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*(Project designed, co-financed and implemented by GK Partners)*

## **Candidate Information Pack**

### **For the Position of**

### **MSDG Technical Director**

**Deadline for Applications:** 5 PM (GMT) on Wednesday, 12 January 2022

**Expected Start Date:** February 2022 (to be agreed)

# Migration and Sustainable Development in The Gambia Project (MSDG)

*(Project designed, co-financed and implemented by GK Partners)*

## Job Description and Person Specification

### MSDG Technical Director

<b>Job title:</b>	Technical Director (TD)
<b>Appointment type:</b>	Full-time, subject to income tax and social security contributions
<b>Salary:</b>	<b>D64,000 net per month</b> , after tax and social security deductions <i>(D90,000 gross per month, before tax and social security deductions)</i>
<b>Allowances:</b>	<b>D4,000 per month for transport</b> <i>(No other allowances are payable apart from transport allowance)</i>
<b>Tenure:</b>	Fixed term <b>24 months contract</b> , including <b>6 months probationary period</b> <i>(Possible renewal, subject to availability of funding, amongst other things)</i>
<b>Location:</b>	Brusubi, West Coast Region, The Gambia
<b>Responsible to:</b>	Programme Director
<b>Responsible for:</b>	Staff and consultants
<b>Start date:</b>	February 2022
<b>Special note:</b>	<b><i>Suitably qualified women are specifically encouraged to apply</i></b>

## 1. Introduction to GK Partners and the MSDG Project

Since independence in 1965, The Gambia has made extensive use of Technical Cooperation Programmes (TCP) to develop and deliver specialist projects, create agencies and institutions, and lead delivery of programmes linked to national strategies or internationally agreed obligations. Within this historical context, the Migration and Sustainable Development in The Gambia Project (MSDG) is the first-ever Gambian Diaspora-led TCP. MSDG capitalises on the additional development benefits of diaspora brain-gain and self-help, and demonstrates how diaspora mainstreaming can happen in practice.

After consultations with Ministers and the President of the Republic of The Gambia, on 28 August 2017, the Secretary-General and Head of the Civil Service formally approved the MSDG Technical Cooperation Programme (TCP) as a collaborative partnership between GK Partners (GKP) and the Office of the President [Ref: OP 206/324/01 (1)]. Professor Gibril Faal is the initiator and Programme Director of the MSDG Project.

### 1.1 MSDG as a Technical Cooperation Programme

The MSDG Technical Cooperation Programme (TCP) seeks to ***enhance and expand the role of the Gambian diaspora in national development, as the Eighth Region of the country***. It was established in 2017, starting with the 'Induction and Training Workshop for the Cabinet Ministers' conducted by GK Partners on 11 February 2017 in Gambia, a week after the appointment of the cabinet of the democratic coalition government, which assumed office after two decades of dictatorship.

## 1.2 Current MSDG Project Outputs and Activities (2021-24)

The **outputs and activities** of the third phase of the project (2021-24), relate to the following **themes**:

- Diaspora Participation in Policy
- Remittances and Financial Inclusion
- Diaspora Investment and Enterprise
- Professional Training and Development
- Technical Support for Stakeholders
- Public Sector Institutional Cooperation.

To optimise effectiveness and efficiency, the MSDG project implementation is structured around the following core **'operational clusters'**:

- I. Diaspora and Programme Engagement:** Given that attainment of 'Diverse Programme Beneficiaries' is one of the strategic implementation elements of the MSDG Project, it is important to extend and intensify the networks and connections with diaspora entities, and other actual and potential programme stakeholders and partners.  
*The cluster on 'Diaspora and Programme Engagement' is headed by the Engagement Manager.*
- II. Programme and Operational Support:** Given that a 'Service Delivery Ethos and Practice' is one of the strategic implementation elements of the MSDG Project, it is important that the robust operational systems, processes, structures and facilities put in place during the previous project phase (2019-21) are maintained and improved.  
*The cluster on 'Programme and Operational Support' is headed by the Operations Manager.*
- III. Participation and Technical Support:** The cluster on 'Participation and Technical Support' will be responsible for the direct delivery of the four (4) MSDG project outputs on: Diaspora Participation; Training and Development; Technical Support; and Institutional Cooperation.  
*The cluster on 'Participation and Technical Support' is headed by the Senior Capacity Manager.*
- IV. Diaspora Finance and Investment:** The cluster on 'Diaspora Finance and Investment' will be responsible for the delivery of the two (2) MSDG project outputs on: Remittance Costs and Financial Inclusion, and Investment and Enterprise.  
*The cluster on 'Diaspora Finance and Investment' is headed by the Technical Director.*

