



Montenegro

## TERMS OF REFERENCE

- A. Job title:** Consultant for performing Self-Assessment and stocktaking activities and drafting the Second National Communication Project Document
- B. Type of position:** International, short-term
- C. Post Reference:** MNE-10-032
- D. Duty Station:** Podgorica, Montenegro and homebased
- E. Duration of appointment:** beginning of June 2010- end of October 2010 (up to 25 working days)
- F. Contract type:** Special Service Agreement
- G. Deadline for application:** Monday, 31st May 2010, CoB

### i. Background

Enabling activities proposed by this project are related to the preparation of Second National Communication of Montenegro to the United Nations Framework Convention on Climate Change – UNFCCC.

This project aims at enabling Montenegro to prepare and report its Second National Communication with the Conference of the Parties (CoP) of the UN Framework Convention on Climate Change (UNFCCC) according to article 17/CP8 and other guidance provided. The main components of the project are:

- (a) an inventory of greenhouse gases for the 2010;
- (b) Institutional setup for continuing monitoring and reporting on GHG emissions;
- (c) An update of analysis of potential measures to abate the increase in greenhouse gas emissions in Montenegro;
- (d) An assessment of potential impacts of climate change in a selected area of Montenegro and adaptation measures;
- (e) Preparation of the Second National Communication of Montenegro and submission to the CoP.

In addition, public awareness activities and stakeholder consultations will be cross-cutting along the overall course of this exercise therefore; the preparation of the Second National Communication is expected to enhance general awareness and knowledge on climate change-related issues in Montenegro.

### ii. Duties and Responsibilities

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The International Consultant will be responsible for providing assistance and advice to the UNDP CO in Montenegro and the Government of Montenegro in the following areas:

1. Organisation of the stock-taking exercise and stakeholders consultation, based on the provided self-assessment guidance;
2. Preparation of the Enabling Activity project document to be submitted to the GEF Secretariat for endorsement and preparation of the UNDP project document;
3. Review and incorporation of the comments received and finalisation of these two documents.

Specific Tasks:

1. Undertake a desk review of all relevant documents for background information and initial situational analysis focusing on the substantive areas of work (e.g. GHG inventory, mitigation and vulnerability, adaptation, awareness raising and mainstreaming) in order to be able to generate concise overview of technical and process issues that would help to identify priorities and scope of work. At a minimum, the following documents should be reviewed:
  - ✓ Detailed review of Montenegro's INC to UNFCCC;
  - ✓ Relevant ongoing and planned projects and programmes;
  - ✓ Relevant national strategies, programmes and action plans.
2. Undertake a field mission to Montenegro in order to meet with the relevant national and international counterparts and stakeholders to ensure shared understanding of the project purpose and deliverables, institutional entry points and to obtain coordination and synergy in this process;
3. Design a strategy and appropriate tools to involve all relevant stakeholders and to gather their inputs in the process of stocktaking exercise. As appropriate tools should be considered individual and group meetings/workshops with targeted stakeholders, questioners, consultative meetings, E-discussions etc.;
4. Analyze and assess existing institutional arrangements and recommend institutional framework adequate to ensure the sustainability of the NC process;
5. Analyze and systematize information generated through the stock-taking assessment and present the conclusions to the Government officials and to both UNDP Country office and technical advisors from UNDP RBEC Bratislava office and recommend how to address the identified opportunities and gaps in the GEF/EA document;
6. Draft the GEF/EA and UNDP project documents based on the UNFCCC requirements for development of National Communications, GEF and UNDP rules and regulations;
7. Circulate the draft version of the documentation to relevant stakeholders and in view of the received comments revise and prepare final version of the documentation.

Key Outputs:

- Two field missions to Podgorica, Montenegro;
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- Prepared stock-taking/self assessment report;
- Presentation of conclusions of stock-taking/self assessment report to Government officials;
- Preparation and finalisation of the UNDP and GEF Second National Communication project documents;

*Timing and reporting:* International Consultant will be engaged under contract immediately following the selection of the best candidate. Under direct supervision of the Project manager, selected candidate will be responsible to deliver tasks set in these terms of reference no later than 31<sup>st</sup> of October 2010. It is planned to have 2 visits to Podgorica, Montenegro (1<sup>st</sup> visit 5 overnights and the second visit 2 overnights).

### iii. Competencies

- Demonstrates integrity by modeling 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

### iv. Qualifications and Requirements

- Advanced university degree in environmental science;
- At least 5 years of demonstrated practical working experience in the area of climate change;
- Knowledge and profound understanding of climate change issues, GEF operations and programming requirements, UNFCCC reporting requirements and other issues related to implementation of UN MEAs;
- Familiarity with the guidelines set by UNFCCC on preparation of national communications, knowledge of greenhouse gases inventory methodology, vulnerability assessment and climate change adaptation and mitigation potential, climate change impact;
- Familiarity and work experience with UNDP and GEF or any other international organizations;
- Experience in project development, project management and strategic project planning for implementation by international organisations;
- Experience in development of the National Communications to UNFCCC;
- Capability to work effectively under deadline pressure and to take on a range of responsibilities;

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- Ability to work in a team, decision-making skills, communication and management skills;
- Proficiency in English, excellent analytical and drafting skills; Excellent interpersonal and cross-cultural communication skills;
- Previous experience of working in Montenegro or Europe and CIS countries on climate change issues will be an asset.

#### **v. Application Process**

*Interested applicants are requested to submit their applications to UNDP Office in Podgorica by e-mail to [consultancy.me@undp.org](mailto:consultancy.me@undp.org) by Monday, 31<sup>st</sup> May 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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