

## TERMS OF REFERENCE

- A. Job title: National Gender Expert**
- B. Type of position:** National, short-term
- C. Duty Station:** Home based and Podgorica, Montenegro
- D. Duration of appointment:** April until mid – July 2024 (50 working days)
- E. Contract type:** Individual Contract (IC)

### I. Background:

The Ministry of Tourism, Ecology, Sustainable Development and North Region Development is in the process of preparing the Fourth National Communication (NC4) and the First Transparent Report (1BTR) on Montenegro's progress and actions related to climate change. The aim of this initiative is to provide a comprehensive and transparent assessment of the country's efforts in addressing climate change, as well as to ensure the integration of gender perspectives throughout the reports and fulfil its obligations to the Convention as per decisions 1/CP.16 ,2/CP.17 and 18/CMA.1. This project is prepared in line with the GEF7 climate change mitigation objective CCM3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies.

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 this project, Government of Montenegro will be assisted for updating GHG Inventory for reporting year no more than two years prior to the submission of its national inventory report (x-2) which is in line with MPGs for BTR, and in such way fulfill the obligations under the United Nations Framework Convention on Climate Change (UNFCCC).

The project is structured as a set of outputs and activities organized in five (5) components:

#### 1. National Circumstances, Institutional Arrangements, Description of NDC, Constraints, Gaps and Other Info

- 1.1 Review on previous National Communications and overview of the current circumstances, policies and institutional arrangements relevant to the preparation of the Fourth National Communication/Biennial Transparency Report, inclusive of gender perspective;
- 1.2 Progress towards mainstreaming of climate change considerations along with gender principles into key development strategies and sector-based policy frameworks;
- 1.3 Other relevant information described (research/systematic observation, technology transfer, education, public awareness, capacity building, constraints and gaps, gender impact assessment).

#### 2. GHG Inventory

- 2.1 The comprehensive national system for preparation of GHG emission inventories;
- 2.2 The national capacities enhancement for GHG inventory preparation and management;
- 2.3 Report on national sectorial inventories for emissions by sources and removal by sinks of all GHGs.



### **3. Track Progress of NDC implementation and achievement and Mitigation Actions**

- 3.1 The analysis of policies and measures undertaken by the government to reduce GHG emissions by sector (energy, IPPU, AFOLU and waste), including their gender-impact, carried out;
- 3.2 The projections of greenhouse gas emissions up to 2040 under the Paris Agreement in the main sectors and NDC roadmap 2025-2030 completed;
- 3.3 System for NDC tracking, inclusive of monitoring gender impact.

### **4. Climate change impacts and adaptation**

- 4.1 Climate scenarios, socio-economic scenarios, climate change vulnerability, and gender impact assessment for priority sectors developed and plans and programmes proposing measures to facilitate adaptation prepared;
- 4.2 Gender analysis and gender impact assessment of climate change policies with recommendations how to mainstream gender in climate change mitigation and adaptation measures, and broader policy framework, prepared.

### **5. Compilation, publication and submission of the 4NC/1BTR report, Knowledge Management, Monitoring and Evaluation**

- 5.1 Compilation and submission of the 4NC/1BTR report;
- 5.2 Knowledge management;
- 5.3 Monitoring and Evaluation.

#### **Objective of the assignment**

The objective of hiring a National Gender Expert is to support the Ministry of Tourism, Ecology, Sustainable Development and North Region Development in mainstreaming gender considerations and promoting gender equality in the preparation of the NC4 and 1BTR. The National Gender Expert will provide specialized knowledge, guidance, and recommendations to ensure that gender analysis, perspectives, and actions are adequately reflected in the reports.

#### **II. Duties and Responsibilities:**

Montenegro became a party to the UN Framework Convention on Climate Change by succession, after becoming independent in 2006, being a non-Annex I Party to the UNFCCC. The Ministry of Tourism, Ecology, Sustainable Development and North Region Development is the main national entity responsible for the national environmental and climate change policy and the National Focal Point to the UNFCCC.

Montenegro submitted its Initial National Communication (INC) in 2011. The report focused mainly on the preparation of a detailed inventory of GHG emissions and a general description of steps taken or envisaged to implement the Convention. The report updated the national GHG inventory using the year 1990 as a base year and presented a trend analysis of the period 1990-2003. The report also includes the mitigation analysis, a downscaling of global circulation models and an analysis of vulnerable sectors and possible adaptation measures. The Second National Communication (SNC) was prepared and submitted in May 2015. The report updated the national GHG inventory using the year 1990 as a base year and presented a





trend analysis of the period 1990-2011. The SNC provides updated mitigation analysis, and updated analysis of vulnerable sectors and possible adaptation measures. The Third National Communication (TNC) was submitted to the UNFCCC Secretariat in October 2020. The communication updated the national GHG inventory with up-to-date recalculations for the period 1990-2017, in accordance with 2006 IPCC Guidelines. The update was prepared in line with the findings from UNFCCC Quality Assurance Workshop of the national GHG management system and national GHG inventory of Montenegro. Furthermore, the TNC comprehends updated chapters on Mitigation and Vulnerability & Adaptation Analysis as well as Constrains, Gaps and Needs Analysis.

