



TERMS OF REFERENCE

- A. Job title:** Consultant for preparation of Diplomatic Book for Montenegro
- B. Type of position:** National, short-term
- C. Post Reference:** MNE-10-042
- D. Duty Station:** Podgorica, Montenegro
- E. Bureau/Office:** UNDP Montenegro/ Government of Montenegro
- F. Duration of appointment:** 40 days during the period July, 2010 – October, 2010
- G. Contract type:** Special Service Agreement
- H. Deadline for Application:** by Sunday, 4th July 2010, CoB

i. Background:

After becoming an independent state, Montenegro has been facing the major challenge of quickly building up its national institutions capable of formulating and implementing the policies in the areas formerly controlled by the central authorities in Belgrade. Foreign policy has been one of the most illustrative examples of such areas: historically, Montenegrin participation in foreign policy of SFRY, FRY, and SCG had been specific - small in its size and staffed mostly by junior personnel as well as diplomats between postings, with relatively significant number of diplomats in the SRFY, FRY and SCG diplomatic service, Montenegrin Ministry of Foreign Affairs (MFA) in the sunset of referendum on independence called for better built human and financial resources to operate in the new environment.

The efforts by the leadership of the Ministry over the past years have yielded positive results as MFA has started to grow into an institution with proven ability to develop, present and safeguard policy positions of Montenegro on the most sensitive issues of international relations. However, in order to address emerging challenges, which Montenegro faces in its aspiration to become a full member of the European Union (EU), and also a regional partner for peace and development, there is a need to strengthen the institutional and human capacities of the MFA to effectively implement country's foreign policy.

Whilst the country's foreign policy priorities are clearly formulated, their expression in a comprehensive and timely fashion requires further strengthening of institutional capacities of MFA. This includes thoughtful policy response to EU requirements, NATO, WTO, UN, changes in the international political and economic situation, improved ability to safeguard interests of the country in organizations for regional and international cooperation, ability to clearly present the policy position of the country as well as further improvement of the image of Montenegro as an open and democratic state.

Internally, MFA is yet to tackle the number of tasks to improve its operational efficiency and build up the professional diplomatic service. This includes setting up of new units, capturing the benefits of IT tools in the MFA's daily operations, development of the legal framework for a sustainable mechanism of selection, recruitment, promotion and professional development of diplomats. Overall, MFA is very well positioned to build its institutional capacity further. It is a sufficiently open organization with strong leadership and staffed with a good mix of experienced diplomats and talented youth.

MFA's human resource endowments and overall commitment to constant improvement augur well for its success in establishing itself as an efficient advocate of Montenegro's national interests to the benefit of its people.

Over the past four years since the establishment of independence, a number of foreign representatives, embassies and consulates, offices of key international organizations, and the series of cultural centers are opened in Montenegro. Day by day diplomatic community in Montenegro is more and more significant. Therefore it is necessary that MFA prepare Diplomatic Book - basic guidelines for diplomatic missions in Montenegro on the way of work and life for diplomats who come to work in Montenegro. On that way MFA



will be better prepared to advocate and promote country's visibility in the most successful manner. Therefore CDP will engage a National consultant who will provide support to the MFA in drafting Diplomatic Book for Montenegro.

ii. Duties and Responsibilities

Objective of the Assignment: The National consultant will draft Diplomatic Book of Montenegro in close cooperation with selected personnel of the Ministry of Foreign Affairs. The major aim of the drafted document will be to:

- Provide at one place a comprehensive explanation of all relevant procedures related to the diplomatic status in Montenegro; and
- Provide the necessary guidance for the members of the diplomatic mission in Montenegro on various aspects of the work and life in Montenegro.

The content of this book, among other things, should include:

- ✓ The full list of Diplomatic/Consular/International organizations Corps with Diplomatic staff members, Administrative and technical staff members, Service staff members, as well as Family Members;
- ✓ Protocol procedures for the arrival of the members of staff in diplomatic missions;
- ✓ Accreditation Procedures for Military Attaches;
- ✓ Questions regarding visas;
- ✓ Basic rules on importation of the cars and other goods;
- ✓ Roles regarding Value Added Tax and official VAT exemption;
- ✓ Rules regarding diplomatic bags;
- ✓ Limits of Immunities and Privileges;
- ✓ Other useful information regarding Montenegro, etc.

Timing of the work: up to 40 working days, during period of July 2010 - October, 2010. The National consultant will be obliged to prepare a final report that should compile achieved results, evaluation, recommendations for further actions, as well as practical reference points. The consultant will work in close cooperation with the focal point from MFA and CDP Programme Manager.

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;
- Demonstrates ability of analytical work and excellent report writing;
- Perform any other duty as may be assigned by the Programme Manager.

iv. Qualifications and expertise

- University Degree in Economics, Social Sciences, International Relations, Political Sciences or related field. Master's Degree in above mentioned field would be desirable, but it is not a requirement;
- Proven expertise and work experience in the area of foreign affairs, public diplomacy and EU integration;



- Modern approach and exceptional analytical skills for interpreting complex national legislation and foreign affairs protocol issues;
- Superior writing skills, clear and persuasive and experienced enough to prepare a comprehensive guidelines;
- Excellent communication skills, facility in working with teams
- Fluency in English;
- Working knowledge of PC-based word processing and e-mail technology.

iv. 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, 4th July 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 EURD) requested for the work envisaged in the section "Duties and Responsibilities".

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