



## TERMS OF REFERENCE

- A. **Job title:** Project Manager
- B. **Type of position:** National, full-time
- C. **Duty Station:** Podgorica, Montenegro
- D. **Contract type:** Consultant
- E. **Contract duration:** 1 April 2026 – 28 February 2027
- F. **Deadline for application:** March 20, 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 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 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.

In this context, a two-day training was organised in November 2025, bringing together judges and prosecutors alongside rangers and representatives of the protected areas. The training aimed to strengthen the capacities of key actors within the law enforcement chain through mutual exchange of knowledge and experience, improve the application of nature protection legislation, and enhance cooperation among judges, prosecutors, police, rangers, inspectors, and other relevant experts. The programme enabled judicial actors to gain deeper insight into the challenges of law enforcement in the field, while field-based services developed a better understanding of legal procedures and case preparation for judicial proceedings. As a key conclusion of the workshop, participants highlighted the need to engage an external consultant to analyse and map the competencies of the main actors within the law enforcement chain in the field of nature protection, and to develop a clear protocol for action in cases of environmental crime, with a particular focus on protected areas and species.

### II Objectives of the assignment:

Project Manager (PM) will be a national specialist required and funded by the Project Implementing



Partner. He/She will be responsible for the overall management of project inputs and processes and will ensure administrative supervision of the project team. The primary responsibility of the PM will be to support the Implementing Partner in project execution and ensure project coordination and outreach to project partners. The PM is to ensure that the project impact contributes to the overall achievement of the main objective set for the project, and the project delivers the global environmental benefits as pledged in the project document. The PM will be responsible for project reporting to the Implementation Partner and the Steering Committee, will coordinate the work of the Steering Committee, will submit project reports and workplans for the consideration of the project management bodies and will ensure appraisal of key project deliverables by the Implementing Partner and other key decision makers. The PM will be responsible for coordination of project activities with parallel initiatives undertaken by the Government authorities, municipalities and other stakeholders. The PM will be responsible for meeting government obligations under the project and will perform a liaison role with the Government, UNDP and other UN Agencies, NGOs and other project partners.

The PM will report to the National Project Director (NPD) and Steering Committee for all other project's substantive and administrative issues. Project Manager will supervise: Project Assistant, Procurement Associate, Chief Technical Specialist and Project Knowledge Management, Communications and M&E Consultant.

### **III Job content**

Project Manager will be engaged under an individual contract on full time basis for a period 1 April 2026 – 28 February 2027.

Project Manager will be coordinating all project activities at the national level, including:

- Managing the overall conduct of the project;
- Ensuring project workplanning and reporting in accordance with the donor requirements, UNDP rules and the requirements and standards of the Project Implementing Partner. Based on the Inputs of the PIU members, ensuring project reporting to the GEF, UNDP, IP and the Project Steering Committee. Preparing the annual workplan (AWP) and Procurement Plan for the project years as requested by UNDP;
- Ensuring Implementation of the workplan as scheduled;
- Monitoring the implementation of the workplan and budget delivery, analysing problems that hamper project implementation and taking appropriate measures to ensure timely delivery of required Inputs;
- Ensuring management and administrative oversight for project personnel and project contractors, delivery of goods and services, trainings and communication activities; ensuring execute activities by managing personnel, goods and services, training and low -value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Managing the project financial reporting to donor and development partners;
- Managing and monitoring project tasks;



- Ensuring timely delivery and coordination of co - financing resources, collecting data and evidence of project co - financing;
- Ensuring project coordination with parallel initiatives undertaken by the Governmental authorities, municipalities and other stakeholders;
- Ensuring that relevant gender related aspects are taken into consideration in project implementation;
- Supporting meeting the government obligations under the project and performing a liaison role with the Government, UNDP and other UN Agencies, NGOs and other project partners;
- Undertaking resource mobilization activities in areas of technical project scope to contribute to project scaling - up and replication;
- Acting as a project focal point for media interventions. Monitoring and facilitating advocacy and mass media outreach activities, writing success stories, ensuring newspaper coverage, participating In PR campaigns.

#### **V Competencies:**

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi - stakeholder projects, including financial aspects;
- Effective management of technical and administrative teams, ability to work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies;
- Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government;
- Integrity by modelling the ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrate corporate knowledge and sound judgement;
- 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;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Informed and transparent decision making.

#### **Functional competencies:**

- Researches best practices and suggests new, more effective ways of operation;
- Demonstrates in - depth understanding and knowledge of the project management tools and utilizes them regularly in work assignments;
- Demonstrates ability to identify problems and proposes solutions;



- Actively works towards continuing personal learning and development in one or more practice areas related to governance, acts on learning plan and applies newly acquired skills;
- Demonstrates ability to lead strategic planning and results - based management and reporting;
- Leads formulation, implementation, monitoring and evaluation of development programs and projects, mobilizes resources;
- Formulates and manages budgets, contributions and investments, transactions, conducts financial analysis and reporting;
- Proves capacity to think strategically and express ideas clearly and concisely, to work both independently and in teams;
- Builds strong relationships with clients;
- Manages complexities and work under pressure;
- Strong drafting, presentation and reporting skills;
- Strong communication skills, especially in timely and accurate responses to emails,

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

- A university degree, MSc or PhD in the relevant field will be an advantage, in a subject related to natural resource management, environmental sciences, or other relevant social sciences (including economics, management, etc);
- At least 5 years of demonstrable project/programme management experience or administrative management within a governmental authority;
- At least 5 years of experience working with the national institutions that are concerned with natural resource and/or environmental management.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search;
- Excellent command of English and local languages.

#### **VII Application procedure:**

Candidates must submit their applications, via email to the following email address [nebojsa.banicevic@mers.gov.me](mailto:nebojsa.banicevic@mers.gov.me) and [nbanicevic@gmail.com](mailto:nbanicevic@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 20 March 2026, 12h CET.

Only shortlisted candidates will be contacted for the interviews.



Ministry of Ecology, Sustainable  
Development and Northern  
Region Development

Adresa: Cetinjski put bb  
81000 Podgorica, Crna Gora

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: *Zoran Dabetić*

Date: 2 March 2026