



## TERMS OF REFERENCE

- A. Job title:** Consultant for the cyclotourism
- B. Type of position:** National
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 30 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 15 April 2026 –31 December 2026
- F. Deadline for application:** 27 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 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 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 fall under Component 2, Output 3.1: Best-practice standards for nature-based biodiversity friendly tourism developed and endorsed since its aim is to explore the potential for cycling tourism development in Montenegro as a form of sustainable, biodiversity-friendly tourism, and to provide concrete, evidence-based recommendations to inform the development of the new Tourism Strategy.

### II Objectives of the assignment:

Under the overall supervision and guidance of the Project Manager and the Consultant responsible for coordination of activities under Outcome 3 of the GEF-7 project and with representatives of the Ministry of Tourism, the Consultant will assess the potential for cycling tourism development in Montenegro as a sustainable and biodiversity-friendly tourism segment, and to provide concrete, evidence-based recommendations to inform the preparation of the new national Tourism Development Strategy.



### III Job content

During the period 15 April – 31 December 2026, the engaged consultant will be responsible for following activities:

- SWOT Analysis of the current situation;
- Conduct a review of previous experiences, existing initiatives, policy frameworks, and the current state of cycling tourism development in Montenegro. This will include an analysis of existing support schemes, certifications, or programs (e.g., Bed & Bike) that facilitate cycling tourism and assess their effectiveness and potential for scaling up;
- Analyse EU tourist cycle market, new trends and identify key target tourist groups for cycling tourism in Montenegro;
- Conduct a comparative analysis of best practices and successful cycling tourism models in the region and EU countries, highlighting lessons learned and potential applicability to Montenegro;
- Develop a strategic concept of cycling routes and trails based on the existing National Cycling Network, proposing an integrated and innovative model for a national cycling network;
- Define and elaborate different types of routes, based on integrational target groups and the existing possibilities in Montenegro, including protected area routes, countryside routes, mountain routes, and thematic routes. Ensure the network is interconnected, enabling flexible itineraries and balanced regional development;
- Assess infrastructure needs, safety requirements, and supporting tourism services necessary to enable the development of cycling tourism;
- Provide recommendations for environmentally responsible route development, biodiversity protection measures, and sustainable governance of the cycling network;
- Propose mechanisms for maintenance, governance arrangements, and clarify roles and responsibilities among relevant stakeholders, including the Cycling Federation of Montenegro, local tourism organizations, municipalities, and other relevant actors;
- Identify capacity-building and training needs for stakeholders involved in route management and tourism service provision;
- Propose financing mechanisms, prioritization criteria, and an indicative implementation roadmap, including future route mapping and GIS-based planning;
- Develop a monitoring and evaluation framework to track implementation, sustainability, and performance of the proposed cycling tourism network.

### IV Deliverables:

The Consultant will be responsible for the following key deliverables:

- Inception Report, including methodology, work plan, stakeholder consultation plan, and approach for benchmarking against regional and EU best practices;
- Draft Study on Cycling Tourism Development in Montenegro, covering situational analysis, target groups, route concept and typology, infrastructure and safety assessment, environmental safeguards, governance and financing mechanisms, benchmarking findings, and implementation roadmap;



- Presentation of key findings and proposed route network concept to the Ministry of Tourism and relevant stakeholders;
- Final Study on Cycling Tourism Development in Montenegro, incorporating comments received and providing clear strategic recommendations, actionable inputs for the new Tourism Development Strategy, and lessons learned from regional/EU examples.

The Consultant will be remunerated on a monthly basis, subject to submission and approval of a monthly progress report outlining activities undertaken, progress against the agreed work plan, key results achieved. Payments will be processed upon approval by the Project Manager.

#### **V 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, filing, and provision of information;
- Ability to provide input to business processes re-engineering, and implementation of new systems;
- Responds positively to feedback;
- Ability to work independently and in a team.

#### **VI Qualifications and expertise:**

- University degree (Master's level or higher will be consider as an advantage) in tourism, environmental management or a closely related field;
- At least 5 years of professional experience in sustainable tourism planning, route development, including development of cycling tourism strategies, route planning, or destination management;
- Experience working with public institutions, local governments, or tourism organizations, including stakeholder consultation and coordination;



- Demonstrated ability in strategic planning, policy analysis, and formulation of actionable recommendations for tourism development;
- Strong analytical, reporting, and communication skills in Montenegrin.

#### **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 27 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: 6 March 2026