



TERMS OF REFERENCE

- A. **Job Title:** Assistant 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, full time
- C. **Duty station:** Podgorica, Montenegro
- D. **Contract type:** Consultant
- E. **Contract duration:** initial 12 month period, with possibility for an extension

i Background of the projects „Strengthening the Montenegrin National Determined Contribution (NDC) and Transparency Adaptation Action through the Transparency Capacity Building Initiative – CBIT and „Development of the Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC”

The project „Strengthening the Montenegrin National Determined Contribution (NDC) and Transparency Adaptation Action through the Transparency Capacity Building Initiative – CBIT” aims to enhance the efficiency of national climate change actions and the synergies with other related national actions, policies and measures, in order to achieve climate resilient and low-carbon development. The project will strengthen national capacities, institutional and technical, pursuing more efficient articulation to allow an enhanced enabling environment for transparency related activities, as well as adopting or improving methodologies and tools to enhance transparency as requested in Article 13 of the Paris Agreement. Through this strengthening, Montenegro will be more efficient in the definition, development and implementation of policies and measures, based on more timely and accurate information, monitoring and assessment of the instruments applied to face climate change. A gender-sensitive approach will be included in methodologies for assessing the adequacy, effectiveness and effects of adaptation actions and mitigation actions and policies effects. The expected results are a strengthened institutional mechanism to track nationally determined contributions and the development of a more robust transparency system. The Paris Agreement was adopted at the Twenty-first Conference of the Parties (COP 21) to the United Nations Framework Convention on Climate Change (UNFCCC). Paragraph 84 of the COP decision adopting the Paris Agreement decided to establish “a Capacity Building Initiative for Transparency in order to build institutional and technical capacity, both pre- and post-2020” that “will support developing country Parties, upon request, in meeting enhanced transparency requirements as defined in Article 13 of the Agreement in a timely manner.”

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 the project “Development of the Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC” Government of Montenegro will

be assisted in the preparation and submission of its Fourth National Communication and its First Biennial Transparency Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

The project „Strengthening the Montenegrin National Determined Contribution (NDC) and Transparency Adaptation Action through the Transparency Capacity Building Initiative – CBIT” mainly focuses on building national system for Monitoring, Reporting and Verification (MRV). It will make sure to incorporate transparency as the main guiding principle into the methodologies, procedures and guidelines on major elements of national MRV system (GHG Inventory, mitigation actions, adaptation actions, climate finance). It further aims to strengthen the governance mechanisms, as well as the capacities and engagements of relevant national partners for transparency. Most of those national partners will contribute to the preparation of the 4NC/1BTR. By increasing their capacities and setting up institutional arrangements as part of the CBIT, it is expected that data collection needed for 4NC/1BTR will be strengthened, quality of data and analysis would be improved, while methodological and other gaps in the reporting process will be addressed.

ii Objective of the assignment

The main objective of the assignment is to provide the project administrative support. During the project implementation, he/she will perform day-to-day administrative and financial duties within the project, which include different aspects of the administrative management, logistics, managing inventory of assets and supplies, monitoring critical level of consumables, sourcing for suppliers and submitting invoice(s), communicating with involved parties, working on the human resources management.

iii Scope of work and timeline

Project Assistant will be engaged under individual contract for the full-time engagement for a period of 1 year, with a probation period of three months. The contract can be renewed on an annual basis till the end of the projects and based upon the performance. Under direct supervision of the respective CBIT and FNC/BTR Project Manager, the Project Assistant will be required to carry out the following main tasks on a regular basis:

I Perform regular financial duties necessary for the successful and timely implementation of projects;

- Projects accounts maintenance; Keeping documentation of financial transactions; Summarizing current financial status by collecting information; preparing balance sheets and other reports; monitor budget expenditures and perform budget revisions, as needed;
- Controlling financial transactions by auditing documents;
- Maintaining financial security through the internal control procedures;
- Performing backup of financial information in appropriate databases;
- Work in accordance with financial legal requirements, and continuously monitor changes in legislation;
- Preparing payments by verifying documentation, and requesting reimbursements;
- Keeping track of the financial status of the activities and allocations at all times, to control expenses, to handle outstanding commitments, monitoring the financial condition of activities and allocations at all times, controlling costs, handling outstanding liabilities, making payments

and monitoring the performance of the contractor, including regular reporting to the national director of the CBIT and 4NC/1BTR project on the financial reports;

- Preparing quarterly, annual and final financial reports;
- Assist in the preparation of progress reports.

