

# APICA GNB Project Adaptation of Agricultural Production Systems in Coastal Areas of Northwest Guinea-Bissau

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF A FINANCIAL MANAGER

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## 1. Introduction

Guinea-Bissau is a small West African coastal country with an area of 36,125 km<sup>2</sup> and an estimated population of 1.82 million, growing at a steady rate of 2.5%, of which 58% live in rural areas and about two-thirds are under 30 years of age. It is considered a Small Island Developing State (SIDS). The target areas in the Cacheu and Oio regions are characterised by a vast hydrological network, composed of large estuaries of the Cacheu and Mansoa rivers, determining the lifestyle of the inhabitants of the rural areas.

The mangrove area, which covers about 10% of the country, is the 2<sup>nd</sup> largest of its kind in Africa. Socio-economically, the targeted regions reflect the country's low Human Development Index score of 178 out of 189 (2019), characterized by high poverty rates, 79% in Oio and 64% in Cacheu, manifested in the form of poor access to decent housing, malnutrition, low quality in education, health and sanitation services. The lack of income generating opportunities further contributes to widespread poverty and life expectancy below 60 years of age, a rate well below the African average and significantly below the world average.

The main livelihood activities in Oio and Cacheu are based on the exploitation of natural resources through subsistence agriculture, livestock, fishing and cashew plantations.

Guinea-Bissau has been facing great stability challenges which hinders the availability of capital and institutional confidence to attract bilateral/multilateral financing. Its lagging development opens possibilities for a paradigm shift by supporting efforts to increase the population's adaptive capacity and climate resilience.

## 2. Project Information

The Sahara and Sahel Observatory ( OSS ) as the GCF Accredited Entity and acting as the Implementing Entity, Ajuda de Desenvolvimento de Povo para Povo Guinee-Bissau (ADPP-GB) acting as Executing Entity, in collaboration with the Ministry of Environment and Biodiversity of the Republic of Guinea-Bissau (MEB), are executing the "**Adaptation of Agricultural Production Systems in Coastal Areas of Northwest Guinea-Bissau – APICA GNB**" Project , financed by the Green Climate Fund (GCF).

### 2.1 General Objective:

The overall objective of the project is to " enhance the climate-resilience of livelihoods and food security of the most vulnerable populations in Oio's and Cacheu's coastal areas".

### 2.2 Project Objectives:

The project aims to "benefit the most vulnerable populations with increased climate resilient sustainable development" through actions that address the GCF Adaptation Outcome Areas, specifically:

- "Increased resilience and enhancing the livelihoods of the most vulnerable people, communities and regions;" and
- "Increased resilience of health and well-being, and food and water security".

### 2.3 Target Areas:

The project will be implemented in the regions of Cacheu (northwest) and Oio (central-north) - covering the coastal areas, the estuary and the banks of the Cacheu and Mansaba rivers, as well as the Geba river in the north. It targets 17 communities in the Cacheu region and 17 communities in the Oio region.

## 3. Job Description

The Association Ajuda de Desenvolvimento de Povo para Povo Guinea-Bissau (ADPP-GB), intends to contract a Financial Manager.

He /she will be responsible for the overall administrative and financial management of the APICA GNB project. He /she will ensure the excellence in the maintenance, control, management and reporting of financial information as well as maintain the complete set of books for all financial transactions in accordance with generally accepted accounting principles and provide accurate financial statements in a timely and regular manner of the project activities.

### **3.1 Tasks, role and Responsibilities**

#### **Grant Management & accounting**

- Ensure the efficient, effective and timely execution of the APICA GNB project, by guaranting that the funds are used for the intended purposes and the project execution is in accordance with the terms and conditions set out or referred to in the Grant Agreement, Project Document and Project Implementation Manual;
- Ensure, in cooperation with the Project Team (PMU and Field Staff), that the administrative and financial management systems are in place and maintained in accordance with the provisions of the Grant Agreement and other Project related documents, in consultation with the ADPP-GB Economy and Administration (E&A) / Financial Management team;
- Provide guidance to the project Coordinator in the execution of the activity budget;
- Undertake project accounting, reporting and monitoring with support from the ADPP-GB E&A team;
- Coordinate, verify and validate all the administrative and financial actions and data of the project;
- Provide accounting support, training and supervision to the stakeholders in an effort to build their capacities in proper financial management;
- Coordinate and supervise the financial aspects the project, establishing guidelines and follow-up of financial duties and responsibilities;
- Manage project execution related funds and related financial operations;
- Analyse revenue, expenses, funds flows, and balance sheets and ensures timely and accurate financial and filing systems;
- Supervise the Procurement activities and ensure they are inline within the established procedures and budget limits;
- Verify project expenses and ensure their conformity before any payment;
- Keep up-to-date information on the financial situation of the Project;
- Review, validate and approve the funding requests, in line with the contractual procedures of the Project donors and ADPP-GB; and
- Ensure the proper execution of financial protocols and procedures of the funding partner (GCF), Accredited implementing Entity (OSS) and the ADPP-GB exercising entity.

