Annex I: Terms of Reference
for a Stakeholder engagement specialist – Podgorica based

Job title:	Stakeholder engagement specialist
Reports to:	GWP-Med Senior Programme Officer in Montenegro
Duty station:	Podgorica, Montenegro
Contract duration:	18 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 a Stakeholder Engagement Specialist (SES) 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")
- 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 SES 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 partnering and working with the institutional and private sector, multi-tasking skills, management and delivery skills, and attention to detail and timelines. The functions to be performed require the ability to proactively analyze, design, implement, monitor, report and follow up on multi-level stakeholder engagement processes and activities, as well as the ability to prioritize and work under pressure.

The ideal candidate would be someone with previous experience in stakeholder engagement in Montenegro, who enjoys contributing to design and delivery in a team spirit, taking ownership and proactively moving agendas forward. We are looking for a professional who is active and passionate in bringing additional impetus to the organization in fostering the already established stakeholder cooperation with the water sector of Montenegro.

2. Duties and responsibilities

The SES 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:

- Identify key water sector stakeholders from both the public and private sectors relevant to the content and scope of the project, including development of network influence mapping and stakeholder engagement plan
- Assist in reviewing and interpreting the results of the engagement process and related activities; develop the stakeholder engagement plan and provide regular updates based on the progress of stakeholder engagement
- Liaise, meet and consult with identified stakeholders to identify and record their needs and interests (for capacity building, training, concept note development, water programming, etc.).
- Provide frontline support to project activities, such as facilitation, interviews, participation in meetings and discussions.
- Organize logistics and facilitate stakeholder participation in consultations (training workshops, at least 10, and Water and Climate Resilience Working Group meetings). Keep records of the meetings (i.e. MoM, video or audio recordings) and conclusions.
- Disseminate project results and collect input from stakeholders.

- Provide regular updates for the project website and/or other established communication channels regarding stakeholder engagement.
- Provide advice on additional stakeholder consultation and engagement activities and on gender issues.

Specifically, the SES will support the development of the following project outputs:

- Development of the baseline capacity and training needs assessment and capacity building action plan for water sector stakeholders in the public and private sectors (Activity 1.3.1.a)
- Development of the targeted training program (Activity 1.3.1.b)
- Identify needs for the development of the GCF concept note (Activity 1.3.1 b)
- Identify key stakeholders for water programming (Activity 1.3.2)
- Development of the GCF Project Screening Tool (Activity 2.2.1)
- -Stakeholder engagement related to a knowledge platform (Activity 5.1.1)
- -Any of the project activities that could benefit from the consultant's involvement and experience.

In this regard, the SES is also required to provide specific deliverables as indicated in the table below:

No	Deliverable	timeframe
1	1.3.1.a Report on stakeholder analyses	2 weeks from contract signature
2	1.3.1.a Network influence mapping	3 weeks from contract signature
3	Stakeholder engagement plan	5 weeks from contract signature
4	Stakeholder engagement reports including specific sub chapters:	At least 3 per year
	4.1.1b Stakeholder engagement report	May 2025
	5.1.1.c User engagement report, survey, communication brief and fine tunning	May 2026

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 culture, 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 working skills for substantive project implementation.
- Strong analytical, writing, reporting and presenting abilities.
- Strong interpersonal skills and communication skills in multi-stakeholder contexts, including within 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

- Master's degree or higher in a relevant field such as: sociology, human resources, management, economics, environmental management or science, international relations, economics, development studies or other related fields, or equivalent demonstrated experience
- At least 3 years of proven experience in stakeholder consultation processes
- 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 in working with government, government agencies and private sector (preferably in water sector in Montenegro and/or water related international or private institutions)
- Ability to work with minimum supervision and consult as much as possible with communities, regulators, private sector and government
- Experience in one or more of the following: academic research, practical research, research-based or investigative journalism
- Good understanding of the socio-economic and political context of Montenegro