

ANNEX 1: Description of Requirements

Context of the Requirement	<p>Montenegro has established management structures for protected areas, but a standardised and institutionalised system for assessing management effectiveness across the protected area network is not yet fully operational. While the Management Effectiveness Tracking Tool (METT) is recognised as an internationally accepted tool for evaluating protected area management and contributes to reporting under the Convention on Biological Diversity (CBD) and the Global Biodiversity Framework (GBF), its application in Montenegro remains fragmented and is not systematically integrated into management, planning, monitoring, and reporting processes.</p> <p>As a result, management effectiveness assessments are not consistently used to support adaptive management, prioritisation of conservation actions, or national biodiversity reporting. To address these gaps, this assignment will support the establishment of a sustainable national system for management effectiveness assessment based on METT, including clear institutional arrangements, operational procedures, data management and reporting mechanisms, and integration with the National Biodiversity Strategy and Action Plan (NBSAP) and national biodiversity monitoring framework.</p> <p>The assignment will build upon <i>the Guidelines on Protected Area Management Effectiveness</i> developed under the GEF-7 project and translate them into a functional and operational system that supports continuous improvement of protected area management and reporting under national and international biodiversity commitments.</p>
Brief Description of the Required Services	<p>The objective of this assignment is to support the establishment of a sustainable and institutionalised national system for assessing and improving protected area management effectiveness in Montenegro, primarily based on the Management Effectiveness Tracking Tool (METT) and other tracking approaches. The assignment will build upon the <i>Guidelines on Protected Area Management Effectiveness</i> developed under the GEF-7 project and operationalise them through the development of institutional arrangements, standard operating procedures, reporting mechanisms, and capacity-building activities. It will also include the implementation of a baseline METT assessment across the protected area network, the design of a national-level reporting and data management system, and the integration of management effectiveness assessments into adaptive management, biodiversity monitoring, NBSAP implementation, and reporting under the Convention on Biological Diversity (CBD) and the Global Biodiversity Framework (GBF).</p>
List and Description of Expected Outputs to be Delivered	<p>Expected Outputs and Deliverables:</p> <ol style="list-style-type: none"> 1. Inception Report, including methodology, work plan, and approach to system development, institutionalisation, and capacity building 2. Baseline METT Assessment Report, including results from individual protected areas and analysis at the national level 3. Training Programme and Materials on adaptive management and METT application, tailored for protected area managers and national institutions 4. Report on Capacity Building Activities, including trainings delivered, participants, evaluation of outcomes, applying gender sensitive participation statistics 5. Standard Operating Procedures (SOPs) for METT implementation, including data collection, reporting, validation, roles and responsibilities, timelines, and formats

	<ol style="list-style-type: none"> 6. Data Flow and Business Process Document for METT, including institutional responsibilities, reporting cycles, verification procedures, aggregation, and submission for national and international reporting 7. National METT System Design Document, including methodology for aggregation of site-level results into national indicators and alignment with CBD/GBF reporting 8. Methodology and Templates for National Reporting on Management Effectiveness, aligned with CBD, GBF, and NBSAP monitoring frameworks 9. Guidance Document on Use of METT for Adaptive Management, including integration into planning, prioritisation, and budgeting processes 10. Framework for Integration of METT with Other Monitoring Systems, including biodiversity, ecosystem, and spatial planning systems 11. Capacity Needs Assessment Report and Capacity Building Plan for long-term implementation 12. Roadmap for Institutionalisation of METT System, including legal, institutional, and operational steps 13. Digitalisation Concept Note, including recommendations for databases, reporting platforms, and integration with national systems 14. Final Consolidated Report, including all methodologies, system components, baseline results, and recommendations, including links with other effectiveness tracking tools and approaches <p>Further details on the expected outputs and specific deliverables are provided in Annex 2: Terms of Reference.</p>
Person to Supervise the Work/Performance of the Service Provider	Project team (Project Manager, Project Chief Technical Specialist, UNDP representatives)
Frequency of Reporting	Monthly
Progress Reporting Requirements	Progress report should be sent by the 5th of each month, based on the tasks and expected deliverables.
Location of work	Home based/Podgorica
Expected duration of work	July 2026 – February 2027 (7 months)
Target start date	July 15, 2026
Latest completion date	January 15, 2027
Travels Expected	It is the Contractor's responsibility to anticipate and plan for necessary travel at their own expense.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	Required
Names and curriculum vitae of individuals who will be involved in completing the services	Required <i>CVs and copies of certificates and licenses for key staff that will be engaged on the Contract meeting the qualifications and experiences indicated in Annex 2 should be submitted with the proposal. The CVs should clearly indicate the qualifications, experience and relevant previous projects undertaken by the staff.</i>

Criteria for Contract Award	Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)
Criteria for the Assessment of Request for Proposal	<p><u>Technical Request for Proposal (70%)</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expertise of the Company 30% <input checked="" type="checkbox"/> Methodology, Appropriateness and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Qualification of Key Personnel 30% <p><u>Financial Request for Proposal (30%)</u></p> <p>To be computed as a ratio of the Request for Proposal's offer to the lowest price among the Request for Proposals received by Ministry.</p> <p><i>*Only Proposals which pass the technical criteria will have their financial proposals considered.</i></p>
UNDP will award the contract to:	One and only one Service Provider
Annexes to this RFP	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Terms of Reference (Annex 2) <input checked="" type="checkbox"/> Form for Submission of Request for Proposal (Annex 3) <input checked="" type="checkbox"/> Form for Submission of Technical offer (Annex 4) <input checked="" type="checkbox"/> Form for Submission of Financial offer (Annex 5)
Other Information [pls. specify]	<p><i>The bidder shall obtain following documentation:</i></p> <ul style="list-style-type: none"> - Proof of registration for performing the relevant activity (Extract from the Central Register of Business Entities – CRPS);