



GLOBAL ENVIRONMENT FACILITY
INVESTING IN OUR PLANET



Montenegro
Ministry of Ecology,
Spatial Planning and Urbanism



TERMS OF REFERENCE

- A. **Job title:** CLIMATE CHANGE MITIGATION SPECIALIST
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Duration of appointment:** April – October 2023 total number of working days 60
- E. **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.

In the context of climate change the NCSD should serve as a significant support to directorate mandated with climate change issues and the project is designed in a manner to secure adequate synergies and cooperation with a goal of establishment of functional mechanism.

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 formulation and implementation of the National Low-Carbon Development Strategy.

Within this context the Ministry is seeking services of qualified expert that will focus on formalizing national processes to capitalize on existing expertise, experience gained through other related initiatives, and help maintain the momentum needed to enable the development of data flows, analysis and provision of useful data for decision-making and reporting associated with Montenegro's NDC and adaptation actions.



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II. Duties and Responsibilities:

Objective of the assignment:

The overall objective and expected outcome of this set of activities is significant contribution to strengthened institutional framework for increased application of new methodologies, procedures, and guidelines in accordance to Article 13 of the Paris Agreement. New and additional capacities on methodologies, procedures, and guidelines for tracking climate change adaptation will be imparted. Focus of this specific assignment is on the Climate Change Mitigation tracking methodologies, procedures, and guidelines.

The focus of activities will be on supporting Department for Climate Change and the Working Group on Mitigation and Adaptation of the National Council for Sustainable Development (NCSD) as the main stakeholders in charge of reporting on climate change and as well as the transparency framework.

Job content:

The planned activities and consultant contribution could be grouped in three distinctive set of activities:

Activity group 1:

Expected results under Activity group 1 will be focused on identifying the needs that have arisen based on lessons learned, recent assessments, new national and international obligations, among others, all with the goal of helping more effectively fulfil roles, responsibilities and obligations of the project beneficiaries stemming from the new international requirements as they relate to climate change transparency. As a result of this work the consultant will strengthen national institutions capacities to accelerate and monitor climate action in keeping with Article 13 of the Paris Agreement towards the goal of meeting the EU's GHG Monitoring Mechanism Regulation and participation in the EU's Emissions Trading System, as well as to strengthen national transparency framework.

Specific tasks, but not limited to, listed below are:

- Develop detailed methodology and workplan for the entire duration of the assignment, including stakeholder engagement plan.
- An in-depth and participatory SWOT and gap analysis of existing institutional and technical capacities will be carried out to inform decision-making on climate change mitigation interventions,
- identify and recommend the most suitable approaches to more effectively allow decision-makers to implement and sustain relevant actions,
- facilitate peer review that allows for an objective critique and validation of the recommendations,
- cooperate with project team and experts working on adaptation and finance issues and secure coordination and synergies.

For all activities continuously reporting to Project manager according to Project Indicators Monitoring Matrix. Analysis, trainings and assessments conducted in a way to support integrating gender concerns into the national climate change and mitigations plans.

Expected results:

Under direct supervision of the project manager, the selected consultant will support Department for Climate Change and the Working Group on Mitigation and Adaptation of the NCSD on reporting on climate change and



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as well as the transparency framework. Selected candidate is expected to maintain close cooperation and information exchange with all experts engaged under the project, relevant national counterparts, and the project team. As this position is intended to strengthen capacities of national institutions and national experts it is expected that the position is covered by national expert with relevant experience and understanding of Montenegro's institutional set up. During the implementation process the consultant is expected to allocate at least one week per month (5 working days) during the project implementation to have a direct communication and in person meetings with all relevant institution's representatives. These activities will continuously build on initial SWOT analysis and continuously add information to the analyses through the entire duration of the project resulting in comprehensive and documented participatory process with effectively documented project lifetime and lessons learned.

<i>Timing and reporting:</i>		
Task/Milestone	Deliverable/Outcome	Planned implementation period
<i>Activity group 1</i>		
Develop detailed methodology and workplan for the entire duration of the assignment, including stakeholder engagement plan.	Detailed methodology and workplan for the entire duration of the assignment, including stakeholder engagement plan	April – May 2023
First draft of an in-depth and participatory SWOT and gap analysis	First draft SWOT and gap analysis	April – June 2023
Provide recommendations and facilitate peer review that allows for an objective critique and validation of the recommendations	Report and conclusions from peer review	June - August 2023
An in-depth and participatory SWOT and gap analysis of existing institutional and technical capacities will be carried out to inform decision-making on climate change mitigation interventions	SWOT analysis and resulting recommendations	August - September 2023



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Time duration and travel: April – October 2023 total number of working days 60, based in Podgorica

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:

- University degree – electric engineer; mechanical engineer; environmental science or related relevant fields with demonstrable previous experience in CC analysis, report preparation and cooperation with national and international CC institutions and projects. Advanced degree desirable.
- At least 5 years professional experience (preference will be given to candidates with more experience) with mainstreaming climate change issues into sectoral policies, previous experience in capacity building assessments, training program design and implementation of training programs.
- Demonstrated experience in working with government partners and other stakeholders,
- Demonstrated knowledge of roles and responsibilities, i.e. mandates of national institutions in charge of climate change
- Experience with the usage of various systems analysis methods and techniques would be considered as advantage.
- Excellent social, communication skills and writing skills;
- English language knowledge

V. The Terms of Reference approved by:

Name: Radovan Bojovic, National Project Director

Signature: _____

Date: 29.03.2023.g.