



Terms of Reference (ToR)

Position Title: Manager, Business Development and Projects

Organization: Gambia Chamber of Commerce and Industry (GCCCI)

Duty Station: Banjil, The Gambia

Employment Type: Full-time

Reporting to: Director BD and Programs / Deputy CEO

1. Introduction and Background

The **Gambia Chamber of Commerce and Industry (GCCCI)** is the premier membership organization representing the private sector in The Gambia. As the leading voice of business, GCCCI is dedicated to creating an enabling environment for trade, investment, and enterprise development. Its mission is to advocate for pro-business policies, provide valuable services to its members, and drive initiatives that enhance the competitiveness and growth of the Gambian private sector.

To further strengthen its capacity to support its members and implement impactful development programs, GCCCI is seeking a highly skilled and experienced professional to fill the role of **Manager, Business Development and Projects**. This is a strategic position designed to lead the Chamber's efforts in resource mobilization, partnership building, and the successful execution of projects that contribute to private sector advancement.

2. Purpose of the Position

The primary purpose of the Manager, Business Development and Projects is to provide operational management for GCCCI's business development and project portfolio. The role holder will be responsible for identifying and securing funding opportunities, designing innovative projects, and ensuring their effective implementation. S/he will act as a key architect of the Chamber's project initiation and growth by building functional partnerships and driving initiatives that deliver tangible value to members and the wider business community.

3. Key Responsibilities

The Manager, Business Development and Projects will perform a wide range of duties, including but not limited to:

A. Business Development & Resource Mobilization



- Develop, implement, and regularly update GCCI's comprehensive business development and resource mobilization strategy.
- Proactively identify and track funding opportunities from bilateral and multilateral donors, development finance institutions, and other partners.
- Lead the end-to-end process of proposal development, including concept note formulation, narrative and budget writing, and log-frame development, ensuring alignment with donor requirements and GCCI's strategic objectives.
- Cultivate and maintain a robust pipeline of potential projects and funding sources.

B. Strategic Partnerships

- Build, strengthen, and manage strategic partnerships with key stakeholders, including government ministries, development partners (e.g., EU, UNDP, GIZ, World Bank), international organizations, private sector companies, and civil society organizations.
- Represent GCCI at high-level meetings, conferences, and stakeholder engagement forums to promote the Chamber's work and advocate for private sector interests.
- Negotiate and formalize partnership agreements and memoranda of understanding (MoUs).

C. Project Design, Management, and Implementation

- Design and formulate bankable projects and programs that address private sector constraints and opportunities, with a focus on areas such as value chain development, SME support, trade facilitation, and policy advocacy.
- Lead the coordination and oversight of the entire project cycle, from inception to closure, for all GCCI-led initiatives.
- Ensure effective project planning, including the development of detailed implementation plans, budgets, and monitoring and evaluation (M&E) frameworks.
- Oversee project implementation, ensuring activities are executed on time, within scope, and within budget, in full compliance with GCCI and donor policies and procedures.
- Supervise project staff, consultants, and short-term experts as assigned to specific projects.



D. Research, Analysis, and Knowledge Management

- Lead market research, sectoral studies, and value chain analyses to generate evidence-based insights that inform project design and advocacy efforts.
- Monitor economic trends and policy developments affecting the private sector in The Gambia.
- Ensure proper documentation and knowledge management for all projects, capturing lessons learned and best practices for future initiatives.

E. Monitoring, Reporting, and Compliance

- Establish and oversee robust M&E systems to track project performance against targets and indicators.
- Prepare and submit high-quality technical and progress reports for management, the Board, and development partners, as required.
- Prepare financial reports in collaboration with the finance department, ensuring accurate budgeting, expenditure tracking, and financial accountability for all projects.
- Ensure all projects are implemented in full compliance with donor contracts and regulations.

4. Qualifications and Experience

- **Education:** A Master's degree (mandatory) in Business Administration (MBA), Management, Economics, International Development, Project Management, or a closely related field.
- **Professional Experience:**
 - Minimum of 5-7 years of progressively responsible, relevant experience in business development, project management, or private sector development.
 - A proven track record of successfully writing proposals and securing funding from international donors.
 - Demonstrated experience in managing the full cycle of donor-funded projects.
 - Strong understanding of private sector development issues, value chain approaches, and the business enabling environment in The Gambia or a similar context.



- **Certification:** A professional certification in Project Management (e.g., PMP, PRINCE2) is a distinct advantage.

5. Core Competencies and Skills

- **Strategic & Analytical:** Strong strategic thinking skills with the ability to translate strategy into actionable plans. Excellent analytical and problem-solving abilities.
- **Project Management:** In-depth knowledge of project management principles, tools, and best practices. Highly organized with the ability to manage multiple tasks and projects simultaneously.
- **Communication & Negotiation:** Exceptional written and verbal communication skills in English, with the ability to write clear, concise, and compelling reports and proposals. Strong negotiation and influencing skills.
- **Stakeholder Engagement:** Proven ability to build and maintain effective relationships with a diverse range of stakeholders, including government, donors, and the private sector.
- **Leadership & Teamwork:** Demonstrated leadership skills with experience in supervising and motivating teams. A collaborative and participatory working style.
- **Financial Acumen:** Sound understanding of budget management, financial reporting, and donor compliance.
- **Technical Proficiency:** Highly proficient in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Familiarity with M&E software and tools is an asset.
- **Personal Attributes:** Results-oriented, detail-oriented, with a high level of integrity, professionalism, and the ability to work under pressure and meet tight deadlines.

6. Reporting and Working Relationships

The Manager, Business Development and Projects will report directly to the CEO/Executive Director of GCCCI. S/he will work closely with other departmental heads, project staff, and the finance team to ensure cohesive and integrated operations. The role requires maintaining close working relationships with GCCCI members, partners, and donors.

7. How to Apply

Interested candidates who meet the required qualifications and experience are invited to submit their application electronically, consisting of:



1. A detailed Curriculum Vitae (CV).
2. A one-page cover letter outlining their motivation and specific suitability for the position.

Applications should be sent to **bsaho@gcci.gm** and copied to **ceo@gcci.gm** and **tdiarra@gcci.gm**.

Please use the following subject line: Application – Manager, Business Development and Projects.

8. Application Deadline

All applications must be received no later than **Monday, 30th March 2026**.

Please note that only shortlisted candidates will be contacted for an interview. GCCI is an equal opportunity employer and strongly encourages applications from qualified women and men.