



TERMS OF REFERENCE

- A. Job title:** Biodiversity Protection Specialist for development of the Local plan for environmental protection of municipality Danilovgrad
- B. Type of position:** Local
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 15 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 5 November 2025 – 20 February 2026, with the possibility of extension
- F. Deadline for application:** 22 October 2025, 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 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 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: *Protection of valuable and/or vulnerable biodiversity within the KBAs and biodiversity corridors* addressing KBA conservation needs, international UNESCO and Ramsar requirements, newly assessed threats and climate risks.

II Objectives of the assignment:

The objective of this assignment is to support the preparation of the Local plan for environment protection of municipality Danilovgrad. The Local plan will serve as a strategic tool that sets out a clear and structured framework for conserving biodiversity and habitats, maintaining ecosystem services, and ensuring the sustainable use of natural resources in the municipality of Danilovgrad, which river Zeta, designated as a nature park and one of KBAs targeted by the Project. Consultant will help analyse the state of biodiversity in municipality Danilovgrad, identify and prioritize conservation targets, define



specific objectives and measurable outcomes, and mechanisms for monitoring and evaluation, enabling adaptive management in response to environmental changes and emerging threats. Furthermore, the plan will help harmonize environmental protection with the needs of local development by promoting eco-friendly practices and community participation.

III Job content

Under the overall supervision of the Project Manager, Chief Technical Advisor, and representative of municipality of Danilovgrad, the Biodiversity Specialist will provide expert input for the development of the Local plan for environment protection of the municipality Danilovgrad. The Biodiversity Specialist will ensure that biodiversity considerations are fully integrated into the Local plan and will provide technical support during the process of development of plan.

During the period 5 November 2025 – 20 February 2026, the Biodiversity Specialist will have the following specific responsibilities:

- Conduct a review and synthesis of existing data, studies, and technical documents related to biodiversity in the Municipality of Danilovgrad;
- Participate in stakeholder consultations and obtain inputs regarding the state of biodiversity;
- Provide expert analysis of biodiversity, including identification of key species, habitats, and ecosystems of conservation concern, and evaluate their status, threats, and management needs;
- Propose clear conservation outcomes, strategic objectives, and priority actions for biodiversity protection and restoration, aligned with national and international standards;
- Provide technical input during stakeholder consultations, particularly on biodiversity-related issues, and integrate relevant feedback into the Plan;
- Support the drafting and finalization of biodiversity-related sections of the Plan, ensuring scientific accuracy and policy relevance;
- Coordinate with other technical experts to ensure biodiversity aspects are effectively integrated into broader management objectives and measures;
- Report regularly to the Project Manager, Chief Technical Advisor and representative of the municipality.

IV Deliverables:

- Drafting of the narrative section of the Local plan related to biodiversity, including identification of key species, habitats, and ecosystems of concern, along with their status, threats, and management needs;
- Proposal of conservation outcomes, biodiversity-related management objectives, and priority measures, aligned with national legislation and international standards and stakeholder derived inputs;
- Drafting sections of the action plan relevant to biodiversity objectives;



- Provision of technical input and participation in stakeholder consultation processes, with a summary report of biodiversity-related feedback received and recommendations for transparent incorporation into the management plan;
- Revision of the biodiversity sections of the Local plan, reflecting expert feedback and stakeholder inputs, ready for integration into the full draft;
- Regular progress updates to the Project Manager, Chief Technical Advisor, and representative of municipality of Danilovgrad.

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 biological sciences, environmental sciences/management, natural resources management or related. Higher level degrees and specialist certificates will be considered a strong asset;
- At least five years of relevant professional experience in biodiversity conservation, and/or protected area management;
- Demonstrated ability to analyze and synthesize ecological and scientific data into practical conservation objectives and management measures;
- Proven experience in the preparation of biodiversity assessments and contributions to strategic or management planning documents for protected areas or conservation initiatives will be considered strong asset;
- Previous experience in stakeholder engagement and participatory planning in the context of nature protection/natural resources management will be considered a strong 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 22 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: 7 October 2025