**You can find out more about the MSDG Project by reading the  
MSDG Project Report (2017-2021) and Programme Outline (2021-24)**

<http://gambiandiaspora.net/wp-content/uploads/2021/08/MSDG-Report-2017-21-Jun-2021-FINAL.pdf>

## 2. Responsibilities of the Technical Director

The main responsibilities of the Technical Director are as follows:

- I. **Coordination of the MSDG Country Office:** Coordination of the MSDG Technical Cooperation Programme in The Gambia, and overall management and administration of the MSDG Directorate in The Gambia; Oversight, management and ongoing improvement of the functioning of the four (4) MSDG operational clusters; Operate a management system based on judicious application of direct control, consultations, delegation and staff enablement; Direct liaison, consultations and engagement with government, institutional and operational partners in The Gambia; Regular contact and liaison with the MSDG Programme Director; Consult and seek advice and guidance from the Project Advisory Board (PAL) to enhance project delivery; Ensure effective and continuous communication and liaison with all MSDG's diverse stakeholders; Act as project and corporate spokesperson to enhance MSDG's effectiveness, profile, reputation and influence; Seek and pursue opportunities for value-adding collaborations and partnerships, and attract cash and in-kind funding; Undertake other leadership, management and operational tasks and roles as appropriate.
- II. **Project Delivery and Management:** Management and operational oversight for the implementation of all in-country project activities in an effective, efficient and timely manner; Support to the Programme Director and coordinate implementation of out-of-country project activities; Direct supervision and responsibility for effective and timely delivery of project activities and tasks as set out in project plans, log-frame and other relevant documents; Ensure attainment of outputs, contractual targets and internal stretched targets; Recruit, manage and supervise staff and consultants, coordinate activities with operational partners; Direct line management of senior staff; Overall responsibility for the management of human, physical and other project resources; Create and maintain a risk register, covering project activities, people, finances, property and other relevant themes; Review and monitor risks, and implement preventative and mitigation measures.
- III. **Lead on Diaspora Remittances and Investment:** Direct management of the operational cluster on 'Diaspora Finance and Investment'; Direct delivery of the MSDG outputs on 'Remittance Costs and Financial Inclusion', and 'Investment and Enterprise'; Liaison and operational co-working with institutional and organisational partners relating to diaspora finance. (The list of the main tasks on remittances and investment is given below).
- IV. **Compliance, Monitoring and Reports:** Proactive engagement with staff, consultants and other stakeholders on the relevant project activities, outputs, impacts, and contractual obligations; Use agreed approaches, formats and templates to monitor and report project progress; Monitor and report on other relevant legal, regulatory, internal and external obligations; Promote the corporate and project standards, values and approaches; Effective application and implementation of corporate and operational manuals and handbooks in a manner that maintains appropriate levels of formality without being officious, bureaucratic and dysfunctional; Diligently prepare monthly, quarterly and annual reports as appropriate, ensuring accuracy, completeness and coherence; Produce summaries and synopsis of reports for publication, and infographic sheets and dissemination amongst diverse stakeholders.

**The aim of the MSDG work on ‘Remittance Costs and Financial Inclusion’ is:**

*“Increased funds received by individuals and households, and enhanced national economic impact through reduction of remittance costs, and increase in the usage of formal transfer channels”.*

**The main MSDG project activities on ‘Remittance Costs and Financial Inclusion’ are:**

- Framework for enhanced credibility of remittance data collection and monitoring
- Coordination on mechanisms for ascertaining actual costs of remittance transfers
- Coordination on mechanisms for ongoing reduction of remittance costs
- Coordination on mechanisms to understand and estimate informal remittance flows
- Coordination on mechanisms to monitor usage of formal and informal remittance funds
- Coordination on mechanisms to increase the usage of formal remittance channels
- Design and deliver financial planning skills training for 2,000 remittance senders and receivers
- Facilitate access to low-cost digital remittance services for 1,000 senders
- Support banks to design and offer remittance-related financial products to 500 remittance receivers.

**The aim of the MSDG work on ‘Investment and Enterprise’ is:**

*“Enhanced job creation through optimised investment in structured and incentivised diaspora investment and enterprise schemes and programmes”.*

**The main MSDG3 project activities on ‘Investment and Enterprise’ are:**

- Produce guidance on regulations for new forms of diaspora investment
- Produce guidance on frameworks for Gambian Capital Markets for diaspora and other investments
- Technical coordination for the issuance of 2 Diaspora Bonds for community facilities (including rural)
- Promote mobilisation of diaspora investments of €10 million in Bonds and other schemes
- Deploy Business Adviser dedicated to coaching diaspora investors and entrepreneurs
- Provide business advice and coaching to 50 diaspora entrepreneurs
- Provide business co-finance and co-investment to 10 diaspora enterprises
- Facilitate the creation of 400 jobs through diaspora investments (200 urban and 200 rural jobs).

