

NORTH WEST DEVELOPMENT AUTHORITY
Mission De Développement Du Nord-Ouest

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Bamenda, the..... **22 FEB 2024**N° **11**...../MIDENO/B/..... **M.I.T.B/13/84**

REQUEST FOR MANIFESTATION OF INTEREST N° **002...../RMI/PULCCA/MIDENO/B/13/84/2024**

OF **22 FEB 2024..... WITHIN THE FRAMEWORK OF THE EMERGENCY PROJECT TO**

COMBAT FOOD CRISIS IN CAMEROON (PULCCA) FOR THE RECRUITMENT OF A CONSULTING

FIRM TO CARRY OUT CAPACITY BUILDING ON THE PROPER MANAGEMENT OF WAREHOUSES

1. SUBJECT: Within the framework of emergency project to combat food crisis in Cameroon (PULCCA), the **Director General** of the North West Development Authority (MIDENO), hereby launches a restricted National Invitation to Tender **for the recruitment of a consulting firm to carry out capacity building on the proper management of warehouses**

2. NATURE OF SERVICES/SCOPE OF THE WORK:

The services involved in this Call to Tender shall include:

- ❖ A baseline and end line survey;
- ❖ The capacity building initiative will target cooperative managers, supervisors, and staff within the organization;
- ❖ It will cover 160 warehouse managers and workers operating cooperatives across the region;
- ❖ The training program will be conducted over a period of five (05) months, including both theoretical and practical sessions;
- ❖ The initiative will address warehouse management practices applicable to cooperatives;
- ❖ Put in place selection criteria of vulnerable cases where applicable;
- ❖ Put in place a Monitoring and Evaluation system for the activity;
- ❖ Put in place an impact assessment plant for the activity;
- ❖ Put in place a communication strategy to showcase the event and to capture impact.

2.1 SPECIFIC OBJECTIVES OF THE TRAININGS

- To put in place selection criteria of beneficiaries;
- To carry out a baseline and end line survey of the beneficiaries
- To enhance inventory management practices to minimize stock-outs and excess inventory;
- To improving warehouse layout and design for efficient space utilization and easy access;
- To strengthen documentation and record-keeping systems for accurate inventory tracking;
- To enhance staff skills in handling and safeguarding warehouse resources, including proper handling of hazardous materials if applicable;
- To ensuring compliance with relevant legal and safety requirements in warehouse operations;
- To put in place a Monitoring and Evaluation system for the activity;
- To put in place an impact assessment plan for the activity and to assess the short term impact of the activity.
- To put in place a communication strategy to showcase the event and to ensure visibility

3. PARTICIPATION AND ORIGIN

- Participation in this manifestation of interest is open to all consultancy firms with sufficient technical competence and national experience in the above mentioned services.
- Consultants may associate to enhance their qualifications and clearly specify the type of association (a joint-venture or sub consultancies), as well as the nature of its business (commercial or not-for profit).

4. FUNDING

Services which form the subject of this invitation to tender shall be financed by: **The emergency project to combat food crisis in Cameroon (PULCCA)**

5. SUBMISSION OF MANIFESTATION OF INTEREST

Each Manifestation of Interest should consist of an **Administrative File and a Technical Proposal** sealed in separate envelopes, written in English or in French and submitted in **five (5) copies** each, of which one **(01) original and four (04) copies**.

All Manifestations of Interest should be submitted at the Secretariat of the Director General of the North West Development Authority (MIDENO), located along the Ayaba Street, opposite Mansfield Plaza Hotel latest

..... **2.2 MARS 2024** 2024 at 10:00 am prompt local time.

The external envelope should be addressed to: **The Director General, North West Development Authority (MIDENO), P.O Box 442, Bamenda** and should carry the inscription;

**“REQUEST FOR MANIFESTATION OF INTEREST N°/RMI/PULCCA/MIDENO/B/13/84/2024 of
.....FOR THE RECRUITMENT OF A CONSULTING FIRM TO CARRY OUT
CAPACITY BUILDING ON THE PROPER MANAGEMENT OF WAREHOUSES”**

6. ADMINISTRATIVE FILE

Administrative documents which should not be more than three (3) months old and valid for the 2024 financial year include:

- Current tax clearance certificate
- Certificate of Incorporation
- Certified copy of Tax Payer's card
- Attestation of non-Exclusion from Public contracts
- CNPS clearance certificate
- Letter of motivation duly signed by applicant

7. TECHNICAL PROPOSAL

Technical documents shall include

- Presentation of the consulting firm showing its general references in the domain of expertise
- Qualifications and working experiences of the personnel to carry out the service (dated and signed CVs of each personnel, copies of their academic and professional certificates)
- References on same type and/or similar contracts carried out with proofs
- Methodology and Equipment

8. ELIMINATION CRITERIA

- Incomplete administrative documents or absence of a requested document
- Incomplete Technical Proposal
- False declaration or falsified document
- Lack of appropriate personnel and experience needed

9. ESSENTIAL CRITERIA

Potential consultants meeting the following criteria will be qualified for award after due evaluation.

- ❖ **Experience** At least 10 years of experience: Experience with Community based projects including projects funded by the World Bank, IsDB, ADB, ICRC and nationally funded projects;
- ❖ Experience in training of cooperative leaders, training on warehouse and postharvest management or other related trainings;

- ❖ Demonstrated working with CSOs in carrying out base line surveys, need assessment, capacity building or other related Jobs;
- ❖ Profile of the consultant or lead facilitator should clearly highlight his/her experiences of similar activities. Supporting documents of evidence as appropriate are required. In the technical proposal, the consultants shall provide a list and CV of the proposed trainers
- ❖ Proposed trainers for the activity should have at least 10 years' experience in need assessment, baseline surveys, organizing training workshops or related activities.

LEAD TRAINER: Rural-sociologist/rural economist/Agricultural Engineer/Agronomist or related field (At least 10 yrs experience leading similar capacity building/accompanying cooperatives in postharvest and/or warehouse management)

KEY PERSONNEL:

- Rural Engineer with at least five (5) years of working experience in similar activity
- Gender specialist with at least five (5) years of working experience
- Communication expert with at least five (5) years of field experience
- Monitoring and Evaluation expert with at least five (5) years of field experience

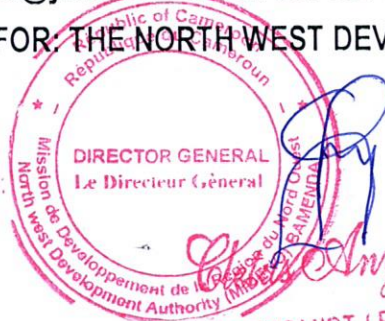
9.1 EVALUATION CRERIA

	Score
Consultants experience relevant to the assignment (experience in the same or similar type of assignments)	30
Methodology	35
Qualification of Key Personnel	35
TOTAL	100

10. FURTHER INFORMATION

Additional information can be obtained during working hours from the Secretariat of the Director General of MIDENO, P.O. Box 442: Email; midenobda@yahoo.com: Tel: 233 336 378

FOR: THE NORTH WEST DEVELOPMENT AUTHORITY



 REPUBLIC OF CAMEROON
 REGION DU NORD-OUEST
 MIDENO
 Le Directeur Général
Amye Matoyah
 ECONOMIST (PLEG Hors Echelle)

CC

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