

The Capacity Development Programme (CDP)

PROCEDURES FOR RECRUITMENT OF NATIONAL ADVISORS/EXPERTS

1. The Capacity Development Unit (CDU) is required to publicize a Call for Expression of Interests in the internet-pages of UNDP Montenegro, Government of Montenegro, and on other internet-based UN and other recruitment channels.
2. All the national experts shall be placed in the tailor made Data-Base managed jointly by CDP CDU and the Secretariat for European Integration and could be engaged for support to the governmental institutions.
3. The Government institution, in written, shall request an Expert from CDP CDU for a particular assignment by presenting the outline of Terms of Reference.
4. The CDP CDU shall, in cooperation with government institutions, elaborate the outline Terms of References to the full-flagged Terms of References for each specific assignment.
5. The CDP CDU shall, in compliance with the UNDP contracting rules and procedures, and in cooperation with government institution from the Database recruit most suitable candidate - by interviewing at least three qualified candidates - for the each specific assignment.
6. The UNDP shall issue the contract to the selected candidate. Hosting government institution and CDP CDU will be responsible for managing/supervising the delivery of consultant's outputs in accordance with Terms of Reference and recommend payment.
7. The CDP CDU will prepare Special Service Agreement with national Advisors/Experts and their consultant's fee will be in compliance with UNDP procedures.