



TERMS OF REFERENCE

- A. Job title:** Consultant for the Development of a Protocol for procedures in cases of criminal offences in the area of nature protection
- B. Type of position:** National
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 20 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 1 April 2026 –30 July 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 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.

The tasks fall under Component 1, Output 1.2 – Capacity building for law enforcement, which aims to strengthen the capacities of key actors in the enforcement chain of nature protection legislation, including judges, prosecutors, inspection services, rangers, and police, by enhancing their mutual understanding, cooperation, and practical application of legal procedures.

Within the project framework, a strong focus has been placed on the development and delivery of capacity-building programmes for law enforcement chain across all relevant stakeholders.

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:

Under the overall supervision and guidance of the Project Manager, Chief Technical Specialist, and the representative of the Ministry of Ecology, Sustainable Development and Northern Region Development, the objective of this assignment is to conduct a comprehensive analysis of the roles, responsibilities, and competencies of key institutions involved in the law enforcement chain in the field of nature protection. Based on this analysis, the expert will develop clear recommendations and a practical protocol for handling cases of environmental crime, with a particular focus on protected areas and species, in order to strengthen coordination, legal certainty, and effective law enforcement.

III Job content

During the period 1 April – 30 July 2026, the engaged consultant will be responsible for the following tasks:

- Review relevant national legislation, by-laws, strategies, and policy documents related to nature protection and environmental crime;
- Analyse the institutional roles, and capacities, mandates, and responsibilities of key actors within the law enforcement chain, including protected area management bodies, rangers, police, inspection services, prosecutors, and judges;
- Analyze existing procedures related to detection, reporting and evidence collection, data collection system and case tracking in cases of environmental crimes and consider best practice experience models from other EU countries;
- Identify gaps, overlaps, and practical challenges in inter-institutional cooperation and law enforcement procedures, with particular focus on protected areas;
- Conduct consultations and interviews with relevant stakeholders to validate findings and collect practical insights from field and judicial perspectives;
- Develop a clear and structured overview (mapping) of competencies and responsibilities within the law enforcement chain for nature protection and environmental crime cases;
- Draft a practical protocol for action in cases of environmental crime, with special emphasis on protected areas and species, including procedural steps, roles, communication flows, and coordination mechanisms.
- Present draft findings and the proposed protocol to key stakeholders for feedback and incorporate comments into the final version;



- Prepare and submit a final analytical report and protocol, including concrete recommendations for improving coordination and effectiveness of law enforcement.
- Compile and include, as part of the institutional mapping, a structured directory of relevant institutions and designated contact points that can be engaged for expert input and technical assistance in the handling of nature protection and environmental crime cases;
- Develop a concise and user-friendly glossary of relevant legal, ecological and technical terms related to nature protection and environmental crime, intended to support law enforcement bodies, prosecutors and judges in the consistent interpretation and handling of cases.

IV Deliverables:

- 1) Draft Protocol for Action in Environmental Crime Cases - a practical draft protocol defining procedures, roles, coordination mechanisms, and communication flows among relevant institutions in cases of environmental crime, with a particular focus on protected areas;
- 2) Final Protocol and Recommendations Document - a finalized protocol for action in environmental crime cases, incorporating feedback from key stakeholders, accompanied by concrete and actionable recommendations aimed at strengthening inter-institutional coordination and effective law enforcement.
- 3) Analytical Report to the Project Team - a comprehensive analytical report presenting the mapping of institutional roles, mandates, and competencies within the law enforcement chain for nature protection and environmental crime, including identified gaps, overlaps, and key challenges.
- 4) A structured directory of competent institutions and designated contact points, with guidance on available expert and technical support for handling nature protection and environmental crime cases.
- 5) A concise and user-friendly glossary of key legal, ecological and technical terms related to nature protection and environmental crime, designed as a practical reference tool for law enforcement authorities, prosecutors and judges to support consistent interpretation and case handling.

V Competencies:

- Demonstrates integrity and ethics;
- Ability to lead strategic planning, results-based management and reporting;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills, facility in working with teams and capacity to compose clear and readable narrative reports both, in English and local language;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
- Excellent organizational and time management skills;



- Knowledge Management and Learning;
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.
- Ability to perform a variety of standard tasks related to Results Management, including collecting of documentation, data entering, preparation of revisions, filling, and provision of information;
- Ability to provide input to business processes re-engineering, and implementation of new systems;
- Responds positively to feedback;
- Ability to work independently and in a team.

VI Qualifications and expertise:

- Advanced university degree (Master's level or higher will be consider as an advantage) in law, environmental law, public administration, environmental sciences, or a related field;
- At least 7 years of proven professional experience in the field of environmental law enforcement, environmental crime, nature protection or related institutional frameworks;
- Demonstrated experience in analysing legal and institutional frameworks, including mapping of competencies and inter-institutional roles at national and/or regional level;
- Strong knowledge of national legislation and institutional arrangements related to nature protection and environmental crime;
- Proven experience in developing guidelines, protocols, or standard operating procedures for public institutions or law enforcement bodies;
- Experience working with judicial authorities; law enforcement agencies, inspection services, or protected area management bodies will be considered as strong asset;
- Excellent analytical, drafting, and reporting skills, with the ability to translate complex legal and institutional issues into practical and operational documents;
- Fluency in Montenegrin and working knowledge of English language will be considered an asset.

VII Application procedure:

Candidates must submit their applications, via email to the following email address irena.krivokapic@mers.gov.me and 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 20 March 2026, 12h CET.



Ministry of Ecology, Sustainable
Development and Northern
Region Development

Adresa: Cetinjski put bb
81000 Podgorica, Crna Gora

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: *Zoran Dabetić*

Date: 2 March 2026