



## TERMS OF REFERENCE

- A. **Job title:** Project Knowledge Management, Communications and M&E Consultant
- B. **Type of position:** National
- C. **Duty Station:** Podgorica, Montenegro
- D. **Contract type:** Consultant
- E. **Duration of appointment:** 60 days in the period July-December 2023, with possibility of extension
- F. **Deadline for application:** 2 June 2023

### 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.

The 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 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 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 the 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.

### II Objectives of the assignment:

Under the overall supervision and guidance of the project manager, the Knowledge Management and Communications Consultant will have the responsibility for leading knowledge management outputs and developing the project communications strategy at the project outset and coordinating its implementation across all project components.

The consultant, under the Project manager guidance, will also support the implementation of the project Monitoring and Evaluation Plan.



### **III Job content**

Project Knowledge Management, Communications and M&E Consultant will be having following specific responsibilities during the period of project implementation:

- Develop a project communications strategy/plan, incorporate it with the annual work plans and update it annually in consultation with project stakeholders;
- Lead and coordinate the implementation of the project communications strategy;
- Coordinate and oversee the implementation of public awareness activities across all project components;
- Lead and coordinate the development of knowledge management outputs of the project;
- Facilitate the design and maintenance of the project website/webpages and ensure it is up-to-date and dynamic;
- Opening of social media pages of the project (Facebook, Instagram, Twitter) and maintenance of the pages;
- Draft press releases and social media posts/content;
- Facilitate project events (event moderation and similar);
- Facilitate learning and sharing of knowledge and experiences relevant to the project;
- Development of surveys for participants of the training with the aim to get information about expectations before training and information about knowledge gained and satisfaction of the organization after training. Collect lessons learned;
- Support monitoring of project results as determined by the project M&E Plan;
- Support risk monitoring;
- Support project evaluations;
- Draft and report on monitoring and evaluation of project results in line with the project templates determined within Prodoc.

### **IV Competencies:**

- Demonstrates integrity and ethics;
- Ability to lead strategic planning, results-based management and reporting;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills, facility in working with teams and capacity to compose clear and readable narrative reports both, in English and local language;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
- Excellent organizational and time management skills;
- Knowledge Management and Learning;
- Shares knowledge and experience;



- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills;
- 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 provide input to business processes re-engineering, implementation of new systems;
- Responds positively to feedback;
- Ability to work independently and in a team.

#### IV. Qualifications and expertise:

- University degree in communication, social sciences or related field;
- At least three years of relevant work experience of communications for project or programme implementation, ideally involving international donors. Previous experience with Government and/or UN projects will be a definite asset, especially in the area of biodiversity/environmental protection;
- Previous experience in developing and implementing communications strategies for organizations or projects;
- Strong professional working capacity to use information and communications technology, specifically including website design, desk top publishing software and social media;
- Understanding of environment protection principles and issues;
- Very good inter-personal skills
- Excellent language skills in English (writing, speaking and reading) and in local language

Term of reference approved by:

Name and title: Tamara Brajović, National Project Director

Signature:

Date: May 2023