



TERMS OF REFERENCE

- A. **Job title** Financial Planning and Costing Specialist for the Management Plan for Nature Park Komovi on the territory of Podgorica and Andrijevica
- B. **Type of position:** National/International
- 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 1 April 2026 – 31 December 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 will provide 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 outlined in this ToR falls under *Component 1, Output 1.1: Revised management planning of the existing national PAs addresses the KBA conservation needs, international UNESCO and Ramsar requirements, newly assessed threats and climate risks*, which aims to support the preparation management plans for protected areas, as the key management tool for ensuring effective and sustainable nature protection in protected areas.



II Objectives of the assignment:

The objective of this assignment is to support the preparation of the Management Plan for Nature Park Komovi by providing financial analysis, costing, and implementation feasibility inputs to ensure that the proposed measures are realistic, prioritized, and financially viable.

The assignment will contribute to the development of a clear financial framework for the Management Plan by supporting the estimation of implementation costs, identification of funding needs, and structuring of financial priorities across planned activities. It will help ensure that the plan links strategic objectives with practical resource requirements, enabling decision-makers to understand the financial implications of management choices and to plan implementation in a phased and sustainable manner.

III Job content

Under the overall supervision of the Project Manager, Chief Technical Advisor, and Protected Area Specialist (as chief planner), and representatives of both managers of protected area¹, the Financial Planning and Costing Specialist will provide expert input for the development of the Management Plan for Nature Park Komovi.

The Specialist will be responsible for reviewing and analyzing available information relevant to the financial implications of the Management Plan, including planned measures, implementation modalities, and resource requirements. Based on this analysis, the Specialist will contribute to the preparation of the financial framework of the Management Plan, including cost estimates, prioritization of measures, and assessment of implementation feasibility. In this process, the Specialist will apply guidelines on sustainable financing of protected areas developed as part of the Toolbox for Management Effectiveness of Protected Areas through GEF7 project.

The Specialist will ensure that financial considerations are systematically integrated into the Management Plan and its Action Plan, supporting the development of a realistic, phased, and financially viable implementation approach. The Specialist will also provide technical input during stakeholder consultations, particularly on issues related to implementation costs and feasibility, and contribute to revisions of the plan based on feedback and expert review.

Specific Responsibilities

During the period 1 April 2026 – 31 December 2026, the Financial Planning and Costing Specialist will:

¹ Agency for Management of Protected Areas of Podgorica and Public Enterprise for Nature Park Komovi



- Conduct a desk review of available planning documents, proposed measures, and relevant financial information to support estimation of implementation costs for the Management Plan;
- Collect and systematize information necessary for financial assessment, including inputs from technical experts, park authorities, and other stakeholders;
- Prepare cost estimates for proposed management measures and actions, identifying key cost drivers and resource requirements;
- Support the prioritization and phasing of management measures based on financial feasibility and implementation considerations;
- Contribute to defining indicative financial frameworks, including potential funding sources, financing needs, and budget structure for the Action Plan;
- Provide technical support during stakeholder consultations on issues related to implementation costs, affordability, and financial sustainability of proposed measures;
- Contribute to drafting and finalizing sections of the Management Plan and Action Plan related to costing, budgeting, and implementation feasibility;
- Coordinate with other technical experts to ensure that financial considerations are aligned with biodiversity and development measures;
- Report regularly to the Project Manager, Chief Technical Advisor, and Protected Area Specialist on progress, findings, and emerging issues.

IV Deliverables:

- Drafting of the narrative section of the Management Plan related to financial analysis, costing, and implementation feasibility, including an overview of resource needs and financial implications of proposed management measures.
- Preparation of cost estimates for priority management measures and actions, including indicative budgeting and identification of major cost components and implementation requirements. This task will also include an analysis of additional revenue opportunities, taking into account that Public Enterprise PP Komovi Andrijevica operates in the field of tourism and collects entrance fees within the protected area. The analysis will assess current revenue streams (e.g., ticketing, tourism services) and explore potential options for enhancing own-source income, including improvements in visitor management, diversification of tourism services, pricing policy adjustments, and development of complementary tourism-related activities.
- Proposal of a financial framework for the Management Plan and Action Plan, including prioritization and phasing of measures, indicative funding needs, and potential financing considerations.
- Provision of technical input and participation in stakeholder consultation processes, including preparation of a summary note on financial feasibility considerations and stakeholder feedback related to implementation costs.



- Revision of the financial and costing sections of the Management Plan and Action 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 Protected Area Specialist.

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 economics, finance, public administration, environmental economics, natural resource economics, development studies, business administration, or a related field. Advanced degrees or relevant professional certifications will be considered a strong asset.
- At least 5 years of relevant professional experience in financial analysis, project costing, budgeting, economic assessment, or financial planning related to development, environmental management, or public sector projects.
- Demonstrated ability to prepare cost estimates, financial frameworks, or budget analyses and to translate technical plans into realistic financial requirements and implementation scenarios.
- Proven experience contributing to project planning documents, investment plans, feasibility assessments, or management plans that required financial or economic analysis will be considered a strong asset.



- Previous experience working in multi-stakeholder environments, including coordination with technical experts and institutions, and communicating financial information in a clear and accessible manner will be considered an asset.
- Experience related to protected areas, environmental projects, or public sector planning processes will be considered an additional advantage.

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).

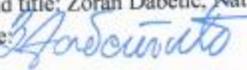
Applications must be delivered/drafted in English. Incomplete applications will not be taken into consideration. Applications must be sent by email no later than 20 March 2026, 12h CET.

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: 4 March 2026