



## TERMS OF REFERENCE

- A. Job title:** Protected Area Specialist for development of the Management Plan for Nature Park Komovi on the territory of Podgorica and Andrijevica
- B. Type of position:** National/International
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 50 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 1 April 2026 – 31 December 2026, with the possibility of extension
- F. Deadline for application:** 20 March 2026, 12:00h

### 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 will provide 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 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 tasks outlined in this ToR falls under *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*, which aims to support the preparation management plans for protected areas, as the key management tool for ensuring effective and sustainable nature protection in protected areas.



## **II Objectives of the assignment:**

The objective of this assignment is to lead and coordinate the preparation of the Management Plan for Nature Park Komovi for territories in Podgorica and Andrijevica, ensuring that the plan is comprehensive, coherent, and fully aligned with national legal requirements, international guidelines, and good practices in protected area management.

The assignment will ensure that the Management Plan provides a clear strategic framework for conservation, sustainable use, and governance of the protected area, with well-defined objectives, outcomes, and implementation measures. As chief planner, the Specialist will guide the overall planning process, coordinate the work of the multidisciplinary team, and ensure consistency and quality across all thematic components of the Plan. The Specialist will also be responsible for the participatory process, contribute directly to drafting key sections of the Management Plan, including the overall structure, general framework, and cross-cutting elements, ensuring that the document meets required professional and regulatory standards. In this process, the Protected Area Specialist will also ensure that the management plan utilises the guidelines from the Toolbox for Management Effectiveness of Protected Areas, developed by the GEF7 project.

## **III Job content**

Under the overall supervision of the Project Manager and Chief Technical Advisor, the Protected Area Specialist (Chief Planner and Team Coordinator), together with representatives of both managers of protected area<sup>1</sup>, will lead the development of the management plans for Nature Park Komovi for managing bodies in Podgorica and Andrijevica, working closely with park management authorities and relevant municipal stakeholders.

The Specialist will be responsible for guiding the overall planning process, coordinating the multidisciplinary expert team, and ensuring coherence, quality, and compliance of the Management Plan with national legislation, international guidelines, and professional standards, including the Toolbox for Management Effectiveness of Protected Areas.

The Specialist will collect and synthesize relevant information from multiple sources, apply appropriate analytical approaches, and provide methodological guidance to the team throughout the preparation of the Plan.

In addition to coordination and quality assurance functions, the Specialist will directly contribute to drafting key sections of the Management Plan, including the overall framework,

---

<sup>1</sup> Agency for Management of Protected Areas of Podgorica and Public Enterprise for Nature Park Komovi



structure, and cross-cutting elements, ensuring that the document forms a clear, operational, and legally compliant basis for protected area management.

The Specialist will also play a central role in stakeholder communication and participatory processes, including support to the design and facilitation of consultations, workshops, and public discussions, and will oversee revisions of the Plan based on feedback from stakeholders and competent authorities.

### **Specific Responsibilities**

During the period 1 April 2026 – 31 December 2026, the Protected Area Specialist will:

- Prepare and implement the overall work plan for the preparation of the Management Plan and coordinate the work of the expert team through regular communication, meetings, and guidance;
- Collect and synthesize relevant information from multiple sources, including field visits, literature, institutional inputs, and stakeholder consultations, and apply appropriate analytical methods to support planning decisions;
- Provide methodological guidance to the expert team and ensure consistency between thematic components of the Management Plan;
- Lead the drafting of the overall structure and key sections of the Management Plan, ensuring alignment with legal requirements, international standards, and good practices in protected area management;
- Ensure that conservation, sustainable use, governance, and development considerations are coherently integrated into the Plan;
- Ensure that the Management plans apply the guidelines from the Toolbox for Management Effectiveness of Protected Areas;
- Support the design and implementation of the participatory planning process, including communication with stakeholders, provision of guidance to the team, and participation in meetings, workshops, and public consultations;
- Contribute to the design and facilitation of stakeholder workshops and public participation activities;
- Oversee the revision and finalization of the Management Plan based on feedback from consultations, expert review, and comments from the competent Ministry and other authorities;
- Coordinate with the Project Manager, Chief Technical Advisor, and the expert team to ensure timely delivery and quality of outputs;
- Report regularly to the Project Manager and Chief Technical Advisor on progress, challenges, and required adjustments.



#### IV Deliverables:

- Work plan and methodology note for the preparation of the Management Plan, including coordination approach, timeline, and planning framework.
- Draft structure and outline of the Management Plan, ensuring alignment with legal requirements, international guidelines, and good practices in protected area management.
- Drafted core sections of the Management Plan, including the overall framework, cross-cutting components, governance and implementation arrangements, and other sections assigned to the chief planner.
- Coordination and integration report, documenting how inputs from thematic experts were consolidated into a coherent and consistent Management Plan.
- Documentation of stakeholder engagement process, including summaries of key consultations, workshops, and public participation activities relevant to the overall plan structure and content.
- Revised full draft of the Management Plan, incorporating expert inputs, stakeholder feedback, and comments from competent authorities, ready for submission for approval.
- Finalized Management Plan text, edited for coherence, consistency, and compliance with legal and technical standards.
- Regular progress reports to the Project Manager and Chief Technical Advisor.

#### 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 local language (writing, speaking and reading) and working knowledge of English language.

#### **VI Qualifications and expertise:**

- A university degree in environmental sciences, natural resources management, conservation planning, geography, forestry, ecology, environmental policy, or a related field. Advanced degrees or specialized training in protected area management or spatial/environmental planning will be considered a strong asset.
- At least 7 years of relevant professional experience in protected area management, conservation planning, environmental governance, or preparation of strategic or management planning documents related to natural resources or protected areas.
- Demonstrated experience in leading or coordinating multidisciplinary teams and complex planning processes, including the preparation of integrated management or strategic planning documents.
- Proven ability to synthesize technical inputs from multiple sectors into coherent management frameworks, ensuring consistency with legal requirements, policy frameworks, and professional standards.
- Previous experience in stakeholder engagement, participatory planning, and facilitation of consultations in environmental or protected area contexts will be considered a strong asset.
- Familiarity with national legislation on protected areas and environmental management, as well as international guidelines and good practices in protected area planning, will be considered an advantage.

#### **VII 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 [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:

- A Curriculum vitae CV (Europass format is preferred);
- Filled in reference form (Annex 1);
- A signed declaration (Annex 2).



Ministry of Ecology, Sustainable  
Development and Northern  
Region Development

Adresa: Cetinjski put bb  
81000 Podgorica, Crna Gora

Applications must be delivered/drafted in English. Incomplete applications will not be taken into consideration. Applications must be sent by email no later than 20 March 2026, 12h 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: 4 March 2026