

NORTH WEST DEVELOPMENT AUTHORITY
Mission De Développement Du Nord-Ouest

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Bamenda, the 09 AVR 2024

N° 30 /MIDENO/B/MTB/13/84

REQUEST FOR MANIFESTATION OF INTEREST N°/RMI/PULCCA/MIDENO/B/13/84/2024 OF
..... FOR THE RECRUITMENT OF A CONSULTING FIRM TO IDENTIFY AND
FACILITATE THE ORGANIZATION AND INTEGRATION OF WOMEN REFUGEES/INTERNALLY
DISPLACED PERSONS (IDPS) IN LOCAL ORGANISATIONS WITHIN THE FRAMEWORK OF THE
EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)

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 identify and facilitate the organization and integration of women refugees/Internally Displaced Persons (IDPs) in local organisations
2. NATURE OF SERVICES/SCOPE OF THE WORK:

The services involved in this Call to Tender shall include:

- ❖ A baseline and end line survey;
- ❖ A selection criteria of beneficiaries put in place;
- ❖ Constitute a list of active community based organizations (CSO) in the region;
- ❖ Conduct a needs assessment to identify the specific needs and aspirations of women refugees in relation to local organizations;
- ❖ Outline a selection criteria of beneficiaries;
- ❖ Identify potential local organizations and establish partnerships for the integration of women refugees;
- ❖ Develop capacity-building programs to enhance the skills and knowledge of women refugees for their active participation in local organizations;
- ❖ Implement awareness-raising campaigns to promote the benefits of integrating women refugees into local organizations among community members and organizations;
- ❖ Monitor and evaluate the progress of the integration efforts and make necessary adjustments to the approach.
- ❖ Put in place an impact assessment plant for the activity;
- Put in place a communication strategy to showcase the event and to capture impact

The specific objectives of the assignment:

- ❖ To carry out a baseline survey of the beneficiaries
- ❖ To conduct a need assessment of 580 women refugees in the North West Region of Cameroon;
- ❖ To offer vocational training and employment support to 580 women refugees in local organizations;
- ❖ Facilitate the organization and integration of 580 women refugees;
- ❖ Enhance the capacity of local organizations to address the specific needs and challenges faced by women refugees;
- ❖ Foster social cohesion and inclusion by promoting interactions and partnerships between 580 women refugees and local community members.
- ❖ To put in place selection criteria of 580 beneficiaries;
- ❖ To put in place a Monitoring and Evaluation system for the activity;
- ❖ To put in place an impact assessment plant for the activity and to assess the short term impact of the activity.
- ❖ To put in place a communication strategy to showcase the activity 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 **10 MAY 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 IDENTIFY AND FACILITATE THE ORGANIZATION AND INTEGRATION OF WOMEN REFUGEES/INTERNALLY DISPLACED PERSONS (IDPS) IN LOCAL ORGANISATIONS WITHIN THE FRAMEWORK OF THE EMERGENCY PROJECT TO COMBAT FOOD CRISIS IN CAMEROON (PULCCA)"

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/Agronomist/ Communication Expert or related field (At least 10 yrs experience leading similar capacity building/accompanying cooperatives in postharvest and/or warehouse management)

KEY PERSONNEL:

- Gender specialist with at least five (5) years of working experience
- A 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



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