



TERMS OF REFERENCE

- A. Job Title:** Project Manager of projects "Strengthening Montenegro's Nationally Determined Contribution and Adaptation Activities Transparency Framework" and „Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC"
- B. Type of position:** National, full-time
- C. Duty station:** Podgorica, Montenegro
- D. Contract type:** (Consultant)
- E. Contract duration:** 12 months, with possibility for an extension

I Background of the project „Strengthening the Montenegrin National Determined Contribution (NDC) and Transparency Adaptation Action through the Transparency Capacity Building Initiative – CBIT” and „ Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC”

The project „Strengthening the Montenegrin National Determined Contribution (NDC) and Transparency Adaptation Action through the Transparency Capacity Building Initiative – CBIT” aims to enhance the efficiency of national climate change actions and the synergies with other related national actions, policies and measures, in order to achieve climate resilient and low-carbon development. The project will strengthen national capacities, institutional and technical, pursuing more efficient articulation to allow an enhanced enabling environment for transparency related activities, as well as adopting or improving methodologies and tools to enhance transparency as requested in Article 13 of the Paris Agreement. Through this strengthening, Montenegro will be more efficient in the definition, development and implementation of policies and measures, based on more timely and accurate information, monitoring and assessment of the instruments applied to face climate change. A gender-sensitive approach will be included in methodologies for assessing the adequacy, effectiveness and effects of adaptation actions and mitigation actions and policies effects. The expected results are a strengthened institutional mechanism to track nationally determined contributions and the development of a more robust transparency system. The Paris Agreement was adopted at the Twenty-first Conference of the Parties (COP 21) to the United Nations Framework Convention on Climate Change (UNFCCC). Paragraph 84 of the COP decision adopting the Paris Agreement decided to establish “a Capacity Building Initiative for Transparency in order to build institutional and technical capacity, both pre- and post-2020” that “will support developing country Parties, upon request, in meeting enhanced transparency requirements as defined in Article 13 of the Agreement in a timely manner.”

As a signatory to the UNFCCC, Montenegro has been obliged to regularly report towards UNFCCC Secretariat on, among other information: GHG Inventory, mitigation and adaptation climate actions, tracking the implementation and achievement of its Nationally Determined Contribution (NDC) under the Paris Agreement. With the project “Development of the Fourth National Communication and the First Biennial Transparency Report of Montenegro to the UNFCCC” Government of Montenegro will

be assisted in the preparation and submission of its Fourth National Communication and its First Biennial Transparency Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

The project „Strengthening the Montenegrin National Determined Contribution (NDC) and Transparency Adaptation Action through the Transparency Capacity Building Initiative – CBIT” mainly focuses on building national system for Monitoring, Reporting and Verification (MRV). It will make sure to incorporate transparency as the main guiding principle into the methodologies, procedures and guidelines on major elements of national MRV system (GHG Inventory, mitigation actions, adaptation actions, climate finance). It further aims to strengthen the governance mechanisms, as well as the capacities and engagements of relevant national partners for transparency. Most of those national partners will contribute to the preparation of the 4NC/1BTR. By increasing their capacities and setting up institutional arrangements as part of the CBIT, it is expected that data collection needed for 4NC/1BTR will be strengthened, quality of data and analysis would be improved, while methodological and other gaps in the reporting process will be addressed.

II Objective of the assignment

The Project Manager will run the projects on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Project Board. The Project Manager will be responsible for the overall management of the Projects, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors. He/she will oversee the organization and carrying out of various project activities as well as various monitoring and reporting obligations.

The Project Manager will perform a liaison role with the government, UNDP and other UN agencies, civil society, and project partners, and maintain close collaboration with other donor agencies providing co-financing. He/she will be supported by technical experts that will be recruited through the technical components of the project. The Project Manager is responsible for supporting the National Projects Director who will be responsible for meeting the Government's obligations under the Projects, in accordance with the national implementation modality.

III Job content

Project Manager will be engaged under an individual contract for the full-time engagement for a period of one year with the possibility of extension.

