



## TERMS OF REFERENCE

- A. **Job title:** Expert for international protection policy for preparing Local environmental protection plan for municipality of 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 has river Zeta, designated as a nature park and one of KBAs targeted by the Project. Consultant will help 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 Consultant will provide expert support for the development of the Local Environmental Protection Plan of the Municipality of Danilovgrad. The Consultant will ensure that the Plan is based on a sound methodology, aligned with national legislation, EU environmental acquis, and international commitments and best practices, while also addressing local needs.

During the period 5 November 2025 – 20 February 2026, Expert for international protection policy for preparing Local environmental protection plan for municipality of Danilovgrad will have the following specific responsibilities:

- Define the methodology for the preparation of the Local Environmental Protection Plan, ensuring a structured, transparent, and participatory approach;
- Review and analyze the existing local and national legal framework relevant to environmental protection, and assess its alignment with EU environmental acquis (e.g., Water Framework Directive, Habitats and Birds Directives), UN Sustainable Development Goals (SDGs), Global Biodiversity Framework, relevant international frameworks such as IUCN as well as best practices;
- Identify gaps, challenges, and opportunities for harmonization of local practices and legislation with EU and international requirements and best practices;
- Provide recommendations for aligning local planning documents and practices with EU directives, SDGs, and national strategies;
- Draft and finalize the section of the Local Plan that addresses methodology, legal and policy alignment, and integration of EU and SDG requirements;
- Collaborate with other experts to ensure all aspects are fully integrated into the overall Plan;
- Participate in consultative workshops with the stakeholders;
- Report regularly to the Project Manager, Chief Technical Advisor, and the municipal representative.

### IV Deliverables:

- Methodology for the preparation of the Local Environmental Protection Plan, providing a clear structure, process steps, and participatory approach for plan development;
- Comprehensive analysis of the local and national legal framework, with assessment of its alignment with the EU environmental acquis (e.g., Water Framework Directive, Habitats and Birds Directives), UN Sustainable Development Goals (SDGs), Global Biodiversity Framework, relevant international frameworks such as IUCN as well as best practices;



- Recommendations for harmonization of local legislation, planning instruments, and practices with EU directives, SDGs, and relevant national strategies, including specific proposals for integration into the Local Plan;
- Drafting of the narrative section of the Local Plan related to methodology, legal and policy alignment, and integration of EU acquis and SDG principles;
- Technical input and participation in stakeholder consultations, with a summary report highlighting key feedback and recommendations on legal and policy alignment;
- Revised and finalized sections of the Local Plan (methodology and legal/policy framework), incorporating expert and stakeholder inputs, ready for integration into the full draft;
- Regular progress reports to the Project Manager, Chief Technical Advisor, and the representative of the 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 law, political sciences, biological sciences, environmental sciences/management, natural resources management or related. Higher level degrees and specialist certificates will be considered a strong asset;
- At least seven years of relevant professional experience in transposing and/or aligning EU environmental acquis within national and/or local frameworks;
- Demonstrated ability to analyze and synthesize ecological and scientific data into practical conservation objectives and management measures;
- Proven experience in the preparation of strategic documents in the area of environmental protection on local and/or national level;
- Previous experience in stakeholder engagement and participatory planning in the context of



environmental or 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](mailto:irena.krivokapic@mers.gov.me) and [irenakrivokapic@gmail.com](mailto: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