



TERMS OF REFERENCE

- A. **Job title: Expert for eco-certification schemes in tourism**
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Contract type:** Individual Contract (IC)
- E. **Duration of appointment:** 1 September 2023– 15 December 2023 (30 consultancy days)
- F. **Deadline for application:** 21 August 2023

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.

The 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 will provide for the improved management of the pilot PA's in order to ensure compliance with the international requirements for protection of valuable biodiversity within the KBAs and other international biodiversity hot-spots. Through spatial planning instruments, the project will promote 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 will address 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 project will offer assistance to the Government in developing best practice standards for sustainable tourism and nature-based biodiversity-friendly tourism and support the small-scale tourism business development towards the more offerings of biodiversity-sensitive nature-based products. For the forestry sector the project will offer best-practice standards for mainstreaming biodiversity - friendly forestry practices, will assist the Government with



support and services for private forest owners, and help promote biodiversity – positive entrepreneurship in forestry. For the biodiversity mainstreaming in agriculture, the project will support the Government with the introduction of agro-environmental incentives and piloting of agro-environmental measures.

The task under this Terms of Reference falls within the *Component 2 Outcome 3: biodiversity conservation considerations mainstreamed for sustainable tourism development*. The outputs of the task are expected to assist in development of best-practice standards for sustainable tourism and nature-based biodiversity-friendly tourism. In particular, the project will assist the Government with an introduction of a biodiversity-sensitive dimension to the existing mechanisms within the national voluntary certification system and verification mechanisms for hotels and tourism operators.

II Objectives of the assignment:

The overall objective of the assignment is to provide a detailed analysis of the existing certification schemes in tourism in Montenegro, with specific reference to the biodiversity and nature protection dimension.

Based on this, the expert will then provide concrete recommendations on the following:

- how the existing certification schemes can be amended in order to strengthen the biodiversity protection dimension
- potential certification schemes that are more biodiversity sensitive than those currently applied and are feasible in Montenegrin context
- specific measures aimed to raise awareness on the opportunity biodiversity-friendly schemes bring for businesses and raise their capacities in this respect

In analysing the current state of affairs and developing recommendations for the eco - certification schemes in tourism that take biodiversity into account, the expert will draw on the international policies and best practices.

The expert is expected to consult with all the relevant stakeholders within the tourism sector – policy makers from the Ministry of Economic Development and Tourism, National Tourism Organization and local tourism organizations, tourism associations, private businesses and others stakeholders deemed relevant. The expert is also expected to obtain inputs through consultations with the relevant representatives of the nature protection sector.



III Job content

- Conduct an in-depth analysis of eco-certification schemes in tourism that are applied in Montenegro with specific attention being placed on the biodiversity and nature protection dimension;
- Engage with key stakeholders to gather insights and understand their perspectives;
- On the basis of desk top research and consultations, prepare the report on the current tourism policies and eco-certification schemes in tourism that are applied in Montenegro with specific attention on the biodiversity dimension;
- Based on the analysis, propose a set of recommendations on how to incorporate biodiversity dimension (criteria, verification mechanisms, etc.) to the existing certification schemes that have already been tested and applied in the country, and analyse their potential impacts;
- Propose the introduction of the existing certification schemes that are more biodiversity-sensitive than those currently applied in Montenegro and are feasible within Montenegrin context, and analyse their potential impacts;
- Propose the measures aimed to raise awareness on the opportunities these schemes bring for businesses, especially from the commercial perspective.
- Propose the required capacity building programs and dissemination activities for the existing/new certification schemes;
- Formulating briefs and inputs for the Project Implementation Unit.

IV. Expected deliverables:

- A comprehensive review report on the current eco-certification schemes in tourism that are applied in Montenegro with specific attention being placed on the biodiversity dimension;
- Recommendations on how to incorporate biodiversity dimension (criteria, verification mechanisms, etc.) to the existing certification schemes that have already been tested and applied in the country;
- Proposal of introduction of the new certification scheme that is more biodiversity-sensitive than those currently applied;
- Proposal of training for relevant stakeholders;
- Proposal of measures aimed to raise awareness measures on the opportunities these schemes bring for businesses but also to environment protection;
- An impact assessment report outlining the potential social, economic, and environmental implications of the proposed adjustments to the existing and the newly proposed certification schemes



- A final summary report consolidating all findings, recommendations, and an implementation plan for the newly proposed eco-certification scheme.

The Consultant is expected to report to the Project Manager and Chief Technical Specialist on a weekly basis through phone calls, e-mails, and in person and online meetings.

The Consultant will submit all the agreed contract deliverables in electronic form, in the appropriate file formats.

V Timeframe:

The assignment should be implemented in 30 working days within the period of 1 September 2023 – 15 December 2023.

VI Competencies:

- Demonstrates integrity and ethics;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to perform results-based management and reporting;
- Builds strong relationships with stakeholders, focuses on impact and result for them
- Responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills and capacity to compose clear and readable narrative reports both in English and local language;
- Demonstrates ability to manage complexities and work under pressure
- Conflict resolution skills;
- Excellent organizational and time management skills;
- Shares knowledge and experience;
- Ability to perform a variety of standard tasks related to Results Management, including collecting of documentation, data entering, preparation of revisions, filling, provision of information;
- Ability to work independently and in a team.

VII Qualifications and expertise:

- At least master degree in the fields of tourism, economy, environmental/life sciences, natural resource/environmental management or related. Higher level degree would be considered an asset.



- A minimum of 5 years of professional experience in projects associated with tourism policy and practice;
- Familiarity with certification schemes in the area of tourism, sustainable tourism practices, and international tourism frameworks
- Proven experience in conducting comprehensive reviews, impact assessments, and formulating evidence-based recommendations.
- Strong analytical skills and proficiency in quantitative and qualitative research methods
- Experience working with diverse stakeholders and facilitating stakeholder consultations
- Experience in working with protected areas and relevant processes related to nature protection will be considered a strong asset
- Experience in working with Government entities is preferred.
- Demonstrated knowledge of English language (writing, speaking and reading)

VIII Application procedure:

Candidates must submit their applications, via email to the following email addresses irena.krivokapic@mepg.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 21 August 2023, 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: ~~Tamara~~ Brajović, National Project Director

Signature: 

Date: 2 August 2023