Under the supervision of the National Projects Director within Ministry of Ecology, Spatial Planning and Urbanism the Projects Manager will be coordinating all projects activities at the national level (Montenegro), including:

- Manage and coordinate the projects implementation from its technical and organizational aspects;
- Ensure that all the project activities are conducted in accordance with the Contract signed with GEF;
- Prepare the detailed annual project implementation plan that should be consistent with the overall project implementation schedule, delineating targets and budget;
- Prepare the annual reporting (NC/BTR survey);
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;

- Monitor events as determined in the project monitoring plan, and update the plan as required.
- Report on the main project activities to the Projects Director on a daily basis;
- Prepare the annual and final reports of the projects to the Global Environment Fund (GEF), Ministry of Ecology, Spatial Planning and Urbanism, and UNDP;
- Ensure that all the payments are performed in accordance to the GEF and UNDP rules;
- Organize Project Board (PB) meetings;
- Organize the Training events in accordance with the planned schedule;
- Manage the activities related to the supervision missions and audits;
- Supervise the activities performed by the Project Assistant;
- Organize and supervise dissemination of the project activities and project results;
- Preparation of Inception and initiation workshop reports;
- Prepare the inception report no later than one month after the inception workshops;
- Monitoring of indicators within the project results;
- Risk management and monitoring of indicators within the project results;
- Management of activity plan, budget and evaluation;
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form;
- Prepare and submit financial reports to UNDP on a quarterly basis;
- Monitoring of environmental and social risks and appropriate management plans as needed;
- Keeping a stakeholder engagement plan;
- Leading an action plan for gender equality;
- Reporting obligation and to the Ministry of Ecology, Spatial Planning and Urbanism;
- Monitor implementation progress and ensure quality and timely reporting to project partners;
- Monitoring of the resources being spent;
- Advice respective Team Leader on potential adjustments of actions and procedures in light of changing requirements, issues, risks and needs;
- Prepare the End of Projects Reports.

The incumbent will, with the support of the national Project Finance/Administrative Assistant, manage the implementation of country-based activities, including:

- Preparation/updates of work and budget plans;
- Drafting of terms of reference, technical specifications and other documents as necessary;
- Maintaining working contacts with partners at the national and local levels;
- Selection, contracting and supervising teams of national consultants who will be implementing specific project activities in the country, including preparation of Terms of References;
- Identification and engagement of key stakeholders in the country and arranging regular consultations with them;
- Organizing and supporting national Steering Committee meetings and national stakeholder consultation workshops and events;
- Ensuring regular communication and coordination with the national government counterparts;
- Accomplish other tasks/duties assigned by the Projects Director.

IV Competencies:

Corporate Competencies:

- Demonstrates integrity by modelling the ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrate corporate knowledge;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge and encourage the learning of others;
- Informed and transparent decision making.

Functional Competencies:

Building Strategic Partnerships

- Analyzes general information and selects materials in support of partnership building initiatives.

Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things.

Job Knowledge/Technical Expertise

- Demonstrates good knowledge of information technology and applies it in work assignments.
- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position.
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning.

Promoting Organizational Change and Development

- Demonstrates ability to identify problems and proposes solutions.

Knowledge Management and Learning

- Promotes knowledge management in UNDP a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas related to governance, acts on learning plan and applied newly acquired skills.
- Seeks and applies knowledge, information and best practices from and outside of Ministry of Ecology Spatial Planning and Urbanism.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to formulate and manage budgets, manages contributions and investments, manage transactions, conduct financial analysis and reporting.
- Ability to think strategically, to express ideas clearly and concisely, to work both independently and in teams, to demonstrate self-confidence combined with sensitivity to gender and culture;
- Strong knowledge of and application skills in result-based management.

Management and Leadership

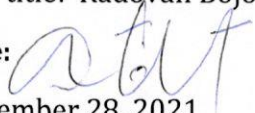
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills Strong resource mobilization, communication and advocacy skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

V. Qualifications and Experience:

- University degree in social sciences, environment, natural sciences, humanistic sciences, or related fields;
- Proven previous experience for at least 7 years in the field on environment /climate change;
- Proven previous experience at least 5 years in project/programme management;
- At least 5 years of experience in working with relevant institutions dealing with areas: (energy, transport, waste, environment, greenhouse gas inventory, climatology, agriculture, forestry);
- Fluency in English and Montenegrin.

The Terms of Reference approved by:

Name and title: Radovan Bojovic, National Project Director

Signature: 

Date: December 28, 2021