

### Terms of Reference

Project:	"Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework"
Job title:	Building capacities for Transparency and Resilience and Empowering Montenegro for Effective Climate Action
Duration of assignment:	10 <sup>th</sup> July 2024 – 25 <sup>th</sup> July 2025
Location:	Home based, Montenegro

#### Background:

Climate change poses a significant threat to Montenegro's sustainable development. To address this challenge, Montenegro has adopted a Nationally Determined Contribution (NDC) outlining its commitment to reducing greenhouse gas emissions and adapting to the impacts of climate change. This project, "Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework," aims to enhance the effectiveness of these efforts. The primary goal of this project is to strengthen Montenegro's institutional mechanisms and capacities to track progress on its NDC and develop a more robust framework for transparency related to climate action. This will be achieved through a "learning by doing" approach that emphasizes technical and institutional capacity building.

The project aims to enhance Montenegro's climate action capabilities through several key objectives. These include improving technical skills related to climate data management, information technology for climate action, and the use of UNFCCC platforms. The project will strengthen institutional capacities to produce clear and actionable reports for policymakers, enhance data management, and improve the coordination of Monitoring, Reporting, and Verification (MRV) activities. Additionally, it will build the capacity of relevant institutions to effectively track and evaluate climate finance investments and resources and enhance Montenegro's ability to report on adaptation efforts and climate impacts. A collaborative and inclusive approach will be fostered by engaging stakeholders at both national and local levels. Furthermore, the project will develop knowledge and information resources, such as e-learning modules, to support ongoing capacity building.

#### Purpose and objectives of the assignment

The expected outcomes include improved capabilities of key organizations to monitor, report, and verify climate action effectively, along with strengthened coordination mechanisms for MRV activities. The assignment will also result in enhanced capacity of institutions to track and evaluate climate finance investments and resources, better reporting on adaptation efforts and climate impacts, development of knowledge resources, improved data management practices, and increased stakeholder engagement in climate action.

#### Job content

The assignment aims to enhance the overall country's capacity for robust Monitoring, Reporting, and Verification (MRV) system of climate action. The focus will be on building institutional and technical capacity to implement comprehensive climate MRV system in the following key areas:

- Equip key organizations with the skills to use climate data effectively for decision-making. This ensures data collected goes beyond UNFCCC reports and informs national policy development.

Training will focus on producing digestible reports and integrating findings into policymaking. Additionally, organizations will gain data management skills.

- Improve the coordination mechanism (e.g., Working Group of the National Council for Sustainable Development) responsible for overseeing MRV activities.
- Enhancing the country's ability to report on adaptation efforts and evaluating their adequacy, effectiveness, and impacts, i.e. implementation of adaptation Monitoring, Reporting and Evaluation (MR&E) system.
- Building capacity of relevant institutions to track and evaluate climate finance investments and resources effectively.
- Enhancing gender sensitivity and gender equality anchoring in the national climate MRV system.

Proposed activities to achieve above mentioned should result in training modules addressing the:

1. Building Institutional Capacity for MRV through:

- Training on national Monitoring, Reporting, Verification -MRV system
  - Activity: Conduct workshops and hands-on training sessions on key elements of national MRV system.
  - Outcome: Enhanced understanding and capacity of relevant national institutions to participate in the national MRV system.
- Training for enhancing capacity of the Environment Protection Agency to compile and improve national GHG Inventory and to support training process for projection developed within FNC/BTR
  - Activity: Conduct workshops and hands-on training sessions based on Intergovernmental Panel on Climate Change -IPCC sectors, methodologies, and other relevant training resources as needed.
  - Outcome: Enhanced ability of EPA staff to produce high quality GHG inventories.
  - Activity: Conduct workshops and hands-on training sessions on methodologies, tools, processes and activities in developing economy-wide and sectoral GHG emission projections developed within FNC/BTR.
  - Outcome: Improved capacity of EPA staff to develop high quality GHG emissions projections reports.
- Training for key elements of EU Emission Trading System (EU ETS), in line with EU ETS directive and its implementing acts:
  - Activity: Conduct workshops and hands-on training sessions on:
    - Key elements of the Monitoring, Reporting, Verification and Accreditation - MRVA in the context of implementation of the national ETS system.
    - Key elements of the GHG Monitoring Plan of stationary installations and aircraft operators, including process of independent review and evaluation by national competent institutions.
    - Key elements of simplified GHG Monitoring Plan of installations opting out of the national ETS system, including process of independent review and evaluation by national competent institutions.
    - Reconciling methodologies, processes and activities for development of the national GHG emission inventory system and the ETS sectoral GHG emissions inventory.
    - Key elements of the ETS Registry, functionalities, operation, and management.

Key elements, methodologies, processes and activities for developing conservative estimates of GHG emissions within national ETS system.

Key elements and responsibilities of accredited verifiers, including the content of verified emission reports.

