



TERMS OF REFERENCE

- A. Job title:** Protected Area Specialist for development of the Management Plan for Nature Park Dragišnica and Komarnica
- B. Type of position:** National/International
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 30 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 1st July 2025 – 1st December 2025, with the possibility of extension
- F. Deadline for application:** 20th June 2025, 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 outlined in this ToR falls under *Component 1, Output 1.1: Revised management planning of the existing national PAs addresses the KBA conservation needs, international UNESCO and Ramsar requirements, newly assessed threats and climate risks*, which aims to support the preparation management plans for protected areas, as the key management tool for ensuring effective and sustainable nature protection in protected areas.

II Objectives of the assignment:

The objective of this assignment is to support the preparation of the management plan for Nature Park Dragišnica and Komarnica, in accordance with the relevant national and international standards, guidelines and best practices. The management plan will serve as a strategic tool that sets out a clear and structured framework for conserving biodiversity and habitats, maintaining ecosystem services, and



ensuring the sustainable use of natural resources in this Park. It will identify and prioritize conservation targets, define specific objectives and measurable outcomes, and mechanisms for monitoring and evaluation, enabling adaptive management in response to environmental changes and emerging threats. Furthermore, the plan will help harmonize environmental protection with the needs of local development by promoting eco-friendly practices and community participation.

III Job content

Under the overall supervision of the Project Manager and the Chief Technical Advisor, and in close collaboration with the engaged team of technical experts, the Consultant will provide expert support in the preparation of the Management Plan for Nature Park Dragisnica and Komarnica. This plan will be developed in accordance with relevant national legislation and aligned with international standards and requirements, including those of the IUCN, UNESCO, and other applicable frameworks. The plan will be informed by stakeholder input and verified through a consultative process, ensuring its quality, relevance, and ownership by the stakeholders and the responsible managing authorities.

The Consultant will be responsible for conducting a comprehensive desk review of existing technical documents, strategic frameworks, and the applicable policy and legal context. In addition, the Consultant will coordinate the work of the expert team involved in the drafting process, and lead a participatory, inclusive and consultative planning process, ensuring stakeholder inputs are systematically gathered, integrated and reflected in all phases of the Management Plan development.

During the period 1 July – 1 December 2025 the Consultant will have the following specific responsibilities:

- Conduct a desk analysis of existing technical documentation, policy, legal, and planning frameworks relevant to the Nature Park Dragisnica and Komarnica and derive data and information relevant for the management planning process;
- Coordinate the work of the engaged expert team to ensure that the thematic inputs are coherent and consistent, and delivered in a timely manner;
- Coordinate and facilitate structured participatory activities, including field visits, interviews, focus groups and multi-stakeholder workshops at key milestones of the planning process. Ensure that stakeholder feedback is documented, analyzed and transparently integrated into the plan;
- Prepare a draft Management Plan that applies both national and international standards, guidelines and best practices in protected area management; with integrated stakeholder-derived goals, objectives, and management actions;
- Revise and finalize the Management Plan based on consultation outcomes, ensuring it is ready for the formal endorsement procedure by the designated managing body
- Report regularly to the Project Manager and Chief Technical Advisor in oral or written form on the progress.

IV Deliverables:

- Inception Report outlining the Consultant's methodology, detailed work plan, timeline, initial stakeholder mapping and stakeholder engagement strategy;



- Draft Management Plan for Nature Park Dragisnica and Komarnica, aligned with national and international legislation and standards, including Guidelines on the preparation of management plans, IUCN and UNESCO guidelines, and other relevant, incorporating technical assessments and stakeholder-derived objectives and actions;
- Final Management Plan, fully revised based on stakeholder feedback and ready for endorsement by the responsible managing body;
- Final Report detailing coordination activities with the expert team and stakeholder engagement process and integration of their inputs into the management plan development process, as well as challenges encountered, lessons learned and recommendations for the future management and planning processes.

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, ensuring inclusive and respectful engagement with all stakeholders;
- Approaches work with energy, positive and constructive attitude;
- Demonstrates the ability to manage complexities and resolve conflicts constructively;
- Strong organizational and time management skills, with the ability to prioritize tasks and meet tight deadlines while maintaining high-quality outputs;
- Ability to provide constructive input;
- Responds positively and constructively to feedback and demonstrates a willingness to adapt and improve;
- Ability to work independently and in a team, fostering collaboration and mutual support;
- Excellent analytical, report-writing and presentation skills, with the ability to communicate complex findings clearly and effectively to diverse audiences;
- Fluency in local language (writing, speaking and reading) and working knowledge of English language.

VI Qualifications and expertise:

- A university degree in a relevant field such as biological sciences, environmental sciences/management, natural resources management or related. Higher level degrees and specialised certifications will be considered a strong asset;
- At least seven (7) years of relevant professional experience in nature protection, protected areas, natural resources policy, management and/or planning;
- Proven experience in preparation of strategic or planning documents;
- Demonstrated ability to integrate scientific, ecological, and socio-economic data into practical management measures;
- Demonstrated previous experience in stakeholder engagement and participatory planning in the context of nature protection/natural resources management .



VII Application procedure:

Candidates must submit their applications, via email to the following email address irena.krivokapic@mepg.gov.me i 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 June 2025, 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 Dabedić, National Project Director

Signature:

Date: 29th May 2025