



Montenegro  
Ministry of Tourism, Ecology,  
Sustainable Development and  
Northern Region Development

Address: IV proleterske brigade 19  
81 000 Podgorica

## TERMS OF REFERENCE

- A. **Job title: Local consultant to support development of Management plan of Nature Park Ulcinj Salina**
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Contract type:** Individual Contract (IC)
- E. **Duration of appointment:** 22 July 2024– 22 March 2025 (88 consultancy days)
- F. **Deadline for application:** 10 July 2024

## 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 1, Output 1.1: Revised management planning of the existing national PAs addresses the KBA conservation needs, international UNESCO and Ramsar requirements, newly assessed threats and climate risks*. The engaged expert will support the Working group for Ulcinj Salina in the process of development of management plan for Nature Park Ulcinj Salina and will work directly with the expert engaged by the Ministry of Tourism, Ecology, Sustainable Development and Northern Region Development.

## II Objectives of the assignment:

The overall objective of the assignment is to provide administrative and technical support during the process of development and elaboration of the management plan of Ulcinj Salina Nature Park, communication with stakeholders, coordination and editing of inputs: preparation of inputs for the plan, organization of meetings, workshops, consultations, etc.

Based on this, the activities of the local consultant will be as following:

- Supporting the project technical team and its coordinator in the preparation, writing and formatting of the management plan, including the collection and analysis of data and materials for the purpose of the preparation of the management plan;
- Cooperation during field visits, meetings and workshops with relevant stakeholders;
- Organization of logistics for all events for members of the project technical team, organization of internal meetings and workshops as well as meetings and workshops with stakeholders, coordinating the preparation of individual sections of the management plan by members of the project technical team and involved experts, and
- other activities required for the planning and preparation of the management plan.

The expert is expected to provide day-to-day support to the coordinator and working group members.

## III Job content

- Provide administrative and technical support to the coordinator designated for the development of the management plan;
- Provide administrative and technical support to the members of the project technical team;
- Assist in organizing meetings, internal and stakeholder workshops, field visits, and other events;
- Assist in writing, editing and formatting as well as coordinating of inputs and deliverables;
- Ensure communication between all the project participants;

## IV Expected deliverables

- Provided administrative and technical support to the Coordinator, Project technical team and proponents via email, phone, meetings, info sessions and workshops and secure that inputs and



deliverables are submitted in line with procedure and criteria which results in a completed, written and formatted draft management plan ready for public hearing and approval;

- Project implementation documentation is being administrated properly;
- Reports on held meetings are prepared with key findings and conclusions;

The Consultant is expected to report to the Project Technical Team, coordinator of the process and Project Director.

Project Manager and Chief Technical Specialist will be monitoring the work of the consultant 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 88 working days within the period of 22 July 2024– 22 March 2025.

## **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 – Junior expert:**

- A minimum of 2 years of professional experience in projects associated with environment protection, biodiversity protection or similar;



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- Proven experience in cooperation with different stakeholder groups, preferably Government or local self-government including;
- Familiarity with environmental policies and experience in working with protected areas and relevant processes related to nature protection will be considered a strong asset;
- Demonstrated knowledge of Microsoft Office;
- Demonstrated knowledge of English language (writing, speaking and reading).

### **VIII Application procedure:**

Candidates must submit their applications, via email to the following email address [irenakrivokapic@gmail.com](mailto:irenakrivokapic@gmail.com) and [irena.krivokapic@mepg.gov.me](mailto:irena.krivokapic@mepg.gov.me) 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 10 July 2024, 15.00 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: 26 June 2024