II Provide administrative, logistics and human resources support necessary for the successful and timely projects implementation:

- Participating in creating ToRs for human resources; provide logistics and administrative support to engaged experts on the projects;
- Ensuring clear record of all incoming and outgoing documentation for the project management;
- Coordinating, on logistic level, all seminars, conferences and trainings
- Organization of duty travel, seminars, public outreach activities and other events;
- Managing correspondence (letters, faxes, e-mails) relevant for the projects implementation;
- Organizing day-to-day activities for the Project Director, Project Manager, and scheduling for visiting experts;
- Organizing the Project Board meetings, preparing minutes from the meetings;
- Keeping the records and files of the project;
- Provide logistical support to the Projects and ensure provision of adequate secretarial and interpretation facilities (organization of Projects' events, meetings and study tours, travel arrangements, arrangement of shipments, conference facilities arrangements, visits of experts, timely processed daily subsistence allowances, etc.);
- Provide translation services, when needed;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by Ministry of Ecology Spatial Planning and Urbanism, PB, TAC, UNDP, project consultants and other PMU staff.

III Provide procurement support necessary for the successful and timely Projects implementation:

- Provide support to procurement processes related to the Projects' implementation:
- Participating in organizing tenders for purchasing new equipment, supplies, etc.;
- Provide inputs for preparation of procurement plans for the office; provide support to organization of procurement processes including preparation of tender documents, support to organization of the tendering and contracting procedure (publishing tender, if necessary organizing pre-bid conference and site visit, selecting and contracting companies), support to receipts of quotations, bids or proposals, and their evaluation;
- Support to submission of procurement cases to relevant committees; provide support to identification of needs for equipment, and procurement and installation of necessary equipment;
- Accomplish other related tasks/duties assigned by the Project Director, and Head in Division for Climate Change.

iv. Competencies:

Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Excellent organizational, logistical and multi-tasking skills, accuracy, sense of responsibility and team work;
- Systematic and organized approach is necessary;
- Informed and transparent decision making.

Functional Competencies:

Building Strategic Partnerships

- Analyzes general information and selects materials in support of partnership building initiatives.

Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things
Documents innovative strategies and new approaches.

Job Knowledge/Technical Expertise

- 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;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning;
- Demonstrates good knowledge of information technology and applies it in work assignments.

Promoting Organizational Change and Development

- Documents 'best practices' in organizational change and development within and outside the UN system;
- Demonstrates ability to identify problems and proposes solutions.

Design and Implementation of Management Systems

- Uses information/databases/other management systems;
- Provides inputs to the development of simple system components.

Promoting Accountability and Results-Based Management

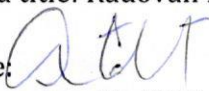
- Gathers and disseminates information on best practice in accountability and results-based management systems;
- Prepares timely inputs to reports;
- Maintains databases.

v. Qualifications and experience

- University degree (preferably in Economics);
- Minimum 5 years of relevant financial and administrative experience in national or international projects;
- Proven experience in managing project finance/budgets and preparation of financial reports, as well as in official correspondence;
- Prior experience with procurement procedures;
- Basic computer literacy and knowledge of relevant software packages required, including Microsoft Word, Excel, Power Point, Outlook;
- Excellent knowledge of English and Montenegrin.

The Terms of Reference approved by:

Name and title: Radovan Bojovic, National Project Director

Signature: 

Date: December 28, 2021