- Outcome: Improved legal framework and capacity of relevant institutions to implement EU ETS at national level.
  - Technical support in developing guidelines and bylaws regulating ETS through a participative process involving workshops and expert discussions with broader stakeholders. The process will analyze sectors and appropriate policies, measures, identify GHG scenarios, and projections, conduct multi-criteria analysis for the selected measures, and evaluate the findings, which is critical for understanding, validation, and legitimacy of the de carbonization processes in country.
  - Training on sectoral GHG reduction target setting, methodologies for tracking status, progress and impacts of sectoral policies and measures (PaMs) and reporting in line with the EU Governance of the Energy Union regulation, its implementing acts, and the Effort Sharing Regulation and its implementing acts.
    - Activity: Conduct workshops and hands-on training sessions on methodologies, tools, processes and activities on sectoral GHG reduction target setting, methodologies for tracking status, progress and impacts of sectoral policies and measures (PaMs) and reporting.
    - Outcome: Improved capacity of relevant national institutions to set binding sectoral GHG reduction targets, track their progress towards achieving these specific targets, and assess their impacts.
  - Capacity Building for Statistical Office of Montenegro -MONSTAT
    - Activity: Provide targeted training for MONSTAT staff on the specific data needs for various climate change reporting requirements. Develop methodologies and conduct training on data collection processes.
    - Outcome: Improved quality and comprehensiveness of climate-related statistics, ensuring accurate and timely reporting.
  - Development of Training Modules on Data Management and Reporting
    - Activity: Create training modules focused on data management, report writing, and integrating findings into policy development. This includes producing digestible reports and utilizing climate data for informed decision-making.
    - Outcome: Key organizations are empowered to use climate data effectively, enhancing the integration of climate considerations into national policy.
2. Adaptation Reporting Capacity Enhancement. This set of activities will rely on coordination with, and will build up on, ongoing process of preparation of Guidelines for National adaptation plan implementation focusing on Vulnerability Assessment, Adaptation Goals Setting, and M&E. The service provider will provide:
- Training on Adaptation Metrics and Indicators
    - Activity: Provide training on selecting and using appropriate metrics and indicators for adaptation reporting. This includes understanding the impacts of climate change and assessing the effectiveness of adaptation measures.

- Outcome: Improved ability to measure and report on adaptation efforts, leading to more comprehensive and accurate national adaptation reports.
  - Conducting Comprehensive Vulnerability Assessments
    - Activity: Facilitate workshops and field studies aimed at conducting thorough vulnerability assessments. These activities will involve collecting and analyzing data on various sectors and regions to identify areas most at risk from climate change.
    - Outcome: A robust database of vulnerability information will be established, enabling more targeted and effective adaptation strategies.
  - Setting Adaptation Goals
    - Activity: Organize collaborative sessions with stakeholders to set clear, measurable, and achievable adaptation goals. This includes defining short-term and long-term objectives, prioritizing actions, and developing timelines for implementation.
    - Outcome: Clearly defined adaptation goals that align with national and local priorities, ensuring coordinated and strategic responses to climate impacts.
  - Training on development of climate change adaptation communications and reporting
    - Activity: Organize workshops and training sessions for national institutions on adaptation reporting, including methodologies and approaches in information exchange, institutional cooperation and writing of reports.
    - Outcome: Improved capacity of competent institution to periodically conduct national adaptation reporting in line with requirements prescribed by the National Adaptation Plan.
  - Capacity Building for Local and Regional Authorities
    - Activity: Conduct training sessions for local and regional authorities on adaptation planning, implementation, and reporting. Focus on integrating local data and context into national reports.
    - Outcome: Empowered local and regional authorities contribute effectively to national adaptation efforts, ensuring that local contexts and needs are addressed in national reports.
  - Capacity building for Loss and Damage
    - Activity: Conduct training sessions for national and local institutions in assessment and reporting of Loss and Damage induced by climate change, defined in line with the UNFCCC methodology.
    - Outcome: Improved capacities of national and local institutions for assessment and reporting of Loss and Damage caused by negative impacts of climate change.
3. Climate Finance by building capacity of relevant institutions to track and evaluate climate finance investments and resources effectively.
- Financial climate relevant reporting
    - Activity: Develop training programs on tracking, evaluating and reporting of climate relevant investments and resources channeled through public sector and state-owned companies in line with best practices for transparency and accountability.

- Outcome: Strengthened financial management skills, ensuring that climate finance is accounted for and reported accurately.

***All the training and training materials must be on Montenegrin or official translation must be provided during the training and for all documents.***

#### **Duration of the assignment and timetable**

The assignment should be implemented during 12,5 months in the period of 20<sup>th</sup> July 2024 to 25<sup>th</sup> July 2025.

Main project deliverables timeline:

1. Develop in-person and online training materials, a comprehensive training plan based on the ToR, and establish collaboration with stakeholders until 31<sup>st</sup> October 2024
2. Implementation a capacity-building program based on the ToR until 30<sup>th</sup> June 2025
3. Final report until 25<sup>th</sup> July 2025

#### **Reporting:**

Provide three reports not longer than three (3) pages, in English or local language, to Project Manager and Project director as follows:

- a) Progress report including submission of all deliverables requested by 31<sup>st</sup> October 2024,
- b) Progress report including submission of all deliverables requested by 30<sup>th</sup> June 2025,
- c) Final report including submission of all deliverables requested by 25<sup>th</sup> July 2025.