

ANNEX 1: Description of Requirements

<p>Context of the Requirement</p>	<p>The municipalities of Podgorica and Kolašin are characterised by significant natural assets, including valuable biodiversity, diverse ecosystems, and areas of high ecological importance. These territories encompass key biodiversity areas (KBAs), proposed areas of Natura 2000 ecological network, important water resources, forest ecosystems, and landscapes that provide essential ecosystem services and support local livelihoods. At the same time, both municipalities are facing increasing environmental pressures related to urban expansion, infrastructure development, land use change, pollution, and climate change impacts, which pose risks to natural resources and long-term sustainable development.</p> <p>In this context, there is a need for strategic documents that will guide environmental management and sustainable development at the local level. The development of Local Biodiversity Action Plans (LBAPs) for Podgorica and Kolašin is intended to provide municipalities with structured, actionable frameworks for addressing nature protection and conservation challenges, prioritising interventions, and improving coordination among stakeholders.</p> <p>The development of LBAPs stems from Montenegrin legal framework. The Law on Nature Protection foresees the preparation of local biodiversity action plans as instruments for the conservation and sustainable use of biodiversity at the local level. Furthermore, the LBAPs contribute to the implementation of the National Biodiversity Strategy and Action Plan (NBSAP) and ensure coherence between local biodiversity priorities and national biodiversity objectives. The plans are also instruments supporting the implementation of Montenegro’s international commitments under the Convention on Biological Diversity and contribute to achieving the goals and targets of the Kunming-Montreal Global Biodiversity Framework (GBF).</p> <p>The LBAPs are expected to establish a baseline of biodiversity status and ecosystem conditions, identify key pressures, threats, and vulnerabilities affecting biodiversity and natural habitats, and define strategic objectives and priority conservation measures aligned with national biodiversity policies, nature protection legislation, and relevant international commitments. Through a participatory and data-driven approach, the LBAPs will contribute to improved biodiversity conservation, sustainable ecosystem management, protection of valuable habitats, species and ecosystem services, and strengthened ecosystem resilience to climate change.</p> <p>Furthermore, the LBAPs will support municipalities in identifying priority actions and investment needs for biodiversity conservation and sustainable natural resource management, mobilising financial resources, and developing a pipeline of biodiversity-related projects that can attract funding from national and international sources. By strengthening local planning, coordination, and stakeholder engagement, the LBAPs will serve as key tools for improving biodiversity governance and supporting the long-term conservation and sustainable management of natural assets in Podgorica and Kolašin.</p>
<p>Brief Description of the Required Services</p>	<p>The assignment will support the development of comprehensive Local Biodiversity Action Plans (LBAPs) for the municipalities of Podgorica and Kolašin through a structured, participatory, and evidence-based approach. The Service Provider will be responsible for leading the entire process, from</p>

	<p>initial analysis and stakeholder engagement to the preparation of final, ready-for-endorsement strategic documents.</p> <p>The work will begin with an inception phase, during which the Service Provider will define a clear methodology, detailed work plan, timeline, and stakeholder engagement approach. This will be followed by a comprehensive desk review of existing biodiversity and nature protection data, strategies, plans, studies, and reports relevant to both municipalities, covering key thematic areas such as biodiversity, protected areas, habitats and ecosystems, species conservation, ecosystem services, land use change, climate change impacts on biodiversity, and sustainable natural resource management.</p> <p>Building on this, the Service Provider will develop a baseline assessment describing the current state of biodiversity and ecosystems in each municipality, including key biodiversity values and ecosystem services, status of habitats and species, major pressures and threats, ecosystem vulnerabilities, and priority conservation issues.</p> <p>A participatory engagement process will be designed and implemented to ensure inclusive input into the LBAPs. This will include interviews, workshops, surveys, and other appropriate methods to gather stakeholder perspectives on environmental challenges, priorities, and potential solutions, with particular attention to ensuring inclusive participation and integrating the perspectives of women and marginalized and underrepresented groups.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Expected Outputs and Deliverables:</p> <ol style="list-style-type: none"> 1. Inception Report (methodology, work plan), including the stakeholder mapping report and stakeholder engagement plan; 2. Desk Review Report summarizing existing biodiversity and nature protection data, key findings, gaps, major pressures and threats to biodiversity and ecosystems, and trends relevant for the baseline assessment; 3. GIS Database and Set of Thematic Maps (digital format), including protected areas, key habitats and ecosystems, distribution of important species, biodiversity hotspots, ecological corridors, environmental pressures, and priority conservation and restoration areas; 4. Draft LBAP for Podgorica and Draft LBAP for Kolašin, each containing: a baseline assessment of biodiversity and ecosystem conditions; strategic biodiversity conservation objectives and priorities; a detailed action plan with defined conservation, restoration, and sustainable management measures; measurable indicators; an implementation framework (timeline, responsible institutions); a monitoring and evaluation plan; indicative cost estimates for each action and overall implementation; and identification of potential funding sources; 5. Project pipeline report, including a list of prioritized biodiversity conservation and ecosystem restoration projects and a set of project concept notes with identified funding opportunities; 6. Stakeholder engagement and consultation report summarizing consultation activities, participants, key inputs and feedback received, summary of discussions, and identified biodiversity conservation priorities;

	<p>7. Final LBAP for Podgorica and Final LBAP for Kolašin (ready for endorsement and reflecting incorporated feedback), including executive summaries, maps, and supporting materials.</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	August 2026 – January 2027 (6 months)
Target start date	August 1, 2026
Latest completion date	January 31, 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>Technical Request for Proposal (70%)</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Company 30% <input checked="" type="checkbox"/> Methodology, Appropriateness and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Qualification of Key Personnel 30% <p>Financial Request for Proposal (30%)</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	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Terms of Reference (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Request for Proposal (Annex 3) <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);