### 3. Qualifications, Experience, Skills and Aptitude

The **core competencies and experience** needed for the role of **Technical Director** are:

- I. **Educational Qualifications:** Postgraduate degree in economics, finance, international development, business, management or related field; first degree or equivalent qualification in any field or discipline.
- II. **Organisational Leadership:** Experience of 10 years or longer, managing an NGO, charity, social enterprise, business or a large project/programme; practical achievement of successful leadership, management and development of an organisation (or project team) of about 20 people.
- III. **Planning, Delivery and Improvement:** Ability and experience of designing, developing and undertaking analytical reviews and feasibility assessments; experience of writing credible strategic, project, business, and operational plans; extensive experience of operational delivery of projects and attainment of outputs, outcomes, targets and Key Performance Indicators; experience of reviewing, monitoring and evaluating performance, processes, systems and risks; experience of implementing mitigation, learning and improvement action points and plans; Commitment to operational excellence.
- IV. **Gambian Diaspora-Development:** Experience of working with Gambian diaspora entities involved in national and local development projects; knowledge and sound understanding of the dynamics, challenges and opportunities of Gambian migration, diaspora and development; Extensive experience of implementing substantial projects and programmes in The Gambia.
- V. **Remittances, Investment and Rural Development:** Knowledge and sound understanding of migrant and diaspora remittances; Sound understanding of the Gambian investment environment, needs and opportunities, especially in rural areas and underdeveloped sectors; Creativity and innovative skills to stimulate and improve diaspora investments into regenerative and productive sectors.
- VI. **Influencing and Mobilisation:** Extensive experience of engaging, working with, and influencing senior officials in government, international organisations and INGOs; aptitude for social entrepreneurship to stimulate and mobilise new options and opportunities; ability to command credibility amongst all stakeholders, and prevent negative or distractive controversies.
- VII. **Human and Financial Management:** Ability and experience of identifying personnel needs, and practical experience of managing, motivating and supporting the development of staff competencies, confidence and sense of organisational responsibility; ability to prepare, analyse and improve budgets, reduce operating costs without compromising on quality or quantity.
- VIII. **Report Writing and Communication:** Excellent written and oral communication skills in English; experience of writing regular project and technical reports for funders and partners; experience of writing working papers and articles for publication and public dissemination; ability to make credible and convincing oral presentations to different and diverse audiences; ability to leverage media and interpersonal engagements to enhance MSDG's effectiveness, profile, reputation and influence.
- IX. **Harmonious Disposition:** Aptitude, disposition and experience of nurturing and maintaining an amicable and harmonious work environment; ability to remain calm, professional and courteous even in moments of occupational pressure; ability to interact productively with people from diverse socio-economic and cultural backgrounds; Humility, compassion, empathy, respect for all, and strong commitment to national development through empowering beneficiaries, partners and all stakeholders.
- X. **Result-Oriented Work Ethic:** Commitment to the corporate and project mission, programmes and values; ability and commitment to work to deadlines, multi-task and prioritise tasks and activities to programme and desired results; Ability to work flexibly, independently and in teams; Aptitude to learn and adapt quickly to achieve optimal programme and development results.

## 4. How to Apply for the Role/Job

Interested candidates **MUST SUBMIT THREE (3) DOCUMENTS**, namely:

- I. **Curriculum Vitae [CV]** (maximum of 4 pages)
- II. **Cover Letter** explaining how you meet the competencies set out for the role (maximum of 2 pages)
- III. **Sample of Report** written by the applicant (report must be 15 pages or longer)

**Please send the CV, Cover Letter and Sample of Report to [info@jobsconsulting.gm](mailto:info@jobsconsulting.gm)**

- **Email is the only means by which you can submit your application.**
- **Deadline for Applications: 5 PM (GMT) on Wednesday, 12 January 2022**

**If you have not received an acknowledgement email after submitting your application, please ring: Ms Mambinta Trawally on +220 721 9938**

