day for at least 15 stakeholders;
- Documentation of technical support provided for establishing and operationalizing the NTFP harvesters' association;
- Completed draft protocol developed in consultation with relevant institutions and companies, mandating the employment of trained and certified NTFP harvesters in commercial operations;
- Inputs to the Natural Resources Policy Expert's final project report, providing technical analysis, findings, and recommendations related to sustainable NTFP harvesting, association management, and policy integration;
- Final report documenting the process and lessons learned with practical recommendations for strengthening the governance, sustainability, and inclusiveness of the NTFP sector

V Competencies:

- Demonstrates integrity and ethics and a commitment to transparency and accountability in all professional activities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, ensuring inclusive and respectful engagement with all stakeholders;
- Approaches work with energy, positive and constructive attitude;
- Demonstrates the ability to manage complexities and resolve conflicts constructively;
- Strong organizational and time management skills, with the ability to prioritize tasks and meet tight deadlines while maintaining high-quality outputs;
- Ability to provide constructive input;
- Responds positively and constructively to feedback and demonstrates a willingness to adapt and improve;
- Ability to work independently and in a team, fostering collaboration and mutual support;
- Excellent analytical, report-writing and presentation skills, with the ability to communicate complex findings clearly and effectively to diverse audiences;
- Fluency in local language (writing, speaking and reading) and working knowledge of English language.

VI Qualifications and expertise:

- University degree in forestry/ environmental sciences/natural resource management/ sustainable development;
- Masters or PhD degree, as well as specialist certificates of relevance to this ToR will be considered



as an advantage;

- At least 7 years of experience in projects in the area of forestry, nature protection, natural resources management, sustainable and/or rural development;
- Demonstrated knowledge of national and international regulatory and policy frameworks and best practices in the context of forestry and NTFP;
- Demonstrated practical experience in the sustainable harvesting, management, or value chain development of Non-Timber Forest Products (NTFPs), including hands-on engagement with local communities, associations, or cooperatives;
- Proven expertise in overseeing the document preparation process in accordance with the ToR;
- Demonstrated familiarity with Montenegro and/or its forestry/nature protection context is a strong advantage;
- Previous experience in working with Government entities is considered an asset;
- Excellent communication and interpersonal skills;
- Ability to manage multiple stakeholders, including government entities, public institutions, civil sector, local communities and others.

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 10 November 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: 23 October 2025