



Montenegro

Terms of Reference

- A. Job title:** Environmental and Capacity Building Specialist
- B. Type of position:** International
- C. Post Reference:** MNE/10/031
- D. Duty Station:** Podgorica, Montenegro (3-4 days during mid September); home based the rest of the contract period
- E. Duration of appointment:** June 1 – October 1, 2010; approx. 25 working days
- F. Contract type:** Special Service Agreement
- G. Background:**

The objective of the project is to analyze, identify and pilot advanced tools and practices for environmental information management and compliance monitoring and to develop capacity of institutions for global environmental management by institutionalizing identified tools and practices. The project will deliver measurable outputs, each of which will contribute to some more qualitative outcome, which may or may not be measured. The rationale of the project is to define a set of skills, methodologies, and institutional structures and mechanisms to integrate the use of global environmental indicators into decision-making process on national sustainable and environmental policies and priorities.

The project has two main components: 1. Global Environmental Management Indicators that sets out to develop and pilot an environmental management information system (EMIS), which includes a set of indicators for measuring achievements in global environmental management. This component focuses on the methodologies and knowledge for incorporation of principles of sustainability stemming out of the global environmental commitments under the signed Rio Convention documents, into the key development policy areas such as tourism and spatial plan using EMIS. The project will do so by proposing, developing and piloting the environmental information management system based on selected indicators. The system will also help the EPA to monitor and evaluate the effectiveness of implementation of environmental strategies, including the National Strategy for Sustainable Development (based on and inclusive of Montenegro's commitments under Rio conventions and MDG's). A new layer of selected indicators related to the global environmental conventions will be suggested and incorporated into the official methodology used by the Ministry for Spatial Planning and Environmental Protection. And Component 2: Institutional strengthening for improved monitoring of the global environment and capacity to replicate successful environmental information management and integration practices that will support the institutional capacity building to enable mainstreaming of global environment into planning and compliance monitoring process. Through this outcome the project will address institutional-level capacity bottlenecks to mainstreaming global environmental issues into regional development and spatial planning utilizing EMIS. These bottlenecks primarily relate to the lack of institutional incentives that promote such integration and the capacity within the Ministry of Spatial Planning and Environmental Protection, Environment Protection Agency and

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Montenegro

Hydrological and Meteorological Service to monitor, evaluate, adapt, replicate and learn from the project's strategy of incorporating global environmental considerations.

H. Tasks and Responsibilities

I. Under direct supervision of the UNDP GEF Programme Manager, the Environmental and Capacity building specialist will be responsible for:

- Review baseline information delivered by the local experts
- Review and analyze barriers for effective environmental information management
- Develop the threats and root causes matrix, that will enable impact analyze and highlight the barriers in the implementation of future environmental indicators
- Advise on international best practices on environmental indicator planning and management, as well as institutional development
- Assist the local project team in defining the project scope and provide recommendations on the suggested project strategy
- Gaps in regulations and policies in this field defined
- Stakeholder analysis conducted
- Carry out a cost effectiveness analysis of the project strategy
- Assess the sustainability of suggested project outcomes and outputs
- Assess global environmental benefits sought from the project
- Development of a replication strategy for project activities
- Propose a project monitoring and evaluation framework with a set of measurable impact and progress indicators
- Together with the local consultant create a capacity building plan for the project
- Provide technical and professional support to the local project team in key stakeholder workshops
- With the local project team draft of the MSP Project Document – lead person in developing the Project Document

J. Key Outputs

The International consultant is responsible for the following deliverables:

- Clarification of the objectives, approach, and outcomes of MSP design with clearly defined roles and contributions of different stakeholders, aiming at ensuring the national ownership from the very inception of MSP through visits and information sharing with partners who are directly and indirectly involved in this project.
- One-day workshop in Montenegro for the presentation and validation of the main project components, and clarification of possible subsequent activities.

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Montenegro

- Draft the final MSP and ensure that the whole package is structured to meet the expectations/requirements of GEF.

K. Timing and reporting

The Environmental and Capacity building specialist will be engaged under contract immediately following the selection of the best candidate. Under direct supervision of the UNDP GEF Programme Manager, selected candidate will be responsible to deliver tasks set in these terms of reference no later than 20th of September 2010 and after that respond to the comments (if any) of the study.

L. Qualifications and Requirements:

- An advanced degree in environmental management or relevant equivalent experience (Ph.D would be desirable)
- Minimum 5 years of experience in the area of natural resource valuation, conservation, protection climate change and management. (Preferably in Eastern Europe and CIS).
- Excellent knowledge of the legislation for setting Environmental Indicators and their management.
- Proven experience in developing similar projects – preferably in the Balkan region
- Experience in strategic planning and evaluation
- Demonstrated experience with UNDP/GEF project document preparation.
- Good communication skills.
- Excellent knowledge of English language (both spoken and written)

J. Application Process:

Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to consultancy.me@undp.org by May 21, 2010 CoB.

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 envisaged in the section "Duties and Responsibilities".

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