

REPUBLIQUE DU CAMEROUN

Paix – Travail – Patrie

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REPUBLIC OF CAMEROON

Peace – Work – Fatherland

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NORTH WEST DEVELOPMENT AUTHORITY (MIDENO)  
MISSION DE DEVELOPPEMENT DU NORD OUEST

MIDENO INTERNAL TENDERS BOARD (MITB)

RESTRICTED NATIONAL INVITATION TO TENDER N° 142 /RNIT/PULCCA/MIDENO/  
MITB/ B/13/84/2024 OF 16 OCT 2024 FOR THE RECRUITMENT OF A  
CONSULTING FIRM TO CARRY OUT A TECHNICAL ASSISTANCE TO PROMOTE CLIMATE  
SMART AGRICULTURE (CSA) TECHNIQUES

FINANCING: Emergency project to combat food crisis in Cameroon (PULCCA)

BUDGETARY HEAD: 211111



DOCUMENT NO.10: List of banking establishments and financial bodies authorized to issue bonds for public contracts .....

**DOCUMENT NO.0: LETTERS OF INVITATION TO TENDER**

MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT  
MINISTERE DE L'AGRICULTURE ET DU DEVELOPPEMENT RURAL

REPUBLIC OF CAMEROUN  
Peace – Work – Fatherland

**NORTH WEST DEVELOPMENT AUTHORITY**

**MISSION DE DEVELOPPEMENT DU NORD OUEST**

**16 OCT 2024**

P.O. Box, 442, Bamenda  
Tel: (237) 23336 13 78  
Fax: (237) 3336 16 61  
Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com)  
Website: [www.mideno.org](http://www.mideno.org)



Bamenda, the.....

No. *42*/MIDENO/B/*MITB/13/84*

**THE DIRECTOR GENERAL**

TO: **THE DIRECTOR**  
Rural Development Consultancy (RDC)  
P.O Box 20, Ndop Ngoketunjia Division  
North West Region, Cameroon  
Tel: 674 51 88 44/ 657 195 777

**REFERENCE:** Request for manifestation of interest No 028/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques

**SUBJECT: LETTER OF INVITATION TO TENDER**

**Dear Sir/Madam**

1. We are pleased to inform you that you are pre-qualified for the project referred to above and have consequently been authorized to tender for the recruitment of a consulting firm to carry out technical assistance to promote Climate Smart Agriculture (CSA) techniques.
2. We are hereby inviting you to tender for the execution of the contract mentioned in the reference.



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Bamenda, the.....

18 OCT 2024

N°142/MIDENO/B/.....MITB/13/84

**THE DIRECTOR GENERAL**

TO: **THE DIRECTOR**  
**Bary Links Company**  
Tel: +237 675 75 36 19/697 07 23 26

**REFERENCE: Request for manifestation of interest N°**  
**028/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting**  
**firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA)**  
**techniques**

**SUBJECT: LETTER OF INVITATION TO TENDER**

**Dear Sir/Madam**

3. We are pleased to inform you that you are pre-qualified for the project referred to above and have consequently been authorized to tender for the recruitment of a consulting firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques.
4. We are hereby inviting you to tender for the execution of the contract mentioned in the reference.
3. A complete set of the tender file may be consulted and withdrawn **during working hours from 8:00 am to 4:00 pm every day from Monday to Friday before the deadline for submission** against the payment of a non-refundable sum of **One hundred and twelve Thousand one hundred and ten (112,110) fcfa payable into Account Number 06845-97568660001-28 (SPECIAL ACCOUNT SAC-ARMP) belonging to the Public Contracts Regulatory Agency (ARMP) in any BICEC Branch in Cameroon**
4. All bids must include a bid bond of **Three million seven hundred and ten thousand eight hundred and ninety (3,710,890) fcfa** or of an equivalent amount in a freely convertible currency valid for thirty (30) days beyond the bid validity and must be issued by any of the First-Rated Financial Institutions mentioned in **Annex 10** of the Tender Document.
5. All bids must be submitted at the Secretariat of the Project Management Office of MIDENO, located along Ayaba Street, opposite Mansfield Plaza Hotel latest the ..... **08 NOV 2024** ..... **at 10:00 am prompt, local time**



**NORTH WEST DEVELOPMENT AUTHORITY**

**MISSION DE DEVELOPPEMENT DU NORD OUEST**

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Email: midenobda@yahoo.com  
Website: www.mideno.org



Bamenda, the.....

