



## TERMS OF REFERENCE

- A. Job title:** National Consultant – Gender & Stakeholder Engagement Expert
- B. Type of position:** National
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Individual Contract
- E. Duration of appointment:** 30 working days over a period of 1 April 2026 – 31 December 2026, on a non-continuous basis, within the Adaptation Fund project proposal preparation timeframe
- F. Deadline for application:** 20 March 2026, 12:00h

### I Background

The project “Biodiversity Mainstreaming into Sectoral Policies and Practices and Strengthen Protection of Biodiversity Hot-spots in Montenegro” is geographically focused on the Key Biodiversity Areas (KBAs) of Montenegro and includes various types of interventions and involves both ecosystem protection and work with production sectors, such as tourism, agriculture, and forestry.

Component 1 of the proposed project deals with the management constraints associated with the Protected Areas (PA’s) estate and unprotected biodiversity hot-spots. The project provides for the improved management of the pilot PA’s in order to ensure compliance with the international requirements for the protection of valuable biodiversity within the KBAs and other international biodiversity hot-spots. Through spatial planning instruments, the project promotes concrete solutions for valuable and threatened biodiversity conservation outside the PA’s.

The Component 2 targets the productive landscape outside PA’s and in the vicinity of KBA’s, where the project addresses the sectoral threats to biodiversity via mainstreaming biodiversity-friendly practices and adjust the sectoral development scenarios for tourism, agriculture and forestry to take into account the potential impact on biodiversity.

The tasks defined in this ToR fall under Component 1, with the primary objective of improving the management of international nominations—specifically the UNESCO Man and Biosphere Reserve Tara River Basin.

The Tara River Basin represents one of Montenegro’s most ecologically valuable river systems, providing critical ecosystem services such as water regulation, erosion control, biodiversity conservation, and support to local livelihoods. However, climate change is increasing pressures on the basin through altered hydrological patterns, erosion risks, and ecosystem degradation, threatening both biodiversity and downstream communities. Montenegro has established climate policy priorities that emphasize ecosystem-based adaptation, biodiversity conservation, and resilient ecosystem



management. In this context, Tara River Basin as a priority area where strengthened ecosystem resilience could generate significant adaptation benefits.

At the same time, climate change impacts are not gender-neutral. Women, men, youth, the elderly, and vulnerable or marginalized groups experience climate risks differently due to unequal access to resources, information, decision-making power, and livelihood opportunities. In rural and river basin communities such as those in the Tara River Basin, climate risks affecting water resources, agriculture, ecosystems, and disaster preparedness often intersect with social and gender inequalities. Addressing these differentiated vulnerabilities and capacities through inclusive participation, integration of local knowledge, and removal of gender-specific barriers is therefore essential for achieving sustainable, locally led adaptation outcomes.

Within this context, and through the GEF-7 project, support is being provided for the preparation of a full Adaptation Fund project proposal focused on the Tara River Basin, through a process led by UNDP. As the designated Implementing Entity, UNDP is overseeing proposal development to deliver concrete and inclusive adaptation benefits through locally led interventions, supported by an international consulting firm and national experts to ensure strong technical grounding, compliance with Adaptation Fund policies, and alignment with national priorities and local conditions.

## **II Objectives of the assignment:**

The objective of this assignment is to provide specialized expertise to ensure that gender equality, social inclusion, and stakeholder engagement are systematically integrated into the design of the Adaptation Fund project proposal for Montenegro, in line with the Adaptation Fund Gender Policy and national priorities.

The assignment will support the preparation of gender analysis inputs, inclusive consultation processes, and gender-responsive design elements, ensuring that project components, results frameworks, and implementation arrangements adequately reflect differentiated vulnerabilities, capacities, and participation needs. It will also contribute to the development of practical measures and actions that promote equitable access to adaptation benefits and meaningful stakeholder involvement, thereby strengthening the proposal's technical quality, compliance, and likelihood of approval.

