



Montenegro
Ministry of Tourism, Ecology,
Sustainable Development and Northern
Region Development

Address: IV proleterske brigade 19
81 000 Podgorica
Montenegro

TERMS OF REFERENCE

- A. Job title:** Expert on digital tools to support capacity-building programs
- B. Type of position:** Local consultant
- C. Duty Station:** Podgorica, Montenegro
- D. Duration of appointment:** 25 consultancy days in the period 20 December 2023–20 February 2024
- E. Contract type:** Individual Contract (IC)
- F. Deadline for application:** 14 December 2023, 15:00h

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 PAs 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 PAs.

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 consider the potential impact on biodiversity.

The project will offer assistance to the Government in developing best practice standards for sustainable tourism and nature-based biodiversity-friendly tourism and support the small-scale tourism business development towards more offerings of biodiversity-sensitive nature-based products. For the forestry sector the project will offer best-practice standards for mainstreaming biodiversity-friendly forestry practices, will assist the Government with support and services for private forest owners, and help promote biodiversity-positive entrepreneurship in forestry. For the biodiversity mainstreaming in agriculture, the project will support the Government with the introduction of agro-environmental incentives and piloting of agro-environmental measures.

The task under this Terms of Reference falls within *Component 1 Outcome 1 Capacity of the existing national protected areas strengthened to better address the key threats to globally significant biodiversity* and it aims to raise national capacities for improved management of protected areas, especially those with international designations.



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II Objectives of the assignment:

The overall objective of the assignment is to provide technical assistance to an engaged international consultant in designing and establishing an on-line capacity building program on the process of establishment and revision of protected areas for national stakeholders. The engaged Local consultant will design a digital version of a capacity building program developed by the International consultant and on the basis of a capacity needs assessment of stakeholders, by applying the appropriate IT/digital tools and linking it with a designated institutional learning management system and the Project website.

Data necessary for the expected deliverables will be obtained from the International consultant, Project implementation unit, consultations with the relevant national stakeholders as well as from other relevant sources of information.

The Local consultant will coordinate with the International consultant, and is expected to consult with stakeholders from relevant national institutions. The Local expert will work closely with the project's Chief Technical Specialist for purposes of data collection, quality assurance and harmonization of the work with other processes within the Project.

III Job content

- Support to the International consultant in the capacity assessment of national stakeholders concerning online learning modes
- In cooperation with the International consultant and the Project implementation unit, design a digital, online version of the training programme on the process of establishment and revision of protected areas, which incorporates digital tools for online learning appropriate for the given audience
- Preparing digital online learning materials (videos, presentations, literature, etc.) in cooperation with the International consultant and the Project implementation unit
- Linking the online training program with the designated institutional learning management system and the Project website
- Formulating briefs and inputs for the Project implementation unit.

IV. Expected deliverables:

- Capacity needs assessment of stakeholders performed in cooperation with the International consultant, as a basis for the online training program's instructional design
- Proposal of the training program's design in terms of the appropriate digital tools to be applied in relation to the program's content and the stakeholders' needs assessment in cooperation with the International consultant and Project implementation unit
- Full online training course of the curriculum developed by the International consultant, applying the appropriate digital tools, prepared and verified with the International consultant, Project implementation unit and relevant stakeholders.
- Online training program uploaded on the designated institutional learning management system and Project website, tested and fully operational
- Narrative report to the Project implementation unit, containing lessons learned and other recommendations for future processes



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The Consultant is expected to report to the Project manager and Chief technical specialist on a weekly basis through phone calls, e-mails, and in-person and online meetings.

The Consultant will submit all the agreed contract deliverables in electronic form, in the appropriate file formats.

V. Timeframe:

The assignment should be implemented in 25 working days within the period during the period of 20 December 2023 – 20 February 2024.

VI Competencies:

- Demonstrates integrity and ethics;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to perform results-based management and reporting;
- Builds strong relationships with stakeholders, focuses on impact and result for them
- Responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills and capacity to compose clear and readable narrative reports both in English and local language;
- Demonstrates ability to manage complexities and work under pressure
- Conflict resolution skills;
- Excellent organizational and time management skills;
- Shares knowledge and experience;
- Ability to perform a variety of standard tasks related to Results Management, including collecting of documentation, data entering, preparation of revisions, filling, provision of information;
- Ability to work independently and in a team.

VII. Qualifications and expertise:

- At least a bachelor's degree in the fields of IT, education, biological, environmental or developmental sciences. A higher level degree will be considered an asset.
- At least 2 years of experience working with the application of digital tools for presentations, video and audio recording and editing, text and image editing and online publishing
- Demonstrated knowledge of Learning Management Systems (e.g.Moodle) and digital tools for online teaching/learning process would be considered a strong asset (e.g. Playposit, Edpuzzle, Kahoot, Crowdsignal, Miro, Mentimeter, Brainpop and similar)¹
- Demonstrated experience in instructional design and/or conducting online courses would be considered a strong asset

¹ For a comprehensive list of teaching tools consult <https://www.nwea.org/blog/2021/75-digital-tools-apps-teachers-use-to-support-classroom-formative-assessment/>



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- Demonstrated knowledge of the English language (writing, speaking and reading)

VIII. Application procedure:

Candidates must submit their applications, via email to the following email addresses irena.krivokapic@mepg.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 motivation letter;
- A Curriculum vitae CV (using the Europass CV format);
- 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 14 December 2023, 3 PM, CET.

Only shortlisted candidates will be contacted for the interviews.

The project team reserves the right to ask for 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: Tamara Brajović, National Project Director

Signature:

Date: 29 November 2023