



Montenegro
Ministry of Tourism, Ecology,
Sustainable Development and
Northern Region Development

Address: IV proleterske brigade 19
81 000 Podgorica

TERMS OF REFERENCE

- A. **Job title: Local consultant to support to biodiversity friendly payment scheme**
- B. **Type of position:** Local consultant
- C. **Duty Station:** Home based and Podgorica, Montenegro
- D. **Contract type:** Individual Contract (IC)
- E. **Duration of appointment:** 22 July 2024– 1 June 2025 (70 consultancy days)
- F. **Deadline for application:** 5 July 2024

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.

The 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 will provide for the improved management of the pilot PA’s in order to ensure compliance with the international requirements for protection of valuable biodiversity within the KBAs and other international biodiversity hot-spots. Through spatial planning instruments, the project will promote 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 will address 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 project will offer assistance to the Government in developing best practice standards for sustainable tourism and nature-based biodiversity-friendly tourism and support the small-scale tourism business development towards the more offerings of biodiversity-sensitive nature-based products. For the forestry sector the project will offer best-practice standards for mainstreaming biodiversity - friendly forestry practices, will assist the Government with support and services for private forest owners, and help promote biodiversity – positive entrepreneurship in forestry. For the biodiversity mainstreaming in agriculture, the project will support the Government with the introduction of agro-environmental incentives and piloting of agro-environmental measures.

The task under this Terms of Reference falls within the *Component 2 Outcome 5: Biodiversity conservation considerations mainstreamed into agricultural policies and practices around KBAs*. The engaged expert will



play a pivotal role in providing a support to the piloting phase of the biodiversity friendly payment scheme in agriculture.

II Objectives of the assignment:

The overall objective of the assignment is to provide an administrative and technical support in implementation of the biodiversity friendly payment scheme: preparation and dissemination of the information package; consultation with proponents; screening of proposals; M&E of the biodiversity friendly scheme payment programme; results and lessons learned.

Based on this, the expert will be responsible for the following:

- Communication with proponents providing clarifications of the call and criteria;
- Screening of the proposals in line with the criteria and procedures defined by the project team;
- Monitoring and evaluation of each grant and coordination of preparation of the reports;
- Assessment of the impact and effectiveness of each grant;
- Recommendations on the improvement of the grant in future cycles.

The expert is expected to provide day to day support to all proponents as well as administrative and technical support to the institutions in charge for the grant scheme implementation.

III Job content – Senior key expert

- Develop comprehensive information packages detailing the objectives, guidelines, eligibility criteria, and application procedures of the biodiversity friendly payment scheme. Ensure that the information is clear, accessible, and available in multiple formats and languages as needed. Coordinate with project communication team to disseminate information through various channels including websites, social media, newsletters, and informational webinars;
- Together with the project team organize and conduct informational sessions, workshops, and one-on-one consultations to guide proponents on the scheme's requirements and expectations.
- Act as the main point of contact for inquiries, offering timely and accurate responses to ensure clarity and support. Provide expert advice and support to potential proponents throughout the application process;
- Coordinate the screening process and administrative evaluation of requirements to evaluate proposals based on pre-defined criteria and together with the Commission review and assess the feasibility, impact, and sustainability of proposals;
- Provide payment calculation, payment list and payment orders;
- Provide constructive feedback to proponents on their submissions, suggesting improvements or additional requirements where necessary. Technical support to end users when filling out the Request.
- Communication during evaluation with end users. Writing addendums, notices and solutions.



- In line with defined M&E framework ensure tracking the progress, outcomes, and impact of funded grants. Conduct regular site visits (field control by means of a sample;), surveys, and data collection activities to ensure compliance and measure success.
- Prepare detailed M&E reports highlighting key findings, challenges, and recommendations for programme improvement.
- Document and analyze the results of the biodiversity friendly payment scheme and define lessons learned throughout the implementation process and recommendations on how to improve the grant scheme in future cycles.
- Monthly reporting during the evaluation of requests.

IV. Expected deliverables Senior expert:

- Develop comprehensive information materials detailing the biodiversity friendly payment scheme's objectives, criteria, application procedures, benefits, and guidelines
- Provide support to proponents via email, phone, meetings, info sessions and secure that the proposals are submitted in line with procedure and criteria;
- Coordinate the screening process to evaluate proposals based on pre-defined criteria and together with the Commission review and assess the feasibility, impact, and sustainability of proposals;
- Report on regular monitoring visits and progress reporting;
- A final summary report consolidating impact of all funded grants and recommendations for the improvement of grant scheme in future cycles.

The Consultant is expected to report to the Project Manager and Chief Technical Specialist on a weekly basis through phone calls, e-mails, and in person and online meetings.

The Consultant will submit all the agreed contract deliverables in electronic form, in the appropriate file formats.

V Timeframe:

The assignment should be implemented in 70 working days within the period of 22 July 2024– 1 June 2025.

VI Competencies:

- Demonstrates integrity and ethics;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to perform results-based management and reporting;
- Builds strong relationships with stakeholders, focuses on impact and result for them



- Responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent communication skills and capacity to compose clear and readable narrative reports both in English and local language;
- Demonstrates ability to manage complexities and work under pressure
- Conflict resolution skills;
- Excellent organizational and time management skills;
- Shares knowledge and experience;
- Ability to perform a variety of standard tasks related to Results Management, including collecting of documentation, data entering, preparation of revisions, filling, provision of information;
- Ability to work independently and in a team.

VII Qualifications and expertise – Senior expert:

- At least university degree in the fields of agricultural and food sciences, environmental/life sciences, natural resource/environmental management, economic or related; Master degree would be considered as an asset;
- A minimum of 10 years of professional experience in projects associated with agriculture and food, rural development and/or natural resources management;
- Familiarity with agricultural policies, sustainable agriculture practices, and international agricultural frameworks as well as Law on Administrative Procedures;
- Proven experience in supporting implementation of the grant schemes;
- Experience working with diverse stakeholders and facilitating stakeholder consultations;
- Experience in working with protected areas and relevant processes related to nature protection will be considered a strong asset;
- Experience in working with Government entities is preferred;
- Demonstrated knowledge of Microsoft Office (particularly Excel);
- Knowledge of GIS would be considered an asset;
- Demonstrated knowledge of English language (writing, speaking and reading).

VIII Application procedure:

Candidates must submit their applications, via email to the following email address irenakrivokapic@gmail.com and irena.krivokapic@mepg.gov.me 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)



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- 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 5 July 2024, 15.00 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: Tamara Brajović, National Project Director

Signature:

Date: 20 June 2024