

TERMS OF REFERENCE

- A. **Job title:** Information Technology Specialist
- B. **Type of position:** Local/ regional consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** July 2024 – January 2025 (18 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 NCSDD 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 NCSDD 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 information technology specialist will be to oversee the connectivity of the MRV portal with Government existing information management systems.

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 is applying technical expertise to the implementation, monitoring, and maintenance of the MRV-E portal.

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:

- Develop detailed methodology and work plan for the entire duration of the assignment, including stakeholder engagement plan;
- Cooperate with project team and experts working on mitigation, adaptation, climate finance, legal expert and gender issues and secure coordination and synergies;
- Develop inventory of existing information systems and databases in use at national and local level for collecting, processing, and reporting data relevant to climate change mitigation and adaptation;
- Conduct assessment of information systems and databases inventory against set of eligibility criteria for integration or interconnection with the national climate change MRV-E system and provide an updated inventory with description of their key characteristics;
- In cooperation with the climate change specialist, information technology managers at national and local level, and other relevant stakeholders prepare gap assessment and recommendation report for improvement of eligible information systems and databases for integration or interconnection with the national MRV-E system;
- Provide inputs for development of detailed Terms of Reference for a service provider for design and implementation of the national CC MRV-E system.

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

Main project deliverables will include the following:

1. Detailed methodology and work plan, including stakeholder engagement plan;
2. The inventory of information systems and databases located in national institutions and at local level that could be used in the context of the national climate change MRV-E system;
3. The inventory of information systems and databases eligible for integration or interconnection with the national climate change MRV-E system, including proposing and selecting eligibility criteria (such as data format, data quality, frequency of collection, technical specifications etc.);
4. Gap assessment and recommendation report;
5. Detailed Terms of Reference for a service provider for design and implementation of the national CC MRV-E system.

Timeframe:

1. Detailed methodology and workplan, including stakeholder engagement plan – July 2024;
2. The inventory of information systems and databases located in national institutions and at local level which could be used in the context of the national climate change MRV-E system – July - September 2024;
3. The inventory of information systems and databases eligible for integration or interconnection with the national climate change MRV-E system, including proposing and selecting eligibility criteria (such as data format, data quality, frequency of collection, technical specifications etc.) – July - November 2024;
4. Gap assessment and recommendation report – December 2024;
5. Detailed Terms of Reference for a service provider for design and implementation of the national CC MRV-E system – October 2024.

Time duration and travel: July 2024 – January 2025 (18 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 - information technology, including network analysis, system administration, security and information assurance, IT audit, database administration, and web administration. Advanced degree desirable;
- At least 7 years professional experience (preference will be given to candidates with more experience) in similar tasks;
- 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 the Montenegrin and English.

V. The Terms of Reference approved by:

Name: Nikola Tomašević, National Project Director

Signature: _____

Date: _____

Nikola Tomašević
19.06.2024.