

TERMS OF REFERENCE

- A. Job Title:** Project Procurement Associate on the projects "Strengthening the framework of transparency of the Montenegrin national contribution and adjustment activities and "Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC"
- B. Type of position:** National, 5 days per month
- C. Duty station:** Podgorica, Montenegro
- D. Contract type:** Individual Contract (IC)
- E. Contract duration:** May 2024 – May 2025

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 NCSD 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 NCSD 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.

The Ministry of Tourism, Ecology, Sustainable Development and Development of the north is in the process of preparing the Fourth National Communication (NC4) and the First Transparent Report (1BTR) on Montenegro's progress and actions related to climate change. The aim of this initiative is to provide a comprehensive and transparent assessment of the country's efforts in addressing climate change, as well as to ensure the integration of gender perspectives throughout the reports and fulfil its obligations to the Convention as per decisions 1/CP.16 ,2/CP.17 and 18/CMA.1. This project is prepared in line with the GEF7 climate change mitigation objective CCM3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies.

As a signatory to the UNFCCC, Montenegro has been obliged to regularly report towards UNFCCC Secretariat on, among other information: GHG Inventory, mitigation and adaptation climate actions, tracking the implementation and achievement of its Nationally Determined Contribution (NDC) under the Paris Agreement.

With this project, Government of Montenegro will be assisted for updating GHG Inventory for reporting year no more than two years prior to the submission of its national inventory report (x-2) which is in line with MPGs for BTR, and in such way fulfill the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

II. Duties and Responsibilities:

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 Manager, lead recruitment and procurement processes for the project. He/She will assess support requirements against project objectives and operating environment.

Job content

Project Procurement Associate (PPA) will be engaged under an individual contract basis for 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 plans and monitoring of procurements for CBIT and FNC/BTR annually according to the agreed format;
- Contribute to development of projects 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 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.

III. 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.

IV. Qualifications and Expertise:

- University degree (preferably in economics and related studies, environmental, natural resources and similar studies);
- 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.

V. The Terms of Reference approved by:

Name: Nikola Tomašević, National Project Director

Signature: Marionela Hucola

Date: 09.04.2024