



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET



Montenegro
Ministry of Ecology,
Spatial Planning and Urbanism



TERMS OF REFERENCE

- A. **Job title:** English Trainer/ Interpreter/Translator
- B. **Type of position:** National consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** October 2023 – July 2025 (7 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 is seeking a qualified and experienced English Trainer/Interpreter/Translator to support its learning-by-doing workshops and key meetings. This position is essential for ensuring that participants can effectively engage with complex technical materials, including gender mainstreaming issues,

data collection for greenhouse gas (GHG) inventories, projection and scenario formulation, and reporting. The English Trainer/Interpreter/Translator will also play a crucial role in facilitating the use of the MRV Portal during workshops.

II. **Duties and Responsibilities:**

Objective of the assignment:

The overall objective and expected outcome of this set of activities is support the learning-by-doing workshops by facilitating the comprehension of technical documents written in English, ensuring effective communication during meetings and workshops, and aiding in the understanding of technical terms and jargon associated with climate change.

The National Consultant will be tasked with accomplishing the following objectives:

1. Training & Material Development:
 - Analyze the content of the technical documents and identify key terminologies and jargons.
 - Develop glossaries specific to each workshop for easier comprehension of technical terms.
 - Create training materials that explain the terminologies in simpler terms to facilitate better understanding for the workshop participants.
 - Organize and conduct training sessions to familiarize participants with these glossaries and materials.
2. Translation & Interpretation:
 - Provide real-time interpretation during the workshops, meetings, and other events to ensure all participants understand the discussions, particularly around technical jargons.
 - Translate written documents as required to ensure they are accessible to non-English speakers.
 - Ensure that all translated content maintains the accuracy, tone, and context of the original documents.
3. Special Focus on Climate Change Concepts:
 - Facilitate comprehension around key concepts related to climate change such as mitigation, adaptation, finance, and MRV (Measurement, Reporting, and Verification).
 - Develop and disseminate material focused on the understanding of gender mainstreaming issues in the context of climate change.
 - Support participants in understanding the technical aspects of data collection for GHG (Greenhouse Gas) inventory, formulation of projections and scenarios, and reporting.
4. Assist in MRV Portal Training:
 - Work in conjunction with the workshop leaders to provide interpretation and translation during the training sessions for the use of the MRV Portal.

- Ensure participants understand the functionalities, features, and terminologies associated with the MRV Portal.

For all activities national expert is obliged to continuously report to Project manager according to Project Indicators Monitoring Matrix.

Time duration and travel: October 2023 – July 2025 (7 days a month during that period)

III. Competencies:

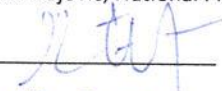
- Demonstrates integrity and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting;
- Builds strong relationships with clients, focuses on impact and result for the 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 English, Translation, Interpretation, or a related field. Advanced degree desirable.
- Previous experience in providing training and translation/interpretation services related to climate change topics.
- Strong understanding of climate change terminology, especially in the areas of mitigation, adaptation, finance, and MRV.
- Familiarity with gender mainstreaming issues in the context of climate change is a plus.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a multicultural and diverse environment.
- Flexibility to travel as required to support workshops and meetings.

V. The Terms of Reference approved by:

Name: Radovan Bojovic, National Project Director

Signature: 

Date: 28.09.2023.