

## ANNEX 1: Description of Requirements

<p>Context of the Requirement</p>	<p>The Tara River Basin is designated as a UNESCO Man and Biosphere (MaB) Reserve, with the objective of promoting a balanced relationship between people and nature through conservation, sustainable development, and knowledge exchange. However, the current governance and operational framework of the Biosphere Reserve requires significant strengthening to fully meet UNESCO requirements and to function as an effective, self-sustaining coordination and implementation mechanism.</p> <p>The existing MaB Coordinating Body and its Secretariat lack sufficient institutional capacity, clearly defined operational procedures, and strategic tools to ensure effective coordination, stakeholder engagement, and long-term sustainability. In particular, there is a need to strengthen the Secretariat so that it can function as a proactive and operational entity, capable of coordinating activities, engaging stakeholders, and acting as a platform for project development and implementation.</p> <p>There is also a need to improve collaboration with local communities, municipalities, protected area managers, and other stakeholders, ensuring their active participation in governance structures and decision-making processes. At present, the coordination mechanism is not fully equipped to respond to emerging development pressures, including tourism and infrastructure developments, nor to facilitate balanced and participatory solutions in line with UNESCO principles.</p> <p>Another major gap is the absence of a structured and operational system for identifying, developing, and managing projects and funding opportunities. The Coordinating Body and the Secretariat currently lacks the capacity to proactively develop a pipeline of project ideas, prepare project proposals, and respond flexibly to funding opportunities.</p> <p>Furthermore, the institutional and legal status of the Coordinating Body and its Secretariat is not clearly defined or optimised for accessing and managing external funding. There is a need to assess and propose the most suitable legal and organisational model, including options that would enable the body to act as a grant beneficiary and potentially evolve towards a Local Action Group (LAG)-like mechanism, in line with the EU LEADER approach.</p> <p>This assignment aims to establish the enabling conditions for a functional, sustainable, and institutionalised governance mechanism for the Tara River Basin Man and Biosphere Reserve. This includes strengthening the Coordinating Body and Secretariat, developing key strategic and operational documents, building capacities for participatory governance and project development, and defining a clear roadmap for institutional development, including the potential transition towards a LAG-type structure capable of independently accessing and managing funding.</p> <p>The assignment will support the development of a Biosphere Reserve governance and management framework, including an Action Plan, operational protocols, and a business plan, reporting and knowledge management systems, as well as provide hands-on support in identifying funding opportunities and preparing project proposals, while ensuring that</p>
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	<p>the Secretariat gains the capacity to independently develop and manage a pipeline of projects in the future.</p> <p>The key objective of the assignment is to strengthen the governance, institutional capacity, and operational sustainability of the MaB Tara River Basin by developing a functional, participatory and institutionalised coordination mechanism, strengthening the operational capacities of the Secretariat and the Coordinating body, building capacities for participatory governance and project development, and establishing strategic and operational frameworks that support long-term inclusive management aligned with UNESCO principles and requirements.</p> <p>Further details on the scope of work and requirements are provided in <b>Annex 2: Terms of Reference</b>.</p>
<p>Brief Description of the Required Services</p>	<p>The assignment aims to strengthen the governance, institutional capacity, and long-term sustainability of managing the UNESCO MaB Reserve Tara River Basin by establishing a functional, transparent, and participatory management system aligned with UNESCO MaB principles.</p> <p>The required services include an assessment of the current institutional, legal, and operational framework of the Coordinating Body and its Secretariat, followed by the development of a legally grounded and sustainable governance model with clearly defined roles, responsibilities, and decision-making structures. This will be complemented by a roadmap for institutional strengthening and formalisation, as well as the preparation of key operational and strategic documents, including a work plan, operational protocols, monitoring, evaluation and reporting framework and a business plan to ensure financial sustainability. The assignment will also include support for project development and resource mobilisation through the establishment of a project pipeline, identification of funding opportunities, and preparation of project proposals.</p> <p>Capacity building is central to the assignment and includes learning-by-doing approach as well as the design and delivery of targeted training programmes for the Coordinating Body, Secretariat and key stakeholders in several essential topics, with a focus on practical application in the biosphere reserve context.</p> <p>Finally, the services will strengthen participatory governance by facilitating stakeholder consultations, developing guidelines for inclusive decision-making, and identifying platforms for engagement. A communication and awareness-raising framework will also be developed and launched to enhance visibility, promote stakeholder participation, and build local ownership of the biosphere reserve.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>Expected Outputs and Deliverables:</p> <ul style="list-style-type: none"> <li>- Inception Report, including methodology, detailed work plan, stakeholder mapping, and implementation approach</li> <li>- Assessment Report on Institutional, Legal, and Operational Framework of the Coordinating Body and Secretariat, including proposal for a sustainable governance mechanism and legal status and a roadmap for Institutional Strengthening and Formalisation</li> <li>- Operational Work Plan for the MaB Coordinating Body and Secretariat</li> <li>- Operational Protocols and Strategic Documents Package, including coordination and decision-making procedures, stakeholder engagement</li> </ul>

	<p>mechanisms, communication and visibility framework, and data and information sharing procedures</p> <ul style="list-style-type: none"> <li>- Action Plan for the MaB Tara River Basin, including vision for the Reserve, monitoring and evaluation, and resource mobilisation framework (developed and validated through participatory process, aligned with UNESCO MaB functions)</li> <li>- UNESCO MaB Periodic Report and Supporting Documentation Package, prepared jointly with the Secretariat and Coordinating Body</li> <li>- Data and Knowledge Management System, including system design, procedures for data collection, storage, sharing and analysis</li> <li>- Capacity Building Programme and Training Materials</li> <li>- Business Plan for the Coordinating Body/Secretariat, including financial sustainability and funding mechanisms and procedures and tools for project pipeline development</li> <li>- Project Pipeline and Funding Opportunities Report, including prioritised project concepts aligned with the Action Plan</li> <li>- At least two Project Proposals prepared and ready for submission to relevant funding programmes</li> <li>- Stakeholder Consultation and Engagement Report, including mapping of existing platforms and recommendations for their use</li> <li>- Communication and Awareness-Raising Framework, including visibility strategy, events calendar, and outreach tools</li> <li>- Final Consolidated Report, including summary of activities, key results, recommendations, and lessons learned</li> </ul> <p>Further details on the expected outputs and specific deliverables are provided in <b>Annex 2: Terms of Reference</b>.</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 (8 months)
Target start date	July 1, 2026
Latest completion date	February 28, 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	<p>Required</p> <p><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></p>
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><b>Technical Request for Proposal (70%)</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Expertise of the Company 30%</li> <li><input checked="" type="checkbox"/> Methodology, Appropriateness and Timeliness of the Implementation Plan 40%</li> <li><input checked="" type="checkbox"/> Qualification of Key Personnel 30%</li> </ul> <p><b>Financial Request for Proposal (30%)</b></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"> <li><input checked="" type="checkbox"/> Terms of Reference (Annex 2)</li> <li><input checked="" type="checkbox"/> Form for Submission of Request for Proposal (Annex 3)</li> <li><input checked="" type="checkbox"/> Form for Submission of Technical offer (Annex 4)</li> <li><input checked="" type="checkbox"/> Form for Submission of Financial offer (Annex 5)</li> </ul>
Other Information <i>[pls. specify]</i>	<p><i>The bidder shall obtain following documentation:</i></p> <ul style="list-style-type: none"> <li>- Proof of registration for performing the relevant activity (Extract from the Central Register of Business Entities – CRPS);</li> </ul>