16 OCT 2024

N° 142/MIDENO/B/... m.178/13/24

**THE DIRECTOR GENERAL**

TO: Chief Executive Officer (CEO)  
St Albert Charity  
Tel: +237 675 55 84 49 Yaounde

**REFERENCE:** Request for manifestation of interest No  
028/RMI/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 for the recruitment of a consulting  
firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA)  
techniques

**SUBJECT:** LETTER OF INVITATION TO TENDER

*Dear Sir/Madam*

5. We are pleased to inform you that you are pre-qualified for the project referred to above and have consequently been authorized to tender for the recruitment of a consulting firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques.
6. We are hereby inviting you to tender for the execution of the contract mentioned in the reference.
3. A complete set of the tender file may be consulted and withdrawn during working hours from 8:00 am to 4:00 pm every day from Monday to Friday before the deadline for submission against the payment of a non-refundable sum of One hundred and twelve Thousand one hundred and ten (112,110) fcfa payable into Account Number 06845-97568660001-28 (SPECIAL ACCOUNT SAC-ARMP) belonging to the Public Contracts Regulatory Agency (ARMP) in any BICEC Branch in Cameroon
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5. All bids must be submitted at the Secretariat of the Project Management Office of MIDENO, located along Ayaba Street, opposite Mansfield Plaza Hotel latest the ..... at 10:00 am prompt, local time

08 NOV 2024



**DOCUMENT NO.1: TENDER NOTICE**

**MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT**  
**MINISTERE DE L'AGRICULTURE ET DU DEVELOPPEMENT RURAL**

**REPUBLIC OF CAMEROUN**  
**Peace – Work – Fatherland**

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Bamenda, the..... **16 OCT 2024**

N° **142**/MIDENO/B/...**MITB/13/84**

**TENDER NOTICE**

**RESTRICTED NATIONAL INVITATION TO TENDER N° **142**/RNIT/ PULCCA/MIDENO/ MITB/ B/13/84/2024 OF**  
**.....**16 OCT 2024**...FOR THE RECRUITMENT OF A CONSULTING FIRM TO CARRY OUT A TECHNICAL**  
**ASSISTANCE TO PROMOTE CLIMATE SMART AGRICULTURE (CSA) TECHNIQUES**

**FINANCING:** Emergency project to combat food crisis in Cameroon (PULCCA)

**1.0 Subject of the Invitation to Tender**

Within the framework of the **emergency project to combat food crisis in Cameroon**, 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 **technical assistance to promote Climate Smart Agriculture (CSA) techniques**

**This invitation to tender is launched following:** Request for Manifestation of Interest N° 028/RM/PULCCA/MIDENO/B/13/84/2024 of 9<sup>th</sup> April 2024 **for the recruitment of a consulting firm to carry out technical assistance to promote Climate Smart Agriculture (CSA) techniques**

**2.0 Nature of services:** The services involved in this Call for Tender shall include:

**1. Needs Assessment:**

- Conduct a comprehensive needs assessment to evaluate the current knowledge and practices of farmers regarding CSA.
- Mobilize target communities and vulnerable beneficiary farmers

**2. Curriculum Development:**

- Develop a training curriculum tailored to the needs of the targeted farmers, based on the Farmer Field School approach.
- Ensure that the curriculum covers key components of CSA, including sustainable land management, water conservation, agroforestry, and crop diversification.

**3. Training Facilitation:**



p.m. at the Secretariat of the Director General, MIDENO Head Office, Ayaba Street, P.O. Box 442, Bamenda; Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com); Tel: 237 233 331 661 following the publication of this notice against payment of a non-refundable sum of One hundred and twelve Thousand one hundred and ten (112,110) fcfa payable at Special Account CAS-ARMP N° 06845-97568660001-28 of any BICEC Branch in Cameroon.

**9.0 Admissibility of offers:** To avoid the risk of being rejected, only originals or true copies certified by the issuing service or administrative authorities (Senior Divisional Officers, Divisional Officers, Bank Officials, Taxation Officials etc.) of the administrative documents required, including the bid bond, must imperatively be produced in accordance with the Special Conditions of the invitation to tender. The documents must obligatorily not be older than three (3) months and must not be produced after the signing of the tender file.

Any bid not in conformity with the prescriptions of this notice and tender file shall be declared inadmissible. Especially the absence of a bid bond issued by a first-rate bank approved by the Ministry in charge of Finance or the non-respect of the models of the tender file documents shall lead to direct rejection of the bid without any appeal being entertained.

