

Annex I: Terms of Reference for an Institutional and Environmental Expert – Podgorica based

Job title:	Institutional and Environmental Expert
Reports to:	GWP-Med Senior Programme Officer in Montenegro
Duty station:	Podgorica, Montenegro
Contract duration:	12 months (potentially renewable) with 3 months of probation period
Type of Contract	Service Contract (of freelance type e.g. through personal company)
Occupation	Full time or part time engagement

1. Scope of the position:

Reflecting priorities of the GWP Strategy 2025, thematic agendas addressed by the Global Water Partnership-Mediterranean (GWP-Med) include, but are not limited to:

- Water solutions for the Sustainable Development Goals, including
 - Water Governance & Financing
 - Water-Energy-Food-Ecosystems Nexus
 - Source-to-Sea, including IWRM / Integrated Coastal Zone Management/Integrated Groundwater Management
 - Technical Water Solutions (including Non-Conventional Water Resources Management)
 - Water-Employment-Migration
- **Climate Resilience through Water**
- Transboundary Water Cooperation

Furthermore, GWP-Med addresses three across-themes areas:

- Engaging in the private sector
- Contributing to gender equality
- Mobilizing youth for water security.

GWP-Med is looking for an Institutional and Environmental Expert (IEE) to:

- Support the implementation of the project: **Building Technical and Institutional Capacity in the Water Sector in Montenegro to Facilitate Inclusive Climate Resilience Initiatives** (hereafter "The Project")
- Provide specific knowledge on institutional setup and climate financing in Montenegro including support the further development of partnerships with various stakeholders, including private companies and foundations, for the implementation of the Project.
- Support the implementation and further development of GWP-Med thematic and work agendas in the Mediterranean region, including the Western Balkans, as needed and delegated.

The IEE would:

- report to the GWP-Med Senior Program Officer in Montenegro
- Be part of the GWP-Med Operations Department, working closely with the Project Implementation Unit (PIU) based in Podgorica.
- Liaise closely with the Senior Experts assigned to the GWPO, the GWP-Med Finance & Administration and the GWP-Med Communications Departments on relevant matters.
- Work closely with and represent GWP-Med, as delegated, to national and local authorities, donors and stakeholder partners, including private entities.

The position requires experience in strengthening institutional capacities within Montenegro's government and private sector, with a focus on climate change and financing. The ideal candidate will demonstrate strong multi-tasking, management, and delivery abilities, with a keen attention to detail and adherence to timelines. The role requires a proactive approach to analyzing, designing, implementing, monitoring, reporting, and following up on climate-resilient projects and financing, alongside the ability to prioritize tasks and perform effectively under pressure.

The candidate should have prior experience guiding Montenegro's institutional landscape and advising on climate change priorities to ensure the successful implementation of projects. The Candidate should possess expertise in assessing the socio-economic impacts of climate change across various sectors and recommending appropriate mitigation strategies and financing solutions. The ideal candidate will be dedicated to contributing to project design and delivery in a collaborative, team-oriented setting, taking ownership of responsibilities, and advancing initiatives proactively.

We are looking for a dynamic and passionate professional with specialized knowledge in developing and integrating stakeholder needs into project activities, particularly those related to climate resilience, concept note development, and water financing programming.

2. Duties and responsibilities

The IES would be responsible for the day-to-day implementation of the delegated portfolio and delivery of its outputs, assisted by other staff members as relevant, working with external experts and contractors, and reporting to her/his line manager. Her/His work should ensure that action lines produce aimed results, to the required standard of quality, within the specified timeframe and budget.

Duties and responsibilities include:

- Advice on Montenegro's institutional and climate change status and all other aspects relevant for successful project implementation.
- Advice on socio-economic aspects of climate change impacts, mitigation measures and financing options
- Advise on stakeholders, their capacities and institutional setup related to the development and implementation of climate change measures, climate resilient project development and climate proofing and financing and how best to mainstream their needs into project activities.

- Liaise, meet and consult with key stakeholders to identify and capture their needs and interests (for capacity building, training, concept note development, water programming, etc.), including collection of input data from the identified stakeholders.
- Provide frontline support to project activities such as facilitation, interviews, participation in meetings, discussions and workshops.
- Support the development of trainings for stakeholders and the development of water sector climate financing capacities
- Assistance (provision of inputs, materials, data, expert opinions and comments) and monitoring (including guidance to other consultants or PMU members) in the field of institutional set-up, climate change and investments in the water sector.
- Assistance in the analysis and quantification of socio-economic impacts of climate change in the water sector.
- Provide regular updates for the project website and/or other established communication channels on climate change impacts and related economic and financial aspects.
- Advise on additional activities that should be implemented regarding gender issues related to climate change impacts and financing of climate change actions in the water sector.

3. Competencies

Corporate competencies

- Able to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results.
- Applies principles of ethics, integrity, transparency and non-discrimination and follows the organization's ethos.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Committed to the Vision and Mission of GWP.

Functional competencies.

- Strong analytical, writing, reporting and presenting abilities
- Strong interpersonal skills and communication skills in multi-stakeholder contexts, including with the private sector.
- Diplomatic and negotiating skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to work under pressure and stressful situations.

4. Qualifications

Required

- University degree in a relevant field such as: development, economics, social political or environmental sciences, climate sciences forestry, natural resource management, sustainable development, or related field

- At least 7 years' experience in policy analysis and policy development, strategic planning related to development or environmental management and/or capacity building
- Profound understanding of the national legal and institutional set-up and climate change financing landscape
- Excellent verbal and written communication skills in both Montenegrin and English
- Fluency in PC use (internet, word, excel, presentations)

Desired

- Excellent written and verbal communication skills
- Experience working with Montenegrin Government and regional and international development agencies.
- Demonstrated experience in coordination of activities and events, including consultant teams
- Excellent analytical and writing skills
- Good understanding of the socio-economic and political context of Montenegro