## **III Job content**

Under the overall supervision of the Project Manager, Chief Technical Advisor, UNDP representatives and in close coordination with the international consulting company leading the Adaptation Fund proposal preparation, the National Gender & Stakeholder Engagement Expert shall provide specialized technical inputs related to gender equality, social inclusion, and stakeholder engagement. The Expert will work on a non-continuous basis and contribute analytical inputs, consultation outputs, and



revisions required to support the preparation of a high-quality, submission-ready Adaptation Fund project proposal.

The Expert's duties and responsibilities shall include, but not be limited to, the following:

#### **Gender and Social Baseline Analysis**

- Review relevant national policies, strategies, and legal frameworks related to gender equality, social inclusion, and participation.
- Review available data and studies on gender-differentiated climate vulnerabilities and capacities in Montenegro.
- Contribute to the assessment of baseline gender and social conditions relevant to the project's target areas and sectors.

#### **2. Gender Analysis for Adaptation Fund Proposal**

- Conduct or support a gender analysis aligned with Adaptation Fund guidance, identifying differentiated climate impacts, roles, needs, and capacities of women and men.
- Identify gender-specific barriers and opportunities related to proposed adaptation interventions.
- Contribute to a clear gender rationale for the proposed project.

#### **3. Stakeholder Mapping and Engagement**

- Identify and map key stakeholders, including women's groups, local communities, vulnerable groups, civil society organizations, and relevant institutions.
- Support the design and documentation of inclusive stakeholder consultation processes, ensuring meaningful participation.
- Ensure stakeholder engagement aligns with Adaptation Fund requirements and principles of locally led adaptation.

#### **4. Gender-Responsive Project Design**

- Provide inputs to the theory of change, outputs, indicators, and targets to ensure gender responsiveness.
- Support development of gender-responsive indicators and targets in line with the Adaptation Fund Results Framework.
- Contribute to the preparation of a Gender Action Plan, as required by the Adaptation Fund.

#### **5. Environmental and Social Safeguards Support**

- Support environmental and social screening from a gender and social inclusion perspective, in coordination with the ESIA Expert.
- Identify potential gender-related and social risks associated with proposed interventions and



suggest mitigation measures.

- Ensure alignment with the Adaptation Fund Environmental and Social Policy and Gender Policy.

#### **6. Coordination and Review**

- Participate in technical coordination meetings as required.
- Review draft sections of the Adaptation Fund proposal related to gender equality and stakeholder engagement and provide comments and revisions.
- Support incorporation of reviewer comments and revisions during the proposal finalization stage.

#### **IV Deliverables:**

The National Gender & Stakeholder Engagement Expert shall deliver the following outputs in support of the Adaptation Fund project proposal preparation. All deliverables shall be prepared in English, submitted in electronic format, and aligned with the Adaptation Fund project proposal template, Gender Policy, and guidance.

The assignment shall be carried out over 30 working days, on a non-continuous basis, over a period of 1 April 2026 – 31 December 2026, in coordination with the Project Manager, Chief Technical Advisor, UNDP representatives and the international consulting company.

#### **Indicative Deliverables**

##### **1. Gender and social baseline input note**

- Technical inputs on gender-differentiated vulnerabilities, capacities, roles, and social context relevant to the project's target areas and sectors.
- Inputs to the gender rationale of the Adaptation Fund proposal.

##### **2. Stakeholder mapping and consultation inputs**

- Stakeholder mapping identifying key groups, including women, vulnerable and marginalized groups, local communities, civil society, and institutions.
- Documentation and summaries of inclusive stakeholder consultation processes in line with Adaptation Fund requirements.

##### **3. Gender-responsive inputs to project design and results framework**

- Inputs to the project's theory of change, outputs, indicators, and targets to ensure gender responsiveness.
- Contributions to the preparation of the Gender Action Plan, as required by the Adaptation Fund.

##### **4. Environmental and social safeguards inputs (gender and social inclusion)**



- o Technical inputs to environmental and social screening from a gender and social inclusion perspective.
- o Identification of potential gender-related and social risks and proposed mitigation measures, in coordination with the ESIA Expert.

#### 5. Review and revision of draft proposal sections

- o Review of Adaptation Fund proposal sections related to gender equality and stakeholder engagement.
- o Written comments and revisions based on feedback from UNDP, the international consulting company, and other reviewers.