**10.0 Submission of Bids:** Each bid drafted in English or French in **seven (7) copies including one (1) original and six (6) copies marked as such, should reach the MIDENO Head Office located at Ayaba Street, P.O. Box 442, Bamenda** not later than..... **08 NOV 2024** ..... at **10:00 am prompt** and should carry the inscription:

"Restricted National Invitation to tender N° **142**/RNIT/PULCCA/MIDENO/MITB/B/13/84/2024 of..... **16 OCT 2024** ..... for the recruitment of a consulting firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques"

**"To be opened only during the bid-opening session"**

**11.0 Opening of Bids:** The bids shall be opened in **TWO** phases. The administrative file and the technical offer shall be opened first followed by the opening of the financial offers of bidders who obtained the minimum required technical score. The opening of the administrative documents and the technical shall take place on the..... **08 NOV 2024** ..... at **11:00 am** prompt local time by the Internal Tenders Board of MIDENO in the **MIDENO conference Room at the PMO located along Ayaba Street, opposite Mansfield Plaza Hotel**. Only bidders can attend or be duly represented by a person of their choice. The opening of the financial offers shall take place at the end of technical evaluation and shall concern only bidders who must have obtained a **minimum score of 75 points on a scale of 100 points**

**12.0 Evaluation Criteria:** The bids shall be evaluated according to the following principles

**A. Eliminary criteria**

- Absence of an administrative document and non-presentation after 48 hours
- Incomplete Technical Proposal
- False declaration or falsified documents
- Lack of appropriate personnel and experience needed
- Technical proposal below the cut-off mark of 65%
- Absence or insufficient Bid Bond
- Late submission of bids
- False declarations or forged documents
- Direct or indirect association with the conception, preparation of technical specifications and other documents concerned with this tender.
- Presence of information on Financial bid in the Technical bid



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Bamenda, ..... 16 OCT 2024

N° 142 /MIDENO/B/..... m. IT B/13/8

**AVIS D'APPEL D'OFFRES**

**APPEL D'OFFRES NATIONAL RESTREINT N° 142 /AONR/PULCCA/MIDENO/ MITB/ B/13/84/2024  
POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR RÉALISER UNE ASSISTANCE TECHNIQUE  
POUR LA PROMOTION DES TECHNIQUES D'AGRICULTURE INTELLIGENTE AVEC LE CLIMAT (CSA)**

**Financement :** Projet d'urgence de lutte contre la crise alimentaire au Cameroun (PULCCA)

**Objet de l' Appel d'Offres :** Dans le cadre du projet d'urgence de lutte contre la crise alimentaire au Cameroun, le Directeur Général de l'Autorité de Développement du Nord-Ouest (MIDENO), lance un Appel d'Offres National Restreint pour le recrutement d'un cabinet de conseil pour réaliser une assistance technique visant à promouvoir Techniques d'agriculture intelligente face au climat (AIC)

Le présent appel d'offres est lancé suite à : Appel à Manifestation d'Intérêt N° 028/RMI/PULCCA/ MIDENO/B/13/84/2024 du 9/4/2024 pour le recrutement d'un cabinet de conseil pour réaliser une assistance technique visant à promouvoir Techniques d'agriculture intelligente face au climat (AIC)

**Nature des services:** Les services concernés par cet appel d'offres comprendront:

1. **Évaluation des besoins :**
  1. Effectuer une évaluation complète des besoins afin d'évaluer les connaissances et les pratiques actuelles des agriculteurs en matière d'agriculture intelligente face au climat.
  2. Mobiliser les communautés cibles et les agriculteurs bénéficiaires vulnérables
2. **Élaboration du programme d'études :**
  1. Élaborer un programme de formation adapté aux besoins des agriculteurs ciblés, basé sur l'approche de l'école pratique d'agriculture.
  2. Veiller à ce que le programme couvre les éléments clés de l'agriculture intelligente face au climat, notamment la gestion durable des terres, la conservation de l'eau, l'agroforesterie et la diversification des cultures.
3. **Animation de la formation :**
  1. Organiser une formation de maîtres formateurs à l'approche de l'école pratique d'agriculture
  2. Organiser et animer des sessions de formation pour les animateurs dans les 28 sous-divisions cibles du projet
  3. Identifier les sites pour la mise en place de champs-écoles d'agriculture dans chaque zone de conseil



**8. Acquisition du Dossier d'Appel d'Offres :** Le dossier peut être obtenu au **Siège Social de la MIDENO, Secrétariat du Directeur General. Située à Ayaba Street. B.P. 442, Bamenda : Email : [midenobda@yahoo.com](mailto:midenobda@yahoo.com): Tel 237 233 331 661** des publications du présent avis, contre présentation d'une quittance de versement d'une somme non remboursable de **Cent douze Mille cent dix (112,110) francs CFA, ou l'équivalent**, payable dans une Agence BICEC au « **Compte Spécial –CAS ARMP N° 06845-97568660001-28**. La quittance doit identifier le payeur comme représentant de l'entreprise ou groupement désireux de participer à l'Appel d'Offres

