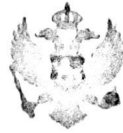




GLOBAL ENVIRONMENT FACILITY  
INVESTING IN OUR PLANET



Montenegro  
Ministry of Ecology,  
Spatial Planning and Urbanism



## TERMS OF REFERENCE

- A. **Job title:** CLIMATE CHANGE ADAPTATION SPECIALIST
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- E. **Duration of appointment:** December 2022 – July 2025 in total 720 working days (20 days a month during that period)
- F. **Contract type:** Individual Contract (IC)

### I. Background:

“Strengthening Montenegro’s Nationally Determined Contribution and Adaptation Activities Transparency Framework” - CBIT project is an opportunity to strengthen Montenegro’s capacities to meet new international obligations to monitor, report, and verify actions related to climate change. The project will support Montenegrin institutions meet these obligations and especially new transparency requirements under Article 13 of the Paris Agreement. A parallel and complementary need, which this project will cater to, is to strengthen Montenegrin institutional and regulatory frameworks that are more aligned with the European Union’s Monitoring Mechanism Regulation for Greenhouse Gas Emissions and Emissions Trading System.

Montenegro benefits from a solid baseline of political commitments and established institutional mechanisms, as reflected by, among others, the Law on Protection Against Adverse Impacts of Climate Change, the National Council for Sustainable Development and the working groups under the Council. Although the National Council for Sustainable Development is currently undergoing redesign and establishment of its structure, the structure of the working groups and relations between constituents and stakeholders, it is mandatory that the Council will represent a high-level mechanism for decision-making to support the implementation of the National Climate Change Strategy 2030 and the National Sustainable Development Strategy 2030. The redesign of the NCS was triggered by the need for more functional and proactive high-level coordination mechanism, as well as mechanism responsive and supportive to needs of line ministries and directorates.

The project will work closely with the government bodies and other associated members of the Council’s to establish a working group mandated with climate change mitigation and adaptation issues in the form of technical capacity building with a goal of improving capacities to apply new methodologies, procedures, and guidelines for tracking climate actions related to mitigation, adaptation, and climate finance. This aspect of the project’s activities is particularly relevant since it is responding to the fact that Montenegro’s institutional framework for improved transparency in keeping with the Paris Agreement and EU regulation is insufficient to comply with assumed or expected future obligations. Having identified the potential organizational structures, pools of expertise and data sources, Montenegro needs to formalize these into a functional system quickly. This has also implications to other commitments of the Government, such as, the preparation and implementation of the National Low-Carbon Development Strategy and National adaptation plan (NAP), in order to identify medium and long-term needs for adaptation to climate change and to establish a system for coordination of the implementation of measures for adaptation to climate change

Within this context the Ministry is seeking services of qualified expert that will focus on formalizing national processes to capitalize on existing expertise, experience gained through other related initiatives, and help maintain the momentum needed to enable the development of data flows, analysis and provision of useful data for decision-making and reporting associated with Montenegro’s NDC and adaptation actions.

### II. Duties and Responsibilities:



Montenegro  
Ministry of Ecology,  
Spatial Planning and Urbanism



*Objective of the assignment:*

The overall objective and expected outcome of this set of activities is contribution so as to strengthen institutional framework for increased application of new methodologies, procedures, and guidelines in accordance to Article 13 of the Paris Agreement. New and additional capacities on methodologies, procedures, and guidelines for tracking climate change adaptation will be imparted, while the focus of this specific assignment is development of the Climate Change Adaptation tracking methodologies, procedures, and guidelines.

The focus of activities will be on supporting Department for Climate Change and the Working Group on Mitigation and Adaptation of the National Council for Sustainable Development (NCSD) as the main stakeholders in charge of reporting on climate change and as well as the transparency framework in the area related to adaptation.

*Expected results of the assignment:*

Selected candidate is expected to maintain close cooperation and information exchange with all experts engaged under the project, relevant national counterparts and project team. As this position is intended to strengthen capacities of national institutions and national experts it is expected that the position is covered by national expert with relevant experience and understanding of Montenegro's institutional set up. During the implementation process the consultant is expected to allocate at least one week per month (5 working days) during the project implementation to have a direct communication and in person meetings with all relevant institution's representatives. These activities will continuously build on initial SWOT analysis and continuously add information to the analyses through the life time of the project resulting in comprehensive and documented participatory process with effectively documented project lifetime and lessons learned.

Under direct supervision of the project manager the planned activities and consultant contribution could be grouped in four distinctive set of activities:

*Activity group 1:*

Expected results under Activity group 1 will be focused on identifying the needs that have arisen based on lessons learned, recent assessments, new national and international obligations, among others, all with the goal of helping more effectively fulfil their roles, responsibilities and obligations stemming from the new international requirements as they relate to climate change transparency. As a result of this work the consultant will strengthen national institutions capacities to accelerate and monitor climate action in keeping with Article 13 of the Paris Agreement towards the goal of meeting the EU's GHG Monitoring Mechanism Regulation as well as to strengthen national transparency framework.