All reports shall be submitted in English, in electronic format, and in accordance with UNDP reporting standards and agreed timelines. All deliverables shall be subject to review and formal approval by the Project Manager, Chief Technical Advisor and UNDP representatives.

Payments under this contract shall be made upon satisfactory completion and formal written approval of deliverables by the Project Manager, in accordance with the agreed payment schedule to be defined in the contract. No payments shall be made for deliverables that have not been formally reviewed and approved by the Project Manager.

#### Indicative Timeline and Deliverables

Deliverable / Output	Description	Estimated Level of Effort
Gender and social baseline input note	Technical inputs on gender-differentiated vulnerabilities, capacities, and social context relevant to the project	7 working days
Stakeholder mapping and consultation inputs	Stakeholder mapping, consultation summaries, and documentation of inclusive engagement processes	8 working days
Gender-responsive inputs to project design and results framework	Inputs to theory of change, gender-responsive outputs, indicators, targets, and Gender Action Plan	5 working days
Environmental and social safeguards inputs (gender & inclusion)	Inputs to environmental and social screening; identification of gender-related risks and mitigation measures	5 working days
Review and revision of draft	Review of gender- and stakeholder-related proposal	5 working days



Deliverable / Output	Description	Estimated Level of Effort
proposal sections	sections; written comments and revisions	
Total		30 working days

#### V Competencies:

- Demonstrates integrity and ethics and a commitment to transparency and accountability in all professional activities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting in complex public-sector and central banking environments;
- Builds strong relationships with institutional counterparts and stakeholders, focuses on impact and result at the institutional level and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills, facility in working with teams and capacity to compose clear and readable narrative reports;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills;
- Excellent organizational and time management skills;
- Knowledge Management and Learning;
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills;
- Excellent inter-personal and communication skills;
- Ability to work independently and in a team.

#### VI Qualifications and expertise:

The National Consultant – Gender & Stakeholder Engagement Expert shall possess the following minimum qualifications and experience:

- A university degree in gender studies, social sciences, development studies, sociology, anthropology, public policy, or a closely related field;
- A postgraduate degree or specialization in gender equality or social inclusion shall be considered an asset;
- A minimum of 7 years of progressively responsible professional experience in gender equality, social inclusion, stakeholder engagement, or related fields;



- Demonstrated experience conducting gender analysis and facilitating participatory stakeholder consultations;
- Proven experience integrating gender considerations into climate change, environmental, or development projects;
- Prior experience contributing to project proposal preparation or technical inputs for international climate finance mechanisms (Adaptation Fund, GCF, GEF, or similar) is highly desirable;
- Familiarity with the Adaptation Fund Gender Policy shall be considered an advantage;
- Strong technical knowledge of gender-responsive climate change adaptation; participatory and inclusive stakeholder engagement approaches; gender-sensitive indicators and results frameworks and ability to translate social and gender analysis into clear, proposal-ready inputs.
- Experience working with government institutions, civil society organizations, and local communities in Montenegro or comparable contexts.
- Ability to work effectively in multidisciplinary teams.
- Strong facilitation, communication, and drafting skills.
- Full professional proficiency in English (spoken and written).
- Knowledge of local languages is required.

#### **VII Application procedure:**

Candidates must submit their applications, via email to the following email address [irena.krivokapic@mers.gov.me](mailto:irena.krivokapic@mers.gov.me) and [irenakrivokapic@gmail.com](mailto:irenakrivokapic@gmail.com) clearly specifying the job for which the candidate is applying for.

For the application to be valid, the following needs to be provided:

- A Curriculum vitae CV (Europass format is preferred);
- Filled in reference form (Annex 1);
- A signed declaration (Annex 2).

Applications must be delivered/drafted in English. Incomplete applications will not be taken into consideration. Applications must be sent by email no later than 20 March 2026, 12h CET.

Only shortlisted candidates will be contacted for the interviews.

The Project Implementation Unit reserves the right to request additional documentation and/or to schedule a written test for candidates, should they deem necessary for the evaluation process.

Term of reference approved by:

Name and title: Zoran Dabetić, National Project Director

Signature:

Date: 4 March 2026