



## TERMS OF REFERENCE

- A. Job title:** National/International consultant to support the coordination body for the Tara River Basin Man and Biosphere Reserve
- B. Type of position:** National consultant
- D. Duty Station:** Home based and Podgorica, Montenegro
- E. Duration of appointment:** 15 March 2025 – 15 March 2026 (50 consultancy days)
- F. Contract type:** Individual Contract (IC)

### 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 provides 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 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 project assists 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 offers best-practice standards for mainstreaming biodiversity - friendly forestry practices, assists 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 supports the Government with the introduction of agro-environmental incentives and piloting of agro-environmental measures.

The task under this Terms of Reference falls within *Component 1, Outcome 1: Capacity of the existing and newly established national protected areas strengthened to better address the key threats to globally significant biodiversity.*



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## II Objectives of the assignment:

The primary objective of this consultancy is to support the operational sustainability of the Coordination Body by engaging stakeholders, strengthening governance mechanisms, updating the Action Plan, and fostering cooperation among relevant parties to ensure the effective management of the MAB Reserve in compliance with national and international standards.

Functional and inclusive Coordination Body is crucial for the effective management and governance of the Tara River Basin Man and Biosphere (MAB) Reserve. This body facilitates collaboration among relevant institutions, primarily local authorities, and local stakeholders to ensure sustainable development, conservation of biodiversity, and the implementation of the MAB Reserve's objectives.

To support this process, a Consultant will be engaged to provide technical, legal, and administrative assistance in functioning of the Coordination Body, actively engage local stakeholders, and revise the existing Action Plan to align with the evolving needs and goals of the Reserve and its stakeholders.

The engaged expert will be responsible for the following tasks:

- Provide technical, legal, and administrative guidance in order to enable an operational Coordination Body for the MAB Reserve;
- Facilitate stakeholder engagement to ensure inclusive participation and commitment from local actors;
- Assist the Coordination body in reviewing and revising the Action Plan for the Tara River Basin MAB Reserve to align with current priorities, international best practices, and stakeholder input.

The engaged expert will work closely with the project's Chief Technical Advisor during the process of preparing the information and producing the video output.

## III Job content

- Assess the existing legal and institutional framework and state of play relevant to the MAB Reserve in Montenegro and provide recommendations for enabling the functioning of the Coordination/Management Body in compliance with national and international requirements.
- Draft necessary legal and administrative documents (e.g. organisational structure, roles and responsibilities, statute, operational procedures) for the functioning of the Coordination/Management Body.
- Provide guidance on governance to ensure the body's efficiency and accountability.
- Identify and map relevant local stakeholders, including government institutions, local authorities, civil society organizations, the private sector, and community groups.
- Design a stakeholder engagement strategy to encourage active participation in the Coordination Body.



- Organize and facilitate workshops, meetings, and consultations to gather input and build consensus on the structure and function of the Coordination Body.
- Support communication between stakeholders to foster cooperation and shared ownership of the Biosphere Reserve's management.
- Provide for viable funding concepts for the Biosphere Reserve management (advise on resource mobilization strategies to support the sustainability of the Coordination Body).
- Identify gaps, challenges, and opportunities for improvement based on stakeholder feedback and best practices.
- Support the revision of the MAB Action Plan to reflect updated priorities, actions, timelines, and resource needs, ensuring alignment with the Coordination Body's functions as well as UNESCO MAB guidelines.
- Integrate measurable indicators for monitoring and evaluating the Action Plan's implementation.
- Provide ongoing technical support to ensure the operational sustainability of the Coordination Body.
- On the basis of stakeholder communication, develop a plan for targeted capacity building for the Coordination Body and local stakeholders on effective governance, sustainable management, and stakeholder collaboration, but also on enabling three function of the Biosphere Reserve protection, sustainable development and logistic.

#### **IV. Expected deliverables:**

The engaged expert is responsible to deliver the following:

- Draft legal and administrative documents for the Coordination Body (e.g., organizational structure, roles and responsibilities, operational procedures);
- A comprehensive stakeholder map and engagement strategy;
- Workshop/meeting reports, including outcomes and consensus-building processes;
- Revised and updated MAB Action Plan, including measurable indicators and a clear timeline.
- A capacity-building plan for the Coordination Body and stakeholders;
- A resource mobilization strategy and recommendations for sustainable funding;
- Final report summarizing activities, achievements, and recommendations for sustainability.

The engaged expert is expected to report to the Project Manager and Chief Technical Specialist through phone calls, e-mails, and online meetings.

The Consultant will submit all the agreed contract deliverables in electronic form, in the appropriate file formats in Montenegrin and/or English language.



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#### **V. Timeframe:**

The assignment should be implemented in 50 working days within the period of 15 March 2025 – 15 March 2026.

#### **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:**

- Degree in environmental management, governance, or a related field. Higher level degree will be considered an asset;
- At least 7 years of proven experience in governance, stakeholder engagement, and institutional strengthening, preferably in the context of protected areas or biosphere reserves;
- Familiarity with the UNESCO MAB Programme and related guidelines;
- Excellent facilitation and communication skills, with experience organizing and leading stakeholder consultations;
- Demonstrated ability to draft legal and administrative documents;
- Knowledge of resource mobilization strategies and sustainable funding mechanisms.

#### **VIII. Application procedure:**

Candidates must submit their applications, via email to the following email address [irena.krivokapic@mers.gov.me](mailto:irena.krivokapic@mers.gov.me) and/or [irenakrivokapic@gmail.com](mailto: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:



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- A Curriculum vitae CV (Europass format is preferred);
- Filled in reference form (Annex 1 of this ToR)
- A signed declaration in 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 17 February 2025, 3 pm, CET. Only shortlisted candidates will be contacted for the interviews.

The Project Implementation Unit reserves the right to request additional documentation and 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: 30 January 2025