The First Biennial Update Report (FBUR) was developed and submitted in January 2016. The Second Biennial Update Report (SBUR) was submitted to the UNFCCC Secretariat in May 2019. The FBUR updated the national GHG inventory for the whole series 1990-2013, using IPPC 2006 Guidelines, while through the SBUR further improvement of the national GHG inventory 1990-2015 was done. The SBUR also covers Climate Change Mitigation and Action Plan as well as Development of Conceptual Framework for Monitoring, Reporting and Verification (MRV). The Third Biennial Update Report (TBUR) is submitted to the UNFCCC at December 2021.

Using best practices from last NDC and previous reports, assessment of sectors and interventions contributing to GHG emission reduction at the national level will be conducted. The proposed 4NC/1BTR project will continue the work of the TNC and the TBUR in all key IPCC sectors.

Under the direct supervision of the project manager, the he consultant will be responsible for the following:

1. Reviewing existing gender-related policies, strategies, and frameworks at the national level that are relevant to climate change mitigation, adaptation, climate finance and resilience.
2. Conducting a gender analysis of the current national climate change context, identifying gender disparities, vulnerabilities, and opportunities for gender-responsive actions.
3. Prepare analysis of missing gender-responsive data and indicators and monitoring frameworks to assess the impacts of climate change policies and actions on gender equality and women's empowerment. Analysis must contain description of the experience of neighboring countries and solutions for missing data, i.e. establishment of a system based on available data for obtaining a series of data minimum in 3 years (if there is no official data to set up an assessment system based on all available data).Providing guidance and technical support to the core team responsible for preparing the NC4 and 1BTR, ensuring the integration of gender considerations across all relevant sections and chapters.
4. Collaborating with relevant stakeholders, including government agencies, civil society organizations, and academic institutions, to gather data, case studies, and best practices related to gender and climate change in Montenegro.
5. Reviewing and editing draft sections of the NC4 and 1BTR to ensure accuracy, coherence, and inclusivity of gender perspectives.
6. Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled.
7. Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary.
8. Providing recommendations for future gender-responsive actions, policies, and programs to enhance climate change mitigation, adaptation, and resilience in Montenegro.



Main project deliverables will include the following:

1. Gender analysis report, highlighting gender disparities, vulnerabilities, and opportunities for gender-responsive actions in the context of climate change in Montenegro
2. Analysis of missing gender-responsive data and indicators and monitoring frameworks to assess the impacts of climate change policies and actions on gender equality and women's empowerment.
3. Gender-responsive guidelines and recommendations for integrating gender considerations into the NC4 and 1BTR, including indicators and monitoring frameworks.
4. Reviewed and edited sections of the NC4 and 1BTR, ensuring the integration of gender perspectives and accurate representation of relevant data.
5. Final report summarizing the Gender Expert's contributions, lessons learned, and recommendations for future gender-responsive actions and policies in the field of climate change.
6. Assess roles of women and men in mitigation policies and measures and include them in the report - Continuously throughout the project implementation
7. Continuously reporting to Project manager according to Project Indicators Monitoring Matrix.

Main project deliverables will include the following:

1. Gender analysis report, highlighting gender disparities, vulnerabilities, and opportunities for gender-responsive actions in the context of climate change in Montenegro – end of April,
2. Analysis of missing gender-responsive data and indicators and monitoring frameworks to assess the impacts of climate change policies and actions on gender equality and women's empowerment – end of May,
3. Gender-responsive guidelines and recommendations for integrating gender considerations into the NC4 and 1BTR, including indicators and monitoring frameworks – Begin of June,
4. Reviewed and edited sections of the NC4 and 1BTR, ensuring the integration of gender perspectives and accurate representation of relevant data – End of June,
5. Final report summarizing the Gender Expert's contributions, lessons learned, and recommendations for future gender-responsive actions and policies in the field of climate change – mid of July,
6. Assess roles of women and men in mitigation policies and measures and include them in the report - Continuously throughout the contract duration,
7. Continuously reporting to Project manager according to Project Indicators Monitoring Matrix - Continuously throughout the contract duration.

Time duration and travel:

The assignment will be carried out within 50 working days from April until mid – July 2024. Due to the nature of the assignment, the consultant would have to closely collaborate with the Ministry of Tourism, Ecology, Sustainable Development and North Region Development, i.e. its Directorate for Nature and Climate Change and Montenegrin Statistical Office.

### III. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UN/UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting;



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- 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.

#### **IV. Qualifications and expertise:**

##### Education:

- University degree – Advanced degree in gender studies, social sciences, environmental studies, or a related field.

##### Experience:

- Proven expertise in gender and climate change (minimum 5 years), with a strong understanding of gender mainstreaming and gender-responsive approaches.
- Demonstrated experience in conducting gender analyses and integrating gender considerations into policy documents or reports.
- Familiarity with Montenegro's climate change context, gender-related policies, and international frameworks such as the Paris Agreement and the Sustainable Development Goals.
- Excellent knowledge of the United Nations Framework for Climate Change (UNFCCC), Paris Agreement, NDC requirements when it comes to gender;
- Excellent analytical, research, and writing skills, with the ability to communicate complex concepts in a clear and concise manner.
- Strong facilitation and training skills, with experience in conducting capacity-building activities on gender and climate change.
- Ability to work collaboratively with diverse stakeholders, including government officials, civil society organizations, and academia.

##### Language:

- Fluency in Montenegrin and English with good writing, presentation and communication skills.

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

Name: Nikola Tomašević, National Project Director

Signature: *Nikola Tomašević*

Date: 09.04.2024