
PUBLIC CONTRACTS REGULATORY AGENCY
AGENCE DE RÉGULATION DES MARCHÉS PUBLICS

CALL FOR APPLICATIONS NO. _____ AC/ARMP/2024
OF _____

**TO RECRUIT TEMPORARY PERSONNEL IN CHARGE OF PROCESSING
AND ENTERING PUBLIC PROCUREMENT DATA INTO THE
PRIDESOFT© SYSTEM**

I. BACKGROUND AND RATIONALE

The Agency plays a crucial role in collecting, utilising and archiving a substantial volume of documents and data related to public procurement throughout the various stages of a project's lifecycle, including maturation, programming, award, execution and closure.

In the context of a challenging socio-economic landscape, Cameroon is actively implementing policies that aim for national emergence by 2030. Public procurement sits at the nexus of financial and economic activities driven by the state, making the availability of quality information in this vital area an invaluable asset for the government and its partners. This provides an opportunity to address the inherent challenges within the country's industrial and economic sectors.

The information and data processed can serve dual purposes: on the one hand, it can be used to develop socio-economic indicators that assess the performance and expected impact of public procurement in the broader economy - such as the creation of jobs, implementation of gender-focused initiatives and the share of locally sourced goods and services in public procurement. On the other hand, this data will enable the Agency to assess the broader economic impact of public procurement, thereby strengthening its role within the institutional framework dedicated to addressing the challenges of effective public financial management. Furthermore, the Agency is committed to supporting stakeholders by providing digitised services that improve their daily operations.

It is also worth noting that in 2023, the Agency completed the collection of documents for the 2019 to 2022 financial years across all ten regions. This effort allowed it to amass a significant volume of documents that had not been

fully entered into the public procurement database.

In addition, its statutory mission, which includes collecting and centralising all public procurement documentation and statistics to create a comprehensive database, as well as its duty to monitor and coordinate the public procurement information system, as laid down in the Public Contracts Code, requires the Agency to ensure the comprehensiveness, integrity and reliability of the data in its database. This basis is essential for conducting relevant analyses based on specific areas of interest. Accordingly, the Agency must establish a permanent monitoring and updating system to regularly refresh data and manage risks arising from discrepancies between the data produced by stakeholders and the information available on the Pridesoft IT platform.

To address these challenges, the Agency plans to recruit temporary personnel to update the Pridesoft database with documents generated by actors of the public procurement system since 2019.

The overarching aim of this initiative is to develop a comprehensive and reliable database of relevant information produced by stakeholders over the past five financial years, thereby aiding authorities in making informed decisions to enhance public policies.

This task will involve:

- processing the collected documents and preparing data sheets to enter the essential data into the Pridesoft© system;
- entering data into the Pridesoft system based on the provided data sheets;
- verifying and validating the information entered in the Pridesoft system;
- digitising documents that have undergone regulation, appeal, or denunciation;
- compiling a comprehensive archive processed on a single central platform that all players can consult.

II. NATURE AND SCOPE OF THE ACTIVITY

The activity will primarily involve processing and entering data into the public procurement database (Pridesoft©) pertaining to the period following the implementation of the Public Contracts Code. This includes financial years from 2019 to 2024, which have not yet been electronically incorporated into the information system, particularly concerning public contracts and Administrative Purchase Orders (APOs). In the processing of this information, particular emphasis will be placed on data concerning:

- the award of public contracts, including tender evaluation reports, analysis of bids, and award notifications;
- the execution of public contracts, encompassing contracts, amendments, directly executed contracts, identified and accepted deliverables, planned versus delivered quantities, and the origin of equipment;
- the employment opportunities, both direct and indirect, generated by these contracts;
- the deadline to execute procedures;
- the accessibility of public procurement opportunities for small and medium-sized enterprises (SMEs);
- etc.

III. PERSONNEL PROFILE

Data entry personnel recruited as part of this operation must have:

- proven skills in modern office automation and Internet tools;
- secondary education qualifications of at least GCE OL or equivalent.

In addition to the minimum requirements mentioned above, the following will be considered assets:

- being bilingual (English and French);
- having a Pridesoft certification;
- knowledge of public procurement.

V. FUNDING OF THE ACTIVITY

This activity is funded using a performance model measured by the budget of the Public Contracts Regulation Agency.

VI. DURATION AND LOCATION OF THE ACTIVITY

The operations will take place in Yaoundé, at the head office of the Public Contracts Regulatory Agency located in the Mballa II neighbourhood. The overall duration of the operation is six months.

VII. SUBMISSION OF APPLICATIONS

Any person interested in this call for applications is invited to provide, no later than 31 December 2024, in a sealed envelope marked “**RECRUITMENT OF TEMPORARY PERSONNEL IN CHARGE OF PROCESSING AND ENTERING PUBLIC PROCUREMENT DATA INTO THE PRIDESOFT SYSTEM**”, a file comprising:

1. *A stamped letter of application addressed to the Director General of ARMP;*
2. *a certificate of availability – a model of which can be downloaded from the ARMP website, www.armp.cm or collected from the secretariat of the Department of Information Systems, 1st floor of the ARMP head office building at Mballa II, Yaoundé or the Public Contracts Regional Regulatory Centres;*
3. *A curriculum vitae dated and signed by the candidate, indicating his/her academic and professional qualifications and highlighting his/her technical capabilities for the tasks envisaged, including all the supporting documents for the experience requested;*
4. *Copies of diplomas, certificates or attestations certified by an administrative authority (Sub-divisional Officer, Divisional Officer or Governor);*

The Public Contracts Regulatory Agency reserves the right to verify the accuracy of the information and authenticity of the documents provided. Any false declaration will result in the elimination of the candidate.

Interested candidates may obtain further information from 7.30 a.m. to 3.30 p.m. at the following address: pridesoft@armp.cm or at the secretariat of the Department of Information Systems, 1st floor of ARMP head office at Mballa II, Yaoundé or in the Public Contracts Regional Regulatory Centres.

VIII– ASSESSMENT OF APPLICATION FILES

Applications will be analysed by a panel set up by ARMP based on the candidates' qualifications:

- Diploma: 30 points;
- Experience 50 points;
- Additional qualifications: 20 points.

Only the top 15 candidates will be selected to join the teams responsible for processing public procurement data and feeding the Pridesoft system.