

## TERMS OF REFERENCE - EXECUTIVE SECRETARY OF THE FBG

### 1- Context

The Fundação para a Biodiversidade na Guiné-Bissau (“FBG”) has been legally registered as a UK company limited by guarantee named “BioGuinea Foundation”, and has applied for registration as a UK Charity.

As stated in its Articles of Association, FBG’s objects are:

- To promote for the benefit of the public, the conservation, protection and improvement of the physical and natural environment and biodiversity of Guinea-Bissau, with priority focus on Guinea-Bissau’s national system of protected areas;
- To promote, for the benefit of the public, sustainable development that supports the conservation of biodiversity in Guinea-Bissau in particular the protected areas and/or other areas of significant ecological conservation and/or biological importance including:
  - (a) The preservation, conservation and the protection of the environment and the sustainable use of natural resources; and
  - (b) The relief of poverty and the improvement of the conditions of life for the benefit of populations living in and around protected areas and other areas of significant ecological conservation and/or biological importance; and
- To advance the education of the public on environmental issues including the biodiversity, conservation, sustainability and management of Guinea-Bissau’s protected areas and/or other areas of significant ecological conservation and/or biological importance.

The first Executive Secretary will be responsible for helping transforming the FBG from an organization that exists only on paper into a fully operational grant-making foundation. This process will be initially supported by the two existing projects funded by GEF and IDA, including the Biodiversity Conservation Trust Fund Project and Biodiversity Conservation Project, which are both being implemented through the Institute for Biodiversity and Protected Areas (IBAP) and others as they become available . The process of operationalizing the foundation will be done in close collaboration with IBAP.

The Executive Secretary of the FBG will be responsible for leading both the ongoing development of the FBG vision as well as for the daily operations of FBG, including the mobilization of additional funds, the preparation and submission of annual budgets to the Board, for the monitoring and evaluation of activities financed by the FBG.

## **2. Mandates and responsibilities of the Executive Secretary**

The Executive Secretary of the FBG will manage the operations of FBG from its headquarters in Bissau, and shall have the following responsibilities:

1. In general. The Executive Secretary is responsible for managing the daily affairs of the FBG under the supervision and control of the Board of FBG. The Executive Secretary is based in Bissau and has the specific rights set forth below and in the Bylaws of the Foundation. Other specific tasks may be assigned by the Board.
2. Preparation of plans, strategies, budgets and requests for payment. The Executive Secretary is responsible for developing and updating long-term strategic plans, operational plans, manuals, internal operations and policies and annual budgets for review and approval by the Board of Directors and is responsible for implementing these plans, manuals, policies and budgets that were approved by the Board.
3. Reporting to the Board and participation in Board meetings. The Executive Secretary is responsible for informing the Board on the activities of the FBG and attend its meetings when requested by the Board. The Board may require that the Executive Secretary serves as Secretary to prepare the minutes and record the decisions of the meetings. As requested by the Board, the Executive Secretary should ensure that appropriate personnel be available to attend and support Board meetings.
4. Report to the President of the Board. The Executive Secretary is responsible to inform quickly, fully and regularly the President of the Board on activities and finances of the FBG, and to obtain approval of the President in all cases that may be required by the statutes of the FBG, the Regulations or the Operational Manual.
5. Authority to sign contracts. The Executive Secretary will sign all contracts on behalf of FBG, leases, tax returns, grant agreements, license applications and registration and other documents written on behalf of that Foundation, subject to any approval of the Board and in line with FBG Regulations and Operation Manual.
6. Liaison with NGOs, local communities, businesses, donors, media and other parties. The Executive Secretary, in coordination with the Board, represents and promotes the interests of the FBG in day to day relationships with representatives of the Government of Guinea-Bissau, local and international non-governmental organizations, local and international companies, multilateral and bilateral agencies, foundations, local and international scientific and educational institutions that have an impact on biodiversity or are donors or potential donors to the FBG, individuals, regional, local and international media, and other persons or organizations that may contact the Executive Secretary.

7. Relations with the Investment Manager and / or Investment Adviser. The Executive Secretary will work in coordination with the FBG Financial Officer to assist the Board in reviewing and monitoring all reports prepared by the Investment Manager / Adviser for investment and / or investment advice to ensure that major developments related to investments of the FBG are promptly brought to the attention Board (including the Investment Committee of the Board).

8. Fundraising. The Executive Secretary works with the Board to plan and agree on a fundraising strategy for the future of the FBG. The Executive Secretary researches and identifies potential donors, prepares meetings and presentations to potential donors, prepares grant applications for potential donors, negotiates the terms of grant agreements with donors, prepares reports for donors, resolves all the problems posed by donors. The responsibilities of the Executive Secretary for fundraising are described below in the section entitled "Objectives of fundraising."

9. Administration, technical assistance, monitoring and evaluation of grants: The Executive Secretary is responsible for the administration of the grants approved by the Board, is responsible for monitoring and evaluating the performance of the beneficiaries, and will also provide technical assistance to recipients to help them improve their performance, resolve all issues surrounding the failure of a grantee to operate as agreed or failure to declare his/her problems appropriately and timely, and prepares reports to the Board on all the above matters.

