

TERMS OF REFERENCE

- A. Job title: Climate Change Adaptation Junior assistant**
- B. Type of position: Local consultant**
- C. Duty Station: Home based and Podgorica, Montenegro**
- E. Duration of appointment: May 2024- July 2025 - 10 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 NCSD 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 Climate Change Adaptation Junior assistant for supporting the implementation of activities related to climate change mitigation, specifically focusing on enhancing transparency and reporting mechanisms.

II. Duties and Responsibilities:

Under the direct supervision of the Project Manager, the Climate Change Adaptation Junior Assistant will undertake the following duties:

1. Assist in Data Collection and Analysis:

- Support the collection, collation, and analysis of data related to climate change adaptation activities in Montenegro.
- Assist in organizing and maintaining databases relevant to adaptation measures and other related information.

2. Assist in Reporting and Documentation:

- Support the preparation of reports, documents, and presentations on climate change adaptation activities and progress.
- Assist in drafting sections related to adaptation for national communications, biennial update reports, and other relevant submissions to the UNFCCC.

3. Capacity Building Support:

- Assist in organizing workshops, training sessions, and capacity-building activities related to climate change adaptation.
- Provide logistical support for training events and ensure effective coordination with relevant stakeholders.

4. Research and Knowledge Management:

- Conduct research on best practices, technologies, and methodologies for climate change adaptation.
- Assist in the development and maintenance of knowledge management systems for adaptation-related information.

5. Providing support for the focal point for GEF and Adaptation Fond,

6. Administrative and Coordination Support:

- Provide administrative support for project activities, including scheduling meetings, preparing minutes, and coordinating logistics.
- Assist in maintaining communication and coordination with project partners, government agencies, and other stakeholders.

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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:

- Bachelor's degree in environmental science, social science, climate change, natural resource management, or a related field;
- Previous experience (1-2 years) in climate change adaptation, environmental management, or related areas is desirable;
- Knowledge of climate change policies, international agreements, and reporting mechanisms, particularly under the UNFCCC, is an advantage;
- Strong organizational skills and attention to detail;
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint);
- Excellent communication and interpersonal skills;
- Fluency in English and Montenegrin languages.

V. The Terms of Reference approved by:

Name: Nikola Tomašević, National Project Director

Signature: Moravac hut Huedy

Date: 09.04.2024