Adaptation of Agricultural Production Systems
in Coastal Areas of Northwest Guinea-Bissau

Terms of Reference for the recruitment of the Accountant

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1 Introduction

Guinea-Bissau is a small West African coastal country with an area of 36,125 km^2 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 2nd 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 hinder 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 Guinea-Bissau (ADPP-GB) acting as Executing Entity, in collaboration with the Ministry of Environment, Biodiversity and Climate Action of the Republic of Guinea-Bissau (MoEBCA), 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".

<u>The project specifically addresses</u>

I. The high levels of climate vulnerability in rural coastal communities, and the high vulnerability of a very poorly developed and organised agricultural sector.
II. The lack of knowledge, capacity and robust monitoring systems related to Climate Change, its impacts and adaptation options; and
III. The extent and limited adoption of climate resilient agricultural and livelihood practices.

Three interlinked project components directly address these key priorities, which are identified in national programmes and policies on adaptation.

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.

2.4 The Project Components

The project Components are:

C1. "Development of technical and institutional capacity of government and civil society";
Specific Objective 1: Strengthened capacities and knowledge management to monitor and respond to climate risks related to water and agriculture in the Regions of Oio and Cacheu;

C2. "Adaptation of water management to climate risks in coastal areas",
Specific Objective 2: Sustainable management of coastal ecosystems leading to climate resilient communities in Oio and Cacheu;

C3. " Building the resilience of farming communities to CC;
Specific Objective 3: Improved climate resilient living conditions, and food and water security of the most vulnerable populations in coastal communities of the Oio and Cacheu Regions.

3 Purpose and Job Description

The Ajuda de Desenvolvimento de Povo para Povo Guiné-Bissau (ADPP-GB) intends to recruit an accountant.

The Accountant will be responsible for the day-to-day running/updating of the APICA-GNB project accounts. He/she will be in charge of ensuring compliance with ADPP-GB regulations and ensuring due diligence to fulfil the financial management and accounting guidelines of the OSS and the Green Climate Fund (GCF).

(S)he will be stationed in Bissau, at APICA GNB Project office.

The accountant will work in close collaboration with and reports to the Finance Manager and to ADPP-GB Economy and Administration leadership.

3.1 Tasks, roles and responsibilities

- Support in the operationalization and day-to-day running of the micro-enterprises
- Manage finances, budget and administration of all project expenses under the APICA GNB project;
- Ensure the bookkeeping of the project funds in relation to activities' execution
- Ensure that the APICA GNB project accounts are maintained in accordance with the organizations and project's policies and procedures in accordance with the defined schedule
- Ensure clear systems are adhered to keeping track of the project account according to the approved budget
- Ensure that a monthly balance sheet is issued against the budget as soon as the month is closed (5th of the next month)
- Conduct monthly bank reconciliations and maintain records on files related to project activities
- Prepare and deliver account documentation to the finance manager, for the process of preparing monthly interim financial statements (MIFS) and financial reports

- Prepare, at the closing of the month, a list of pending transactions, balances and commitments to be submitted to the project coordinator and Finance Manager with relevant observations
- Collaborates with PMU members in ensuring that all documentation is delivered on time and with quality assurances
- Continuously improve systems & procedures to enhance internal controls to satisfy audit requirements
- Support in the preparation of regular audits (Internal and external) to ensure that what is submitted to auditors is in order without any pending issues;
- Be available to follow up on tasks of any kind if necessary to support the overall responsibility of the accounting department.
- Monitor annual audit missions and participate in audit missions organized by the OSS;
- Ensure that the financial statements are prepared in accordance with OSS requirements and with standards in Guinea Bissau;

3.2 Required Experience and Qualifications

- Bachelor's degree in any of the relevant disciplines, including commerce, accounting, finance, or business from a recognized university.
- A minimum of 4 years' relevant work experience in finance and accounting or related field.
- High level of personal and professional integrity with strong analytical skills and ability to function well in a multi-cultural environment
- Strong interpersonal skills and orientation as a team member.
- Ability to maintain confidentiality and build effective working relations with clients and colleagues.
- Strong communication skill with ability to prepare, present and discuss findings in written and oral form.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, Power Point and accounting programs such as Primavera and Sycbnel System)
- Excellent written and spoken communication skills in Portuguese and English

3.3 Place of Work

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

3.4 Duration of Contract:

a) The contract will have a duration of 12 months, renewable upon evaluation by the contractor every cycle up to the end of the project's duration.
b) Due to the complexity of the function, there is a probation period of 2(two) months as per labour law of Guinea Bissau.

3.5 Termination of contract

Each party shall have the right to terminate the contract by not less than 1 (one) months' notice in writing to the other party to expire at the end of any mon .
The obligations and conditions of contract and any breach of them shall be deemed a fundamental breach, which shall terminate this Agreement immediately, and the rights and liabilities of the parties shall thereafter

be determined:
During the probation period each party shall be entitled to terminate this Employment Agreement by not less than 7 day' notice in writing to the other party.

3.6 Accountable to:

The accountant will report to the Finance Manager and work with PMU and project team to ensure that activities are designed, implemented and adapted as needed to meet project targets and deliverables.
The PMU with the leadership of the Project Coordinator and the ADPP-GB E&A management provide oversight and backstopping support, will approve reports, key decisions, and fund requests, and provide specific technical services as needed.

3.7 Application Process

Send your application including a motivation letter, an updated CV and 3 references written in Portuguese or English to the following email address: apica.hr@adpp-gb.org/ hr@adpp-gb.org or in closed envelope, indicating the reference to the position applied 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 **04/11/2026.**

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

It is important to note that only candidates who have been shortlisted for the oral interview will be contacted.