

ANNEX 1: Description of Requirements

Context of the Requirement	<p>Montenegro has established a policy framework for nature protection, primarily through the National Biodiversity Strategy and Action Plan (NBSAP), which defines national priorities and measures for biodiversity conservation. However, implementation of nature protection policy has been constrained by a number of factors, including the lack of a systematic framework for tracking progress towards policy objectives and targets.</p> <p>Montenegro is currently updating its NBSAP and aligning it with the Kunming-Montreal Global Biodiversity Framework (GBF) and EU accession requirements. Effective implementation of this policy framework requires a functional monitoring, evaluation, and reporting system capable of measuring progress, assessing effectiveness, identifying emerging trends and pressures, and supporting evidence-based decision-making.</p> <p>At present, there is no fully institutionalised system for monitoring nature protection policy implementation. This assignment aims to establish a national monitoring, evaluation, and reporting framework for nature protection policy implementation, including the development of indicators and indices, methodologies, institutional arrangements, and reporting procedures necessary to support NBSAP implementation, adaptive management, evidence-based decision making and national and international reporting obligations (in line with the CBD/GBF reporting guidelines)</p>
Brief Description of the Required Services	<p>The Service Provider shall support the establishment of a national monitoring, evaluation, and reporting framework for nature protection policy implementation in Montenegro, with a particular focus on the National Biodiversity Strategy and Action Plan (NBSAP), and in line with the CBD/GBF framework. The assignment will include the development of a system of indicators and indices aligned with the Kunming-Montreal Global Biodiversity Framework (GBF), EU requirements, and national and international reporting needs; definition of methodologies for their calculation and interpretation; and development of practical tools, templates, and guidance for their application. The Service Provider shall also establish institutional arrangements and coordination mechanisms for monitoring and reporting, including clear roles and responsibilities, data flows, quality assurance procedures, and reporting cycles. In addition, the assignment will strengthen the capacities of relevant institutions in data collection, management, analysis, reporting, and use of results for policy-making and adaptive management, while providing recommendations for digitalisation and integration of the system with national environmental information systems and databases.</p>
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs and Deliverables:</p> <ol style="list-style-type: none"> 1. Inception Report 2. Indicator and Index Framework for NBSAP Monitoring 3. Methodology Document for Calculation of Indicators and Composite Indices 4. Coordination Mechanism Design Document 5. Standard Operating Procedures (SOPs) 6. Data Flow and Reporting Protocols Document 7. NBSAP Monitoring and Reporting Methodology 8. GBF Reporting Framework and Indicator Mapping Report in line with the GBF guidelines 9. Capacity Needs Assessment and Institutional Strengthening Plan 10. Training Programme and Materials

	<p>11. Report on Capacity Building Activities 12. Digitalisation Concept Note 13. Final Consolidated Report</p> <p>Further details on the expected outputs and specific deliverables are provided in Annex 2: Terms of Reference.</p>
Person to Supervise the Work/Performance of the Service Provider	Project team (Project Manager, Project Chief Technical Specialist, UNDP representatives)
Frequency of Reporting	Monthly
Progress Reporting Requirements	Progress report should be sent by the 5th of each month, based on the tasks and expected deliverables.
Location of work	Home based/Podgorica
Expected duration of work	July 2026 – February 2027 (6 months)
Target start date	July 15, 2026
Latest completion date	January 15, 2027
Travels Expected	It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	<p>Required</p> <p><i>CVs and copies of certificates and licenses for key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in Annex 2 should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i></p>
Criteria for Contract Award	Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Request for Proposal	<p><u>Technical Request for Proposal (70%)</u></p> <p><input checked="" type="checkbox"/> Expertise of the Company 30%</p> <p><input checked="" type="checkbox"/> Methodology, Appropriateness and Timeliness of the Implementation Plan 40%</p> <p><input checked="" type="checkbox"/> Qualification of Key Personnel 30%</p> <p><u>Financial Request for Proposal (30%)</u></p> <p>To be computed as a ratio of the Request for Proposal's offer to the lowest price among the Request for Proposals received by Ministry.</p> <p><i>*Only Proposals which pass the technical criteria will have their financial proposals considered.</i></p>
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP	<p><input checked="" type="checkbox"/> Terms of Reference (Annex 2)</p> <p><input checked="" type="checkbox"/> Form for Submission of Request for Proposal (Annex 3)</p>

	<input checked="" type="checkbox"/> Form for Submission of Technical offer (Annex 4) <input checked="" type="checkbox"/> Form for Submission of Financial offer (Annex 5)
Other Information [pls. specify]	<i>The bidder shall obtain following documentation:</i> - Proof of registration for performing the relevant activity (Extract from the Central Register of Business Entities – CRPS);