#### **Financial Reporting**

- Responsible for the financial reporting requirements - prepare financial reports according to the procedures, monthly, quarterly, annual financial reports, mid term and final financial report of the project with support from the ADPP-GB Economy & Administration Office/ Financial Management in line with to OSS and ADPP-GB policies and procedures;
- Updated financial information and participate in monthly meetings with the Project Management Unit (PMU);
- Ensure the correct use of the archive of financial documents and means of verification necessary for the evaluation of the project financial indicators;
- Produce and submit monthly, quarterly, semi annual and annual financial reports on a timely manner to the implementing Entity; and
- Develop and submit approved consolidated reports for the APICA GNB project.

#### **Project Financial Auditing**

- Facilitate and monitor the yearly, Mid term and final audits of the project in collaboration with

ADPP-GB E&A Management according to the internal procedures of ADPP-GB and the requirement of the Financing Entity (GCF) and the Accredited Entity (OSS);

- Manage the contract with the approved external audit Company and the timely supply of documentation as well as facilitate their work; and
- Elaborate, propose and implement corrective measures according to the financial bottlenecks identified by the coordination and auditors.

### **3.2 Other Tasks**

- Participate in the meetings of the Steering Committee to present e.g. financial reports, budgets and guidelines whenever requested;
- Execute other tasks related to financial Management, when requested by the Project Coordinator; and
- Any other tasks assigned required to the project

## **4. Required Experiences and Qualifications**

- University degree in any of the following disciplines: Accounting, Public Administration, Business Administration, Economics, Management, Finance or related field with supporting performance in a leadership position;
- Professional experience in financial project coordination and administration of minimum 4 years including financial management of large and complex contracts, developing and managing annual budgets, and ability to manage consultants;
- Professional experience in administration, accounting and management of Development Cooperation projects preferably related to agriculture and environment (climate change);
- Experience in internal controls, bookkeeping in accounts receivables, accounts payable and reconciliation and ability to interpret financial procedures and standards and their application is required;
- Experience working with NGOs and knowledge of project management would be an asset;
- Demonstrated leadership abilities and supervision skills with ability to work in a team in multicultural and international context is an asset;
- Knowledge of the socio-cultural reality of Guinea-Bissau and in particular of the area of intervention and/or knowledge of rural areas, in particular the Region of Cacheu and Oio is an asset;
- Good organisational skills, ability to take decisions and propose corrective measures in the field, high capacity for autonomy, initiative and foresight and ability to work under pressure and flexible working hours and is highly recommended;
- Excellent written and spoken communication skills in English and Portuguese
- Creole and/or local language is an added advantage;
- Computer literacy in user's perspective, Office; Word, Excel, PowerPoint and Accounting programs, etc;
- Holder of a driving licence for light vehicles or motorbikes is an advantage;

## **5. Remuneration**

Monthly remuneration is estimated at USD 800 – USD 1.000 (including taxes, employees and employers social security payment and other legal deductions in Guinea-Bissau, lunch at work and possible housing), paid in national currency based on the exchange rate of the funds received from the donor and in accordance with the budget approved by the Green Climate Fund (GCF)

## **6. Place of Work**

The Financial Manager will be based in Bissau, with regular travel to the regions and the various areas of intervention of the project, according to the needs.

#### **7. Duration of Contract:**

- a) The contract will have a duration of 12 months, renewable upon a satisfactory evaluation by the contractor every cycle for the project's duration.
- b) Due to the complexity of the function, there is a probation period of 6 (six) months as per ADPP-GB recruitment policy.

#### **8. Accountable to:**

The Financial Manager will be accountable to and report to the APICA GNB Project Coordinator and will be supported by the ADPP-GB E&A (Economy & Administration) team, with guidance from the ADPP-GB's Executive Board (Executive Director)

#### **9. Application Process**

##### **a) Application Process**

Submit an application package to the following email address: [recursoshumanos@adpp-gb.org](mailto:recursoshumanos@adpp-gb.org) or in closed envelope, indicating the reference *"Application for Financial Manager - Adaptation of Agricultural Production Systems in Coastal Areas of Northwest Guinea-Bissau (APICA GNB)"* and delivered to the office of ADPP Guinea-Bissau, located at Av. dos Combatentes da Liberdade da Pátria, Bairro Internacional, Rua 4 S/N-Bissau, no later than Thursday 02/03/2023 that will include:

- 1. Motivation letter
- 2. Updated CV and 3 references

*The APICA GNB Project encourages female candidates to apply for this position.*

Note: The shortlisting and recruitment will be conditioned upon funds availability.

##### **b) Attachments**

Project Document, including Environmental and Social Management Plan and Gender Action Plan to be required by email from the [recursoshumanos@adpp-gb.org](mailto:recursoshumanos@adpp-gb.org) or downloaded from ADPP-GB website ([www.ADPP-GB.ORG](http://www.ADPP-GB.ORG))