



LARGE-SCALE ECOSYSTEM-BASED ADAPTATION PROJECT (EbA) - GAMBIA

JOB FRAMEWORK DESCRIPTION

I. GENERAL INFORMATION

Project Title:	Large-scale Ecosystem-based adaptation Project in The Gambia: developing a climate-resilient, natural resource-based economy (EbA Project)
Reporting to:	Procurement Officer
Position Title:	Procurement Assistant
Duration:	1 year and renewable annually
Expected Start Date:	May/June 2019

II. BACKGROUND / PROJECT DESCRIPTION

The Gambia Government through the Ministry of Environment, Climate Change and Natural Resources (MECCNAR) as Executing Entity, in partnership with the United Nations Environment Program (UNEP) as Accredited Entity, has received a \$20.5 million grant over 6 years from the Green Climate Fund (GCF) to implement a project entitled *The Large-scale Ecosystem-based Adaptation (EbA) in The Gambia: developing a climate-resilient, natural resource-based economy*. The overarching goals of the project is to build the climate-resilience of rural Gambian communities and facilitate the development of a sustainable natural resource-based (green) economy in Lower River Region, Central River Region (North/South), and Upper River Region (North/South). The project's approach is anchored on the three pillars of EbA methodology: Restoration of degraded ecosystems, strengthening and developing Natural resources businesses, and Policy Support, Institutional Strengthening and Knowledge Generation.

The EbA project is being executed by a dedicated Project Manage Unit (PMU, comprising a Project Manager, Deputy Project Manager, Finance Director, M&E Officer, Procurement Officer, 5 Regional Coordinators, and a Chief Technical Adviser. The PMU is responsible for overseeing Project implementation and day-to-day management of the Project activities, including procurement, reporting, accounting, auditing, etc. under the Project Agreements. As part of the efforts to strengthen the PMU, the EbA project plans to recruit a Procurement Assistant to provide support to the Procurement Officer in performing procurement functions for the project. The Procurement Assistant will be a full-time position within the PMU.

III. FUNCTIONAL RESPONSIBILITIES

Under the guidance and direct supervision of the Procurement Officer, the Procurement Assistant is responsible for providing administrative support in the management of a variety of procurement and contracting processes and /transactions for goods, services and works for the EbA Project.

Procurement Assistant

Provides a variety of specialized and non-specialized transactional support services, ensuring consistency and quality of work steps completed, as well as optimal information flow:

- ❖ Assist in preparing tender documents such as SHOPPING, RFQ, ITB or RFP and other instruments related to market research or market survey such as RFI, EOI;
- ❖ Assist in preparing case presentation for review and recommendation by appropriate review bodies, explaining the nature and purpose of the requirement, the procurement process undertaken, the recommendations and basis for award;
- ❖ Ensuring that procurement of goods, civil works and services are implemented in accordance with the Gambia Public Procurement Agency (GPPA rules and regulations, United Nations Environment's (UNEP) Rules and Procedures;
- ❖ Assisting the Procurement Officer in keeping an effective system for monitoring of procurement process and contract implementation on behalf of the PMU (recording the dates of all approvals, contract awards, amounts etc.), as well as an adequate system of record keeping to ensure quick retrieval of procurement information;
- ❖ Assisting the Procurement Officer in organizing and help managing pre-bid conferences;
- ❖ Assist the bid opening process and prepare the minutes of bid opening;
- ❖ In consultation with Procurement Officer, organize and support evaluation committees and ensure proper documentation of committees' deliberations and findings;
- ❖ Assist Procurement Officer in preparing documentation and submitting request for No-Objection from UNEP;
- ❖ Assist the Procurement Officer in tracking progress of procurement activities against the plans set forth in the Procurement Plan; highlight variations in progress, record reasons and identify remedial actions; report this to the Procurement Officer and Project Manager on a monthly basis;
- ❖ Maintain regular communication with Procurement Officer to ensure that procurement tracking information is well coordinated with other project planning, project budgeting and other project financial reporting information;
- ❖ Ensure full compliance to the Financial Regulations and Rules of UNEP and EbA Standard Operating Procedures Manual;
- ❖ Provide analytical inputs to the elaboration and implementation of contractual strategies, focusing on the timely delivery of complex requirements;
- ❖ Support the Procurement Officer in the implementation of effective internal controls while ensuring client-oriented service;

- ❖ Support the Procurement Office in the management of requirements, focusing on the analysis of procurement plans and elaboration of appropriate procurement strategies;
- ❖ Assist in preparing requisitions status reports and providing the most updated information about the status of each requisition; and,
- ❖ Perform such other duties and responsibilities germane or analogous to the functions of a Procurement Assistant and/or Execute any other task required by the Procurement Officer and Project Manager.

IV. EDUCATION AND EXPERIENCE REQUIREMENT

Education

A diploma in Management/Administration from a recognized College/University.

- First University Degree in Procurement Management, Business Administration, Public Administration, Accounting, Finance, Management or equivalent disciplines will be considered an asset.

Work Experience

- Minimum of five (5) years of relevant experience in procurement support services in national or international public or corporate organizations and relevant experience in procurement for goods, works, technical and consulting services associated with the implementation of projects.
- Familiarity with guidelines and procedures of GPPA and UNEP procurement rules and procedures;
- Familiarity with planning and holding tenders for goods, works, technical and consulting services;
- Proficiency in computers and office software packages (MS Office) and experience in handling of web- based management systems is required.

V. SUBMISSION OF APPLICATION

Applications and CVs should be submitted in sealed envelopes clearly stating the position being applied for and addressed to:

Project Manager
Large-scale Ecosystem-Based Adaptation (EbA) Project
2nd Floor
Fatou Golden Plaza,
Bertil Harding Highway
Mile 7 Bakau.