10. Hiring and supervision of staff. The Executive Secretary is responsible for hiring the staff of the FBG, in accordance with the procedures described in the operations manual, based on approved budgets and authorized by the Board (except for items that may require Board approval as defined in the FBG's Articles of Association) prepares work plans for staff, oversees the performance of their duties, evaluates and (if necessary) dismisses staff.

11. Keeping records and accounts. The Executive Secretary shall prepare and maintain adequate financial records and accounts of the FBG, either directly or when supervising employees and agents who may be in charge of this responsibility.

12. Coordination with other initiatives. The Executive Secretary interacts with other initiatives funded by donors, government initiatives and other initiatives to coordinate efforts to achieve greater efficiencies and synergies, access to additional potential funding sources, and informs their contacts about potential negative impacts on biodiversity that may result from existing or proposed initiatives funded by donors, the government or private sector.

### **3. Fundraising goals**

1. The Executive Secretary and the Board establish annual targets to raise funds for the FBG.

The Executive Secretary shall submit detailed annual plans of action to achieve the annual target, and advises and collaborates with members of the Board on the implementation of these plans.

2. The Executive Secretary monitors / evaluates progress toward the goal, provides statistical reports on an ongoing basis as requested by the Board or its President, and suggests / requests appropriate assistance and advice of the Board on fundraising, including potential donors.

3. The Executive Secretary actively seeks agencies for international development assistance, other public funding agencies, private foundations, corporations, associations, individuals, etc., to identify potential sources of capital and contributions to the FBG.

4. The Executive Secretary shall prepare written marketing materials, including brochures, flyers, newsletters / promotional materials for fundraising and communication purposes.

5. The Executive Secretary shall contact potential donors personally and makes presentations on the FBG at conferences and other events in which donors or their representatives are present. The Executive Secretary shall maintain detailed records of meetings and lobbying activities.

6. The Board will advise and assist the Executive Secretary to decide whether or how to approach a potential donor in particular and in developing specific proposals for funding, as needed.

7. The Executive Secretary shall approve all versions of advertising associated with donor contributions and special events to cultivate or recognize donors who support the FBG, in consultation with the Board.

8. The Executive Secretary oversees the deadlines for submission of proposals, prepares and edits proposals and manages the proposals. The Executive Secretary ensures that the contacts with existing donors of the FBG are maintained and that the donor reporting requirements are met.

9. The Executive Secretary coordinates with the Government of Guinea-Bissau and NGOs (and where appropriate the private sector) operating in Guinea-Bissau in order to identify and mobilize potential fundraising / skills / contacts in efforts to raise funds for the FBG and to avoid fundraising competition or conflict with the government of Guinea-Bissau and NGOs operating in Guinea Bissau.

10. The Executive Secretary, discusses and cooperates with the Governmental and non-governmental parties operating in Guinea-Bissau in order to identify and advise on the design and implementation of new ways to generate revenue for protected areas according to rights user-related taxes, debt swaps and other financial mechanisms.

#### **4. Qualifications**

Candidates for the Executive Secretary shall provide the following proof of professional skills and abilities:

1. An undergraduate degree from a recognized university is required. A Masters degree in Business Administration (MBA) or related field is preferred.
2. Must have oral and written fluency in English as well as in Portuguese and/or French.
3. Demonstrated Leadership and strategic vision, including being a very energetic person, motivated, creative, entrepreneurial and can express / recognize ideas, opportunities and goals and objectives that can be communicated clearly.
4. Excellent interpersonal and communication skills and ability to work with groups and organizations within and outside of Guinea-Bissau. Experience in working with governments, international aid agencies, development organizations, civil society, foundations and companies will be extremely important.
5. Proven experience in organization and management of personnel management, development and implementation of a detailed budget and other resources.
6. Ability to lead the development of policies, guidelines and procedures for the operation of the foundation.
7. Experience working with an Executive Board, interacting with members of the Board and presentation of memoranda and reports.
8. Ability to understand financial statements and reports on the financial performance of the international investments of the FBG.
9. Knowledge (or ability to learn quickly) of issues of biodiversity conservation and management activities in protected areas.
10. Demonstration of skills, experience and success in marketing, negotiation and fundraising with a focus on obtaining funds from bilateral aid agencies and multilateral agencies, foundations and corporations, would be highly desirable.
11. Willingness to travel frequently in the country and abroad.

## **5. Appointment**

The Executive Secretary will be hired through the FBG for a period of three years, subject to successful completion of an initial probationary period of 9 months.

This contract may be renewed after three years by tacit agreement, subject to satisfactory annual performance evaluations.

Performance evaluation of the Executive Secretary will focus on the achievement of the objectives described above and the fundraising goals established by the Board.

For more information on the current biodiversity conservation projects supporting this initiative, please visit the following sites:

[http://www.wds.worldbank.org/external/default/main?pagePK=64193027&piPK=64187937&theSitePK=523679&menuPK=64187510&searchMenuPK=64187283&siteName=WDS&entityID=000333038\\_20110224225048](http://www.wds.worldbank.org/external/default/main?pagePK=64193027&piPK=64187937&theSitePK=523679&menuPK=64187510&searchMenuPK=64187283&siteName=WDS&entityID=000333038_20110224225048)

<http://www.thegef.org/gef/node/3346>