



TERMS OF REFERENCE

- A. Job title** GIS Specialist for the Management Plan for Nature Park Komovi on the territory of Podgorica and Andrijevica
- B. Type of position:** National/International
- C. Duty Station:** Home based/Podgorica, Montenegro
- D. Contract type:** Consultant
- E. Duration of appointment:** 10 working days (a day will be calculated as 8 hours and could be prorated to the hours worked) in the period 1 April 2026 – 31 December 2026, with the possibility of extension
- 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 will provide 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 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 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 Komovi by providing spatial analysis, mapping, and geospatial data management inputs necessary for evidence-based planning and decision-making.

The assignment will ensure that the Management Plan is supported by accurate and well-structured spatial information, including maps, spatial datasets, and visual representations that illustrate natural values, land use, infrastructure, pressures, and proposed management measures. It will contribute to translating technical and strategic planning inputs into clear spatial outputs that support zoning, prioritization of interventions, and communication of management objectives.

III Job content

Under the overall supervision of the Project Manager, Chief Technical Advisor, and Protected Area Specialist (as chief planner), and representatives of both managers of protected area¹, the GIS Specialist will provide expert input for the development of the Management Plan for Nature Park Komovi, in coordination with park management authorities from Podgorica and Andrijevica.

The GIS Specialist will be responsible for reviewing and analyzing available spatial data related to natural features, land use, infrastructure, pressures, and management zones within and around the protected area. Based on this analysis, the Specialist will contribute to the preparation of spatial components of the Management Plan, including maps, spatial datasets, and graphical representations that support planning decisions, zoning, and prioritization of measures.

The GIS Specialist will ensure that spatial information is consistently integrated into the Management Plan and Action Plan, supporting clear visualization of management objectives and interventions. GIS Specialist will also provide technical support during stakeholder consultations, particularly in presenting and refining spatial information, and will contribute to revisions of spatial outputs based on feedback and expert review.

Specific Responsibilities

During the period 1 April 2026 – 31 December 2026, the GIS Specialist will:

- Conduct a desk review and compilation of available spatial datasets, maps, studies, and georeferenced information relevant to Nature Park Komovi;
- Collect and systematize spatial data from multiple sources, including institutions, field observations where feasible, and stakeholder inputs;

¹ Agency for Management of Protected Areas of Podgorica and Public Enterprise for Nature Park Komovi



- Analyze spatial patterns of land use, natural features, pressures, infrastructure, and proposed management measures to support evidence-based planning;
- Prepare maps, spatial analyses, and graphical and tabular outputs illustrating key planning elements such as zoning, protection regimes, management priorities, and spatial distribution of resources and pressures;
- Support the participatory planning process by preparing visual materials for consultations and communicating spatial information to stakeholders in a clear and accessible manner;
- Contribute to drafting and finalizing spatial components of the Management Plan and Action Plan, ensuring consistency between maps, text, and proposed measures;
- Coordinate with other technical experts in the planning team to ensure spatial information supports biodiversity and development measures;
- Maintain communication with the chief planner and project team, provide requested spatial inputs, and report to the Project Manager, Chief Technical Advisor, and Protected Area Specialist on progress and outputs.

IV Deliverables:

- Preparation of the spatial component of the Management Plan, including maps, spatial datasets, and visual representations illustrating natural features, land use, infrastructure, pressures, and proposed management measures within the park.
- Development of thematic maps and spatial analyses supporting zoning proposals, protection regimes, management priorities, and spatial distribution of resources and risks.
- Provision of technical input and participation in stakeholder consultation processes, including preparation of visual materials and maps for consultations and incorporation of spatial feedback into planning outputs.
- Revision and finalization of spatial outputs of the Management Plan and Action Plan, ensuring consistency between maps, datasets, and the narrative text, ready for integration into the full draft.
- Delivery of organized geospatial datasets and map files (GIS database) prepared for future use by park management and planning institutions.
- Regular progress updates to the Project Manager, Chief Technical Advisor, and Protected Area Specialist.

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 geography, environmental sciences or related. Higher level degrees and specialist certificates will be considered a strong asset.
- At least 5 years of relevant professional experience in GIS analysis, spatial planning, cartography, geospatial data management, or related fields, with demonstrated ability to analyze spatial information and translate it into practical planning inputs and visual outputs.
- Proven experience in preparing maps, spatial datasets, and geospatial analyses to support planning documents, land-use assessments, environmental studies, or development strategies.
- Experience in working with multiple data sources, including institutional datasets, field data, and stakeholder inputs, and integrating them into coherent spatial products.
- Previous experience supporting participatory planning processes through preparation of maps and visual materials for consultations, or communicating spatial information to non-technical stakeholders, will be considered an asset.
- Experience related to protected areas, environmental planning, or work in ecologically sensitive landscapes will be considered a strong advantage.

VII Application procedure:

Candidates must submit their applications, via email to the following email address irena.krivokapic@mers.gov.me and 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