**The expected start date for the person appointed is: February 2022 (to be agreed).**

## 5. The Application and Selection Process

- **CV and Cover Letter:** The CV (resumé) and Cover Letter enables you to provide information about yourself to assist in the initial assessment of your suitability for the position. If you are short-listed, the CV and Cover Letter will be used as part of the interview discussions.
- **The CV:** The CV (resumé) must give: personal information; up to date employment history; academic and professional qualifications; and other relevant skills and experience; two professional referees (who will be contacted only if a job offer is made).
- **The Cover Letter:** The Cover Letter must address how your skills, experience and aptitudes fit the competency needs of the position; specifically as it relates to the identified duties and responsibilities.
- **No Application Form:** An Application Form is not used; the CV and Cover Letter constitute the application for the role/job.
- **Short-Listing:** A selection panel will use an objective methodology, consistent with recruitment good practice; to assess the applications received. Those short-listed will be invited to an interview
- **Initial Due Diligence:** Confirmatory and initial due diligence enquiries shall be undertaken prior to confirming invitations for interviews. Candidates to be interviewed shall receive further relevant information about the programme and activities.
- **Interviews and Tests:** Candidates will be required to prepare and make a presentation on a specific topic relevant to the role/job. They may also be required to perform or participate in other relevant skills, aptitude and suitability tests. The selection panel will conduct the interview by using a set of key questions for all candidates.
- **Selection and Appointment:** Using information gathered from the CV, Cover Letter, interview and other assessments (if applicable), the selection panel will select the candidate they consider to be most suitable for the role/job and an offer of appointment will be made. After satisfactory further due diligence enquiries, including contacting referees, the selected person shall be appointed to the role/job.

## 6. Additional Corporate and Project Information

GK Partners Limited, trading as GK Partners (GKP) operates as a social enterprise. It was registered as a company in England and Wales in 2004 and registered address is: 1 Trafalgar Square, Northumberland Avenue, London WC2N 5BW, United Kingdom. It is also registered with Her Majesty's Revenue and Customs (HMRC), and its auditors are Moracle Limited, Chartered Certified Accountants & Registered Auditors.

For effective delivery of the MSDG project, GKP as the implementing agency registered a subsidiary company in The Gambia in the name of GK Partners (Global) Limited in 2019. It is also registered with the Gambia Revenue Authority (GRA) and Social Security and Housing Finance Corporation (SSGFC). The registered address is: Booster Station, Off Kairaba Avenue, Fajara, KMC, The Gambia, and the project operating address is: GKP Complex, Near Petroleum House, Brusubi, WCR, The Gambia.

### 6.1 GKP Technical Cooperation with the Swiss and Gambian Governments

After several years of cooperation on global migration policy and practice through different intermediary organisations and institutions, in 2014, GK Partners first entered into a direct contractual relationship with the Government of the Swiss Confederation, represented by the Swiss Federal Department of Foreign Affairs (FDFA), acting through Swiss Agency for Development and Cooperation (SDC). The contracts in 2014 and 2015 related to GKP delivery of technical cooperation and support to the Government of the Republic of Moldova. The first SDC-GKP contract relating to the Republic of The Gambia was part of the piloting of the MSDG programme (MSDG1). It was for the period 20 July to 31 December 2017. The supplementary second contract was for the period 12 January to 31 March 2019. The third contract (MSDG2) was for the period 1 October 2019 to 30 June 2021. The fourth and current SDC-GKP contract (MSDG3) runs from 1 September 2021 to 30 June 2024. All the MSDG contracts are part of the Technical Cooperation Programme framework between GK Partners and the Government of The Gambia (GoTG) through the Office of the President.

### 6.2 MSDG Project Achievements and Impact

The MSDG achievements and impact between 2017 and 2021 include the following:

- ✓ Formulation of government policy and the Gambian Diaspora Strategy (GDS)
- ✓ Declaration of the diaspora as the Eighth Region of The Gambia
- ✓ Creation of the Gambia Diaspora Directorate (GDD) within the Ministry of Foreign Affairs
- ✓ Convening of the annual Stake in the Nation Forum (SNF)
- ✓ Convening of regular Technical Roundtables (TRs) on policy and practice
  
- ✓ Research and analyses on Migration, Diaspora and Development (MDD)
- ✓ Facilitation of bilateral and multilateral engagements on MDD
- ✓ Accredited training for officials from public, private and civil society sectors
- ✓ Technical cooperation with the Central Bank of The Gambia on diaspora remittances
- ✓ Technical cooperation with the National Assembly on diaspora representation
- ✓ Technical cooperation with the Independent Electoral Commission on diaspora voting
- ✓ Technical cooperation with other Ministries, Departments and Agencies (MDAs)
  
- ✓ Research and analysis of Gambian diaspora populations and profiles
- ✓ Classification and typology of Gambian Diaspora Development Organisations (GDDOs)
- ✓ Initiation of the Gambia Diaspora Technical Support (GDTS) scheme
- ✓ Provision of cash grants for diaspora-led development initiatives in The Gambia
- ✓ Facilitation of cultural collaboration with diaspora artists and promoters
- ✓ Production, recording and dissemination of Gambian lullabies for diaspora families.