



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

- A. Job title:** International Consultant for preparation of final National list of Environmental Indicators
- B. Type of position:** International, short-term
- C. Post Reference:** MNE 12-007
- D. Duty Station:** home based and Podgorica, Montenegro
- E. Duration of appointment:** up to 20 working days, within the period from mid-February – June 1, 2012
- F. Contract type:** Individual Contract (IC)
- G. Deadline for application:** Friday, February 3, 2012

I. Background:

The immediate objective of the “Capacity building for integration of global environment commitments in investment/development decisions” project is to analyze, identify, and pilot advanced tools and practices for environmental information management and compliance monitoring of the national implementation of the Rio Conventions. Specifically, the project would develop national capacities collect and analyze data and information against the metrics of global environmental indicators, and integrate these within national sustainable development and environmental decision-making processes. The expected outcome of this project is that a systematic and sustainable approach to assessing global environmental achievements through the implementation of national policies, programmes and plans has been initiated. This project will also be an important contribution to the national experiences in developing and implementing tools and practices for measuring, reporting, and verifying the cost-effectiveness of official development assistance to implementing multilateral environmental agreements, in particular the Rio Conventions.

II. Duties and Responsibilities:

Objectives of the assignment: The purpose for engaging an international consultant is to prepare the final list of National Environmental indicators based on the existing draft list of national environmental indicators including preparation of factsheets and graphical drafts for every indicator, provide advise on methodology for data processing, and preparation of a manual with instructions/ guidance on application of indicators in decision making processes.

Job content: Under the direct supervision of Programme Manager and the staff of the Environmental Protection Agency in Montenegro, the 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. Review the draft national list of environmental indicators and the collected data for every indicator in the draft list, and based on EEA accepted methodologies and standards and available data prepare factsheets for every indicator including preparation of graphical drafts for each indicator to be used in preparation of the next State of the Environment report for Montenegro, prepare final draft for every indicator and prepare the final national list of environmental indicators.
2. Provide recommendations for preparation of regulation on the national list of environmental indicators
3. Develop a “step-by-step how to” manual for application of environmental indicators in assessment of policies, programmes and strategies in meeting national, regional and global environmental objectives

• **UNDP in Montenegro promotes sustainable development, which is economically viable, socially inclusive and environmentally friendly** •



*Empowered lives.
Resilient nations.*

4. Review Montenegro's core set of regional environmental indicators and provide recommendations on filling potential data gaps

Key Outputs:

- Factsheets and graphical drafts for every environmental indicator in the national list prepared
- Final national list of environmental indicators prepared;
- Report with recommendations for preparation of regulation on the national list of environmental indicators prepared
- A "step-by-step how to" manual developed;
- Report with recommendations related to Montenegro's core set of regional environmental indicators prepared

Timing and reporting: The Consultant will be engaged on short-term basis (up to 20 working days) under Individual Contract immediately following the selection process of the best candidate. The selected Consultant will be responsible to deliver tasks set in these terms of reference no later than June 1, 2012.

Time duration and travel: The Consultant will be engaged on short-term basis (up to 20 working days), in the period from mid-February to June 1, 2012. During the 20 consultancy days, the consultant is required to undertake **two missions to Montenegro**. The first, 5-day mission will be in mid-February 2012, and the second, 5-day mission in mid-March, 2012.

III. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UN/UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to lead strategic planning, results-based management and reporting;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills;
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

IV. Qualifications and expertise:

- An advanced university degree in Environmental Management or relevant equivalent experience;
- Minimum 5 years of experience in the area of natural resource valuation, conservation, and climate change protection and management. (Preferably in Eastern Europe and CIS);
- Excellent knowledge of the legislation for setting Environmental Indicators and their management;
- Excellent knowledge of EEA monitoring obligations and regional environmental indicators;
- Previous work experience on environmental indicators in Montenegro or Europe and Balkan countries will be an asset;
- Experience in strategic planning and evaluation;
- Capability to work effectively under deadline pressure and to take on a range of responsibilities;
- Ability to work in a team, good decision-making skills, communication and management skills;
- Excellent knowledge of both English and local language (both written and spoken).

• **UNDP in Montenegro promotes sustainable development, which is economically viable, socially inclusive and environmentally friendly** •



*Empowered lives.
Resilient nations.*

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 Friday, February 3, 2012.

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 EUR)** requested for the work and travel envisaged in the section "Duties and Responsibilities".

UNDP is an equal opportunity employer.