



APICA GNB Project

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

Terms of Reference Project Coordinator

Index:

1. Introduction -----	2
2. Project information Information -----	2-3
3. Job Description -----	3-4
4. Required Experiences and Qualifications -----	4-5
5. Remuneration -----	5
6. Application Process -----	5

- Computer knowledge in user's perspective, Office; Word, Excel and PowerPoint
- Committed to the values of Sustainable Development and climate change
- Knowledge of the socio-cultural reality of Guinea-Bissau and in particular of the area of intervention
- knowledge of ADPP-GB/ HPP Agriculture projects is an added advantage
- Holding a driving licence for light vehicles or motorbikes is an advantage

5. Remuneration

Monthly remuneration is estimated at US\$ 2,000 - 2,500 (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 at the start of each yearly contract period and in accordance with the budget approved by the Green Climate Fund (GCF).

Place of Work:

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

5.1 Duration of Contract:

- a) The contract will have a duration of 12 months, renewable upon evaluation by the contractor every cycle up to the 5 years of 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.

5.2 Accountable to:

The project coordinator will work in close collaboration with and reports to ADPP-GB's Executive Board (Executive Director), ADPP-GB Project Management Office and E&A (Economy & Administration). The ADPP-GB teams will provide:

- a) Oversight and backstopping support;
- b) Approve reports, key decisions and fund requests; and
- c) Specific technical services as required.

The Project Coordinator will have a direct supervisor, with whom he/she will liaise and be accountable to – that person being the ADPP-GB Project Manager.

6. Application Process

a) 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: recursoshumanos@adpp-gb.org or in closed envelope, indicating the reference "Application for Project Coordinator - 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 10/02/2023.

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 or downloaded from ADPP-GB website (www.ADPP-GB.ORG)