Specific tasks, but not limited to, listed below under Activity group 1 are:

- An in-depth and participatory SWOT and gap analysis of existing institutional and technical capacities will be carried out to inform decision-making on climate change adaptation interventions,
- identify and recommend the most suitable approaches to more effectively allow decision-makers to implement and sustain relevant actions,
- facilitate peer review that allows for an objective critique and validation of the recommendations,
- upon peer review process and validation of the recommendations facilitate workshops with representation from relevant government and non-governmental stakeholders to develop methodologies, procedures, and guidelines,



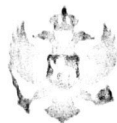
- cooperate with project team and experts working on mitigation and finance issues and secure coordination and synergies. Following the finalization of texts of the methodologies, procedures, and guidelines facilitate joint workshop with these experts to reconcile documents developed under each contract,
- design inter-agency memoranda of agreement among partner Institutions and agencies to cooperate on informed decision-making on best practice climate change actions, which include but are not limited to the collection, storage, and exchange of data, creation and calculation of new climate-related data, and shared interpretation of climate trends,
- will cooperate and support the mitigation expert in designing of Transparency Methodologies, Procedures and Guidelines (MPGs) for tracking NDCs,
- development of set of detailed country-specific MPGs containing adaptation activities data monitoring, data information flows, methodological requirements, procedures, modalities, guidelines and metrics/indicators for implementing the Enhanced Transparency Framework (ETF), providing a clear specification for the tracking and reporting of adaptation activities outcomes and will include:
  - Monitoring of vulnerability trends, climate change scenarios, action, and wider impacts on SDGs;
  - Reporting of information to decision-makers and for international reports: 1) on the methods, data sources and assumptions used to produce data and 2) on the trends and progress in meeting targets and objectives;
  - Verification of 1) methods data sources and assumptions used to compile data needed for informing stakeholders and reporting; 2) verification of progress and determining whether it is enough or if more action is required; 3) defining relevant activities (measures) and their potential additional benefits
- clearly define indicators to monitor and measure the progress of the country in implementation adaptation activities. Furthermore, reporting instruments according to the transparency framework under the Paris Agreement will also be described.
- Once the texts of the methodologies, procedures, and guidelines have been finalized and agreed to, further, at least 3, workshop will be convened with at least 20 participants from various government agencies to reconcile conclusions with work on CCM and CCF. The workshops will conclude with a consensus agreement of the final sets of methodologies, procedures, and guidelines.

**Activity group 2:**

Expected results under Activity group 2 will be focused to strengthen Montenegro's institutional memory and coordination of MRV activities across adaptation with an online open data communication MRV system. Building on the work of First Biennial Update Report - FBUR and Second Biennial Update Report - SBUR and having in mind constant staff turn-over within the relevant ministries and national institutions, it is of an utmost importance to develop an automated electronic transparency portal, which would gather all relevant methodologies, data sets, reports, guidelines, laws and by-laws defining roles and responsibilities of all involved stakeholder etc., relevant for proper functioning of the MRV system.

Whereas the above-described activities would focus to identify and develop appropriate methodologies, procedures, and guidelines, following activities would serve to apply them, resulting in following specific tasks, but not limited to, listed below under Activity group 2:

- In close cooperation with experts responsible for improved GHG inventory and projections, mitigation, finance and gender, provide experts support in a process of sensitization and raising awareness of



Montenegro  
Ministry of Ecology,  
Spatial Planning and Urbanism



senior decision-makers to identify best practice adaptation options through workshops organized at least once per year focusing on:

- sensitization and awareness raising workshops for decision makers
- learning-by-doing trainings to formulate adaptation project concept proposals

*Activity group 3:*

Expected results under Activity group 3 will be focused on supporting the process of design and operationalization of MRV-related portal that will eventually be embedded into the national IT system.

Specific tasks, but not limited to, listed below under Activity group 3 are:

- Through workshops organized under Activity group 1 and 2 engage and motivate national experts to engage in providing transparent, complete, consistent, comparable and accurate data for MRV, related to adaptation,
- Communicate with the portal designers in constructive manner to secure appropriate integration of MPGs tools, SOPs and relevant data sets,
- Support organization of learning-by-doing training workshops that will be organized for data suppliers, portal users and other stakeholders by providing inputs and experiences gained during the implementation of Activity group 1 and 2,
- Support knowledge exchanges toward CBIT global coordination platform and lessons learned by timely providing lessons learned gained during the implementation of Activity group 1 and 2.

