



TERMS OF REFERENCE

- A. Job Title:** Consultant to provide expert assistance and logistic support to Minister for European Integration
- B. Type of position:** Local
- C. Post reference:** MNE/10/016
- D. Duty Station:** Podgorica, Montenegro
- E. Bureau/Office:** UNDP Montenegro/Government of Montenegro
- F. Duration of Appointment:** April – December, 2010
- G. Contract Type:** Special Service Agreement
- H. Deadline for Application:** Sunday, 28th March 2010

i. Background

The Capacity Development Programme (CDP) has been successfully operating since September 2003 as a partnership between the Government of Montenegro, the Foundation Open Society Institute (FOSI-ROM) and the UNDP. During the first phase CDP successfully provided selected pilot ministries with relevant expertise to help them (including the Ministry responsible for European Integration) to make necessary structural adaptations, undertake on-the-job training, develop consultative procedures, employ new technology, and make international connections that render access to additional expertise in future more self-sustaining and needs-driven. The second phase of CDP started in February 2007, following a formal request from the Deputy Prime Minister for European Integration (DPM EI) to assist the Government of Montenegro in meeting its strategic priorities for the European Integration and associated public administration reforms. During the second phase, priority is given to strengthening of administrative capacities for implementation of the Stabilization and Association Agreement and introduction of new coordination machinery and personnel at the *centre of government*. In the next phase, from March 2010 onwards, CDP will be focused on assisting the Montenegrin administration to fully meet requirements for preparation to EU membership.

Capacity Development Programme provides different types of assistance through separate projects, including Support for strengthening capacities of Ministry for European Integration.

Ministry for European Integration is responsible for the following tasks, related to:

- a. Managing the process of Montenegro accession to the European Union, through monitoring the implementation of the Stabilization and Association Agreement and Interim Agreement on trade and related matters between the European Community and its Member States on the one hand, and Montenegro, on the other hand, as well as coordinating and monitoring the work of joint bodies, established by the Agreement;
- b. Intersectoral preparation and coordination of negotiations with the European Union;
- c. The preparation and regular review of strategic documents related to the process of European integration;

- d. Cooperation of state bodies with the institutions and bodies of the European Union, its Member States, candidate countries and potential candidate countries in the process of association and the accession to the EU;
- e. Coordination on harmonization of national legislation with the EU legislation, as well as the confirmation of Table of Concordance;
- f. Coordination of translation, preparation and development of national versions of the the European Union legislation, the management of databases to support the translation process, cooperation with the institutions and bodies of the European Union in the field of translation, as well as cooperation with ministries, other state agencies and institutions in Montenegro in the field of translation;
- g. The realization of process of programming, monitoring and evaluation of technical and financial support of the European Union, its member states and other assistance related to the accession process to the European Union;
- h. Informing the public about the European Union and the process of association and accession to the European Union;
- i. Cooperation with the bodies of the Assembly of Montenegro, the Mission of Montenegro in the European Union and other diplomatic and consular missions of Montenegro abroad in the process of association and the accession to the European Union.

ii. Duties and Responsibilities

Purpose of work: Upon the request of the Minister for European Integration and having in mind the scope of work of the Ministry, CDP is seeking candidate who would assist Minister on daily bases, through providing advices in various areas but also providing logistic support.

Job Content: Under the direct supervision Capacity Development Programme in cooperation with Ministry for European Integration will engage one local consultant to provide advises and logistic support on daily bases to the Minister for European Integration.

Responsibilities: Local consultant will work closely with the Minister for European Integration and he/she will perform the following tasks:

- Follow the process of adjusting WTO /trade/ legislation to legal and institutional standards of the EU and obligations on trade liberalization undertaken under the SAA and its Interim Agreement;
- Facilitate close working relations between Ministry for European Integration and other ministries that are in charge of trade issues /WTO and EU alignment/ Ministry of Economy (ME), Ministry of Agriculture, Forestry and Water Management (MAFWM), Ministry of Foreign Affairs (MFA));
- Provide advices and logistic support for technical assistance in the area of trade policy to be aligned with EU standards;
- Overall planning and coordination of the work of MEI upon WTO issues;
- Facilitate division of work between MEI and other line ministries in order to utilize capacity and expertise in the most efficient way for WTO accession process;
- Distribution of relevant documentation and reports to other line ministries and persons in charge for WTO and EU issues;
- Draft the reports on implementation of EU and WTO standards in collaboration with other line ministries and persons in charge for WTO and EU issues;

- Undertake preparatory work such as data and information gathering relevant to compliance of WTO accession process with the SAA and its Interim Agreement data analysis;
- Take notes, provide translation and other assistance to Minister for European Integration;
- Provide assistance and logistic support in process of reviewing Montenegrin legislation that has a relevance to the WTO and other trade agreements, with the purpose to assess whether this legislation is in conflict with EU requirements or any other trade agreement, may need adjustments, or revisions;
- Ensure proper translation of the legislation that has a relevance to the WTO and SAA into English, and vice versa;
- Responsible for providing advice to the Minister for European Integration when required and as appropriate on issues relating to WTO Accession, and European integration;
- Undertake any other work that may be reasonably expected from the Minister for European Integration.

iii. Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Self-starting, independent and responsible personality;
- Initiative and strong team-building, communication and negotiation skills
- Perform any other duty as may be assigned by the Programme Manager.

iv. Qualifications and Experience

- University Degree in Law, Management, Political and Social Sciences, English language or other relevant field;
- A minimum of 3 years of experience with progressively increasing responsibilities, preferably with an international organization, government, a donor agency or an NGO;
- A substantial knowledge and proven understanding of the process of European Integration, the role and organisation of the institutions of the European Union, the major policies and programmes of the EU, and in particular EU and WTO requirements of EU membership for transition countries.
- Familiarity with national policy priorities toward EU integration;
- Extensive experience of working with high-level public officials and providing advocacy and policy advice at the different levels of government;
- Excellent computer skills – Word / Microsoft Office and Excel;

v. Application Process

Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to consultancy.me@undp.org by Sunday, 28th March 2010.

The application should contain:

- 1. Duly completed **Personal History Form (P11)** can be downloaded from <http://www.undp.org.me/files/jobs/index.html>*
- 2. Cover/Motivation Letter*

*The short-listed candidates only would be requested to submit a **letter of interest including a price quotation** indicating the lump sum (in USD) requested for the work and travel envisaged in the section "Duties and Responsibilities".*

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