



TERMS OF REFERENCE

- A. **Job title:** Local Consultant for Green Destinations Scheme Introduction
- B. **Type of position:** National
- C. **Duty Station:** Home based/Podgorica, Montenegro
- D. **Contract type:** Consultant
- E. **Duration of appointment:** 10 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 20 October 2025 – 30 April 2026
- F. **Deadline for application:** 3 October 2025, 12h CET.

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, Output 3.1: Best-practice standards for nature-based BD friendly tourism developed and endorsed* as well as *Output 3.2: Small-scale tourism businesses are stimulated to introduce biodiversity-sensitive business models*. The aim is to support an introduction of a biodiversity-sensitive dimension within the national voluntary certification system and to propose incentives, such as financial support and/or awards to the local tourism biodiversity-friendly product providers, targeted financial support to model eco-tourism offerings, pilot finance of biodiversity-sensitive business recovery scenarios, and present successful business models for further replication.

II Objectives of the assignment:

The objective of this assignment is to provide technical and operational support for the introduction of the Green Destinations certification scheme in Montenegro. The Local Expert will work closely with the International Expert, Project Manager, Chief Technical Advisor, and relevant institutions to ensure smooth coordination, local stakeholder engagement, and contextual adaptation of proposed measures. The expert will support the organization of consultations, contribute to the mapping of stakeholders, and



assist in the process of introduction of the Green Destination scheme into Montenegrin institutional organisation.

III Job content

During the period 20 October 2025 – 30 April 2026 and under the overall supervision of the Project Manager, Chief Technical Advisor, and in close collaboration with the International Expert and representatives of the Ministry of Tourism and National Tourism Organisation, the Local Expert will provide support in introduction of Green Destination scheme in Montenegro by:

- Collecting and systematizing data and information relevant for the application of the Green Destinations criteria in Montenegro;
- Supporting the International Expert in the analysis and presentation of criteria, and in adapting them to the local context;
- Assisting in the identification and mapping of national and local stakeholders (institutions, municipalities, tourist organisations, private sector, civil society, etc.), and supporting consultations to ensure their active participation;
- Supporting the preparation and facilitation of workshops, meetings, and presentations;
- Preparing notes, summaries and ensuring timely communication with stakeholders;
- Report regularly to the Project Manager, Chief Technical Advisor and International Consultant on progress and findings, in both oral and written form.

IV Deliverables:

- Contributing inputs for detailed proposal of steps for introducing the Green Destinations certification scheme in Montenegro, including governance arrangements, institutional responsibilities, and timeline;
- Support in identification and mapping of all relevant stakeholders at national and local levels, with clear definition of their roles, responsibilities, and actions required in the implementation process.
- Proposed set of criteria for the public call derived from the Green Destinations framework, with practical measures and incentives to encourage their adoption in practice;
- Regular progress updates 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 a relevant field such as tourism, economics, rural development, sustainable development, low or related. Higher level degrees and specialist certificates will be considered a strong asset;
- At least 5 years of relevant professional experience in planning and implementation of tasks/projects related to environment, sustainable tourism development, destination management or related fields;
- Strong understanding of international sustainability standards and criteria, with practical knowledge of their application in local contexts;
- Experience in stakeholder engagement, facilitation of workshops, and preparation of reports and technical documents.

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 3 October 2025, 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: 11 September 2025