For all groups of Activities (1, 2 and 3) continuously reporting to Project manager according to Project Indicators Monitoring Matrix.

Analysis, trainings and assessments conducted in a way to support integrating gender concerns into the national climate change and mitigations plans.

*Expected results:*

Under direct supervision of the project manager, the selected consultant will support Department for Climate Change and the Working Group on Mitigation and Adaptation of the NCSD on reporting on climate change and as well as the transparency framework in the area of adaptation. Selected candidate is expected to maintain close cooperation and information exchange with all experts engaged under the project, relevant national counterparts, and the project team. As this position is intended to strengthen capacities of national institutions and national experts it is expected that the position is covered by national expert with relevant experience and understanding of Montenegro's institutional set up. During the implementation process the consultant is expected to allocate at least one week per month (5 working days) during the project implementation to have a direct communication and in person meetings with all relevant institution's representatives. These activities will continuously build on initial SWOT analysis and continuously add information to the analyses through the entire duration of the project resulting in comprehensive and documented participatory process with effectively documented project lifetime and lessons learned.

*Expected Deliverables of the assignment:*

Task/Milestone	Deliverable/Outcome	Planned implementation period
<i>Activity group 1</i>		
In-depth and participatory SWOT and gap analysis of existing institutional and technical capacities	SWOT analysis and resulting recommendations	December 2022 – February 2023
Recommendations and facilitate peer review that allows for an objective critique and validation of the recommendations	Report and conclusions from peer review	December 2022 – February 2023
Facilitate workshops with representation from relevant government and non-governmental stakeholders to develop methodologies, procedures, and guidelines and improve institutional arrangements	Workshops organized and post workshops reports, conclusions and recommendations produced	December 2022 – December 2023
Design inter-agency memoranda of agreement among partner institutions and agencies	Design inter-agency memoranda	February 2023 – February 2024
Convene workshops to negotiate modifications to institutional arrangements	Workshops organized and post workshops reports, conclusions and recommendations produced	February - Mart 2023
Finalize inter-agency memoranda of agreement		December 2023 – January 2024
Collation of background material and organization of workshops for developing MPG	Workshops organized and post workshops reports, conclusions and recommendations produced	December 2022 – February 2023

Learning-by-doing workshops to negotiate texts	Workshops organized and post workshops reports, conclusions and recommendations produced	May 2023 – December 2023
<b>Activity group 2</b>		
Updated identification and assessment of efforts to reporting on national adaptation	Workshops organized and post workshops reports, conclusions and recommendations produced	December 2022– March 2023
Consultations and workshops to debate the long-term impacts of adaptation efforts	Workshops organized and post workshops reports, conclusions and recommendations produced	December 2022– March 2023
Working groups to prepare improved national reports on adaptation efforts	Report, conclusions and recommendations produced	February 2023 – June 2023 and minimum twice a year during the project implementation
Learning-by-doing trainings on the formulation of adaptation project concept proposals	Workshops organized and post workshops reports, conclusions and recommendations produced	June – November 2023
Awareness-raising workshops on best practice adaptation efforts	Workshops organized and post workshops reports, conclusions and recommendations produced	Minimum twice a year during the contract duration
<b>Activity group 3</b>		
Engage and motivate national experts to engage in providing transparent, complete, consistent, comparable and accurate data in field of adaptaton for MRV	Meetings organized and post workshops reports, conclusions and recommendations produced	Continuously throughout the project implementation
Support portal designers in obtaining appropriate integration of MPGs tools, SOPs and relevant data sets	Meetings organized and post workshops reports, conclusions and recommendations produced	Continuously throughout the project implementation
Support knowledge exchanges toward CBIT global coordination platform	Workshops organized and post workshops reports, conclusions and recommendations produced	Continuously throughout the project implementation

**Time duration:** December 2022 – July 2025 in total 720 working days (20 days a month during that period)

**III. Competencies:**

- Demonstrates integrity and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting;
- 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;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

**IV. Qualifications and expertise:**

- University degree – biologist, meteorologist, electric engineer; mechanical engineer; environmental science or related relevant fields with demonstrable previous experience in CC analysis, report preparation and cooperation with national and international CC institutions and projects. Advanced degree desirable.
- At least 5 years professional experience (preference will be given to candidates with more experience) with mainstreaming climate change issues into sectoral policies, previous experience in capacity building assessments, training program design and implementation of training programs.
- Demonstrated experience in working with government partners and other stakeholders,
- Demonstrated knowledge of roles and responsibilities, i.e. mandates of national institutions in charge of climate change
- Experience with the usage of various systems analysis methods and techniques would be considered as advantage.
- English language knowledge

**V. The Terms of Reference approved by:**

Name: Radovan Bojovic, National Project Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[Handwritten Signature]*  
*18.11.2022. online*