



TERMS OF REFERENCE

- A. Job title:** Local consultant for monitoring and evaluation of the Public call for support of biodiversity friendly agricultural practices
- B. Type of position:** Local consultant
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Individual Contract
- E. Duration of appointment:** 15 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 10 December 2025 – 25 February 2026
- F. Deadline for application:** 17 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 falls under *Component 2, Output 5.2. Agro-environmental measures introduced to promote sustainable use of agricultural lands within the biodiversity buffer zones*. This component focuses on mainstreaming biodiversity into agricultural practices and promoting a more biodiversity-friendly approach to agriculture.

Within this framework, a public call was developed and announced for farmers and organizations to encourage the adoption of agricultural practices that support biodiversity, including the preservation of endangered autochthonous breeds and plant varieties, maintenance of traditional landscape features such as hedgerows and stone walls, and the establishment of buffer strips around arable land. Six organizations, involving a total of xx end users, have implemented these measures.

The purpose of this task is to evaluate the public call and its impacts, assess its effectiveness and lessons learned, and provide recommendations for the future implementation of such measures by partner



institutions and the Ministry of Agriculture, with the aim of ensuring their long-term sustainability and integration into national agricultural support schemes.

II Objectives of the assignment:

The main objective of this assignment is to conduct a comprehensive analysis of the recently implemented Public Call for Support to Agricultural Practices Aimed at the Preservation and Protection of Biodiversity. The consultant will review all aspects of the call, including the announcement process, eligibility and evaluation criteria, the allocation and distribution of financial resources, the communication and outreach efforts, as well as the transparency and effectiveness of implementation. Based on the findings, the consultant will prepare a detailed analytical report with practical recommendations for the Ministry of Agriculture, Forestry and Water Management and the Eco-Fund. The recommendations should focus on improving the design, targeting, and operational procedures of future agro-environmental incentive schemes and public calls, ensuring their stronger alignment with EU Common Agricultural Policy (CAP) "greening" principles, and enhancing their contribution to biodiversity conservation and sustainable agricultural land management.

III Job content

Under the overall supervision of the Project Manager, Chief Technical Advisor, and Deputy Director of the Eco-fund, the consultant will prepare an in-depth analytical review of the Public Call for Support to Agricultural Practices Aimed at the Preservation and Protection of Biodiversity. During the period 10 December 2025 – 25 February 2026 the assignment will include the following tasks:

- 1) Review of the Public Call Documentation – Analyze all relevant documents related to the call (announcement, eligibility criteria, application forms, scoring sheets, evaluation reports, and funding decisions) to assess their consistency, transparency, and alignment with agro-environmental objectives;
- 2) Assessment of the Implementation Process – Examine the implementation process from the publication of the call to the final allocation of funds, including outreach, communication channels, accessibility to applicants, and administrative procedures.
- 3) Analysis of Allocated Funds and Beneficiaries – Review the distribution of awarded funds by type of agricultural practice, geographic area, and beneficiary profile, and assess the degree to which the supported measures contribute to biodiversity conservation and sustainable land management.
- 4) Evaluation of Communication and Visibility – Analyze the effectiveness of the information and communication activities related to the call, including public awareness and stakeholder engagement.
- 5) Collection and Analysis of End-User Feedback – Conduct structured interviews or surveys with participating farmers and applicant organizations to gather feedback on their experience with the call, including the clarity of application procedures, accessibility of information, administrative burden, and satisfaction with the overall process. Assess how participation in the call has



influenced their agricultural practices, awareness of biodiversity-friendly approaches, and motivation to continue such practices in the future

- 6) Identification of Strengths, Weaknesses, Opportunities, and Threats (SWOT Analysis) – Conduct a structured SWOT analysis of the call and its implementation to identify key areas for improvement.
- 7) Development of Recommendations – Based on the findings and analysis, provide actionable recommendations to the Ministry of Agriculture and the Environmental Protection Fund for improving the design and delivery of future agro-environmental support schemes.
- 8) Preparation of Final Report – Produce a comprehensive analytical report summarizing the findings, conclusions, and recommendations, including an executive summary and annexes with supporting data and documentation.

IV Deliverables:

The consultant will be paid upon satisfactory submission and approval of following deliverable: Comprehensive Analytical Report on the Public Call for Support to Agricultural Practices Aimed at the Preservation and Protection of Biodiversity which includes:

- A detailed analysis of the entire process of the implemented public call (from announcement and eligibility criteria to evaluation, fund allocation, and communication);
- An assessment of the effectiveness, transparency, and alignment of the call with the objectives of agro-environmental and biodiversity-friendly practices;
- An analysis of feedback collected from participating farmers and applicant organizations, assessing their experience with the call, satisfaction with the process, and the perceived impact on their agricultural practices and awareness of biodiversity conservation
- A SWOT analysis identifying key strengths, weaknesses, opportunities, and threats;
- Clear and actionable recommendations for the Ministry of Agriculture, Forestry and Water Management and the Environmental Protection Fund on how to improve future design and implementation of similar measures and public calls.

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:

- A university degree in a relevant field such as agriculture, rural development, economics, environmental management or related. Higher level degrees and specialist certificates will be considered a strong asset;
- At least five years of relevant professional experience in grant management procedures, including eligibility appraisal, application assessment, monitoring, evaluation, reporting, and verification of results;
- Proven experience in the design, implementation, or evaluation of grant schemes, subsidy programmes, or public calls in the field of agriculture, rural development, or environmental protection would be considered a strong asset
- Experience in analyzing or managing financial support mechanisms for farmers or rural beneficiaries and/or familiarity with the development and administration of agro-environmental incentives or biodiversity-related grant programmes will be considered a strong asset.
- Demonstrated experience in working with government institutions, including ministries, agencies and public funds, particularly in providing analytical inputs, expert opinions and policy recommendations, especially related to agriculture and/or environment.

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 15 November 2025, 12:00 CET.

Only shortlisted candidates will be contacted for the interviews.



Ministry of Ecology, Sustainable
Development and Northern
Region Development

Adresa: Cetinjski put bb
81000 Podgorica, Crna Gora

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: 30 October 2025