



TERMS OF REFERENCE

- A. Job title:** Consultant for development of Guidelines on EMAS implementation
- B. Type of position:** National/International
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 30 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 5 May 2025 – 31 October 2025, with the possibility of extension
- F. Deadline for application:** 18 April 2025, 15:00h

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: *Biodiversity mainstreaming into sectoral policies and practices*.

II Objectives of the assignment:

The objective of this assignment is to support the introduction of the EU Eco-Management and Audit Scheme (EMAS) in Montenegro, which is expected to contribute to the broader goal of mainstreaming biodiversity into sectoral policies and practices, and strengthening nature



protection in Montenegro. By assessing the potential for implementing the EMAS, the assignment will promote the integration of environmental management standards into key sectors. The development of a practical Guidelines will facilitate the adoption of EMAS, supporting institutions and businesses in improving their environmental performance, which is expected to enhance the effectiveness of biodiversity conservation efforts and contribute to the long-term sustainability of protected areas and natural resources.

III Job content

Under the overall supervision of the Project Manager and Chief Technical Advisor, the engaged Consultant will support the promotion and potential implementation of the EU Eco-Management and Audit Scheme (EMAS) in Montenegro, as a tool to improve environmental performance across sectors and contribute to the integration of environmental and biodiversity considerations into sectoral policies and practices. The assignment will focus on assessing the national context for EMAS adoption and developing a clear and user-friendly guide to support future applicants.

The engaged consultant will have the following specific responsibilities during the period 5 May 2025 – 31 October 2025:

- Conduct a desk analysis of relevant EU and national documents, guidelines, and good practices related to EMAS implementation;
- Assess the potentials and challenges for EMAS adoption in Montenegro, considering the legal, institutional, and operational context;
- Prepare a draft Guidelines – a clear and practical document that outlines all necessary steps for joining the EMAS system, including administrative and technical requirements, while ensuring that it is aligned with the broader environmental governance framework in Montenegro;
- Provide recommendations on how EMAS implementation can contribute to national environmental and nature protection goals and EU integration processes;
- Identify potential pilot institutions or sectors that could serve as early adopters of EMAS, with high potential for replication and demonstration with particular focus on tourism sector;
- Suggest options for policy incentives, capacity building, or institutional support mechanisms to facilitate the wider uptake of EMAS across sectors.

IV Deliverables:

- Summary report of the desk analysis of relevant EU and national documents, guidelines, and good practices related to EMAS implementation



- Analytical report on the potentials and challenges for EMAS adoption in Montenegro, including legal, institutional, and operational considerations
- Draft Guidelines outlining the complete process for joining the EMAS system, including administrative and technical requirements, aligned with Montenegro's environmental governance framework;
- Recommendations document on how EMAS implementation can support national environmental and nature protection goals, as well as EU integration processes;
- List and rationale for selected pilot institutions or sectors with high potential for early EMAS adoption and replication;
- Proposal outlining policy incentives, capacity-building measures, and institutional support options to encourage broader EMAS uptake across sectors.

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 English and in local language (writing, speaking and reading).

VI Qualifications and expertise:

- A university degree in a relevant field such as environmental sciences/management, chemical sciences/engineering, biological sciences or related. Higher level degrees will be considered a strong asset;
- At least seven years of relevant professional experience in the field of environmental management or related areas;
- In-depth knowledge of EU environmental legislation, with a particular focus on Regulation (EC) No 1221/2009 on the Eco-Management and Audit Scheme (EMAS);



- Proven experience in developing Guidelines, procedures, or documentation related to the implementation of environmental management systems;
- Demonstrated experience in working with public institutions, including ministries, agencies, or local authorities, in the area of environmental policy or sustainable development;
- Familiarity with Montenegrin environmental and nature protection governance frameworks and strategies will be considered a strong asset.

VII Application procedure:

Candidates must submit their applications, via email to the following email address irena.krivokapic@mepg.gov.me i 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 18 April 2025, 15h 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: Zoran Dabetić National Project Director

Signature:

Date: 3 April 2025