**9. Recevabilité des offres :** Sous peine de rejet, les autres pièces administratives requises devront être impérativement produites en originaux ou en copies certifiées conformes par le service émetteur ou une autorité administrative (Préfet, Sous-préfet,...), conformément aux stipulations du Règlement Particulier de l'Appel d'Offres. Elles devront obligatoirement dater de moins de trois (03) mois précédant la date de dépôt des offres ou avoir été établies postérieurement à la date de signature de l'Avis d'Appel d'Offres.

Toute offre non conforme aux prescriptions du présent avis et du Dossier d'Appel d'Offres sera déclarée irrecevable. Notamment l'absence de la caution de soumission délivrée par une banque de premier ordre agréée par le Ministère charge des Finances ou le non-respect des modèles des pièces du Dossier d'Appel d'Offres, entraînera le rejet de l'offre.

**10. Remise des offres :** Chaque offre rédigée en français ou en anglais en **Sept (7) exemplaires dont 1 original et (6) copies** marques comme tels, devra parvenir au **Siège Social de la MIDENO, Secrétariat du Directeur General de la MIDENO, situé à Ayaba Street, B.P. 442, Bamenda; Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com): Tel: 237 233 336 378**, au plus tard le ..... à **10 : 00 h précise** et devra porter la mention :

APPEL D'OFFRES NATIONAL RESTREINT N°.....**142**...../AONR/ PULCCA/MIDENO/ MITB/ B/13/84/2024 DE  
.....**1.8 OCT. 2024**..... POUR LE RECRUTEMENT D'UN CABINET DE CONSEIL POUR RÉALISER UNE  
ASSISTANCE TECHNIQUE POUR LA PROMOTION DES TECHNIQUES D'AGRICULTURE INTELLIGENTE AVEC  
LE CLIMAT (CSA)

**« A n'ouvrir qu'en séance de dépouillement »**

**11. Ouverture des plis :** L'ouverture sera faite en **DEUX** phases. L'ouverture des pièces administratives et des offres techniques aura lieu le..... à **11h** précise par la Commission Interne de Passation des **Marchés** dans la **salle de conférence de la Mission de Développement du Nord-Ouest (MIDENO)** sise **au Siège Social situé à Ayaba Street, en face Mansfield Plaza Hôtel**. Seuls les soumissionnaires peuvent assister à cette séance d'ouverture ou s'y faire représenter par une personne de leur choix.

**12. Principaux Critères d'évaluation :** Les Offres seront évaluées selon les principaux critères suivants:

**A. Critères Éliminatoires**

- Absence de document administratif et non-présentation au bout de 48 heures
- Les Offres incomplètes
- Absence ou insuffisance de la caution de soumission
- Soumission en retard
- Les documents frauduleux ou falsifiés
- Association directe ou indirecte à la conception, préparation des spécifications techniques et autres documents concernant cet Avis d'Appel d'Offres
- Absence d'une pièce Administrative
- Délai d'exécution supérieur à celui requis – Quatre mois
- Présence d'informations financières dans l'offre technique



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any possibility of conflict of interest with other activities or with the interests of their enterprise. Service providers must not be engaged for activities which would be incompatible with their present or past assignment towards other Contracting Authorities or which could pose as a risk, making it impossible for them to execute their task to the best interest of the Project Owner.

1.7.1. Without prejudice to the general character of this rule, service providers shall not be bound by any of the circumstances stipulated hereunder:

a. No enterprise engaged by the Project Owner shall supply goods and services or provide services for a project, nor shall any enterprise affiliated to it be accepted to provide advisory services for the same project. Equally, no design office shall be engaged to supply consultancy services in view of the preparation or execution of a project nor shall any enterprise affiliated to it eventually be admitted to supply goods, provide services or execute services linked to its initial assignment for the same project (unless it is a continuation of the same project).

b. Neither the service providers nor enterprises affiliated to them can be engaged for a mission which, by its nature, risks being incompatible with another of its missions.

1.7.2. As indicated in paragraph 1.7.1(a) above, service providers may be engaged to perform service downstream where it is essential to ensure some continuity, in which case the Special Regulations must state this possibility and the criteria used in the selection of the service provider must take into account the possibility of renewal. It is exclusively up to the Project Owner to decide to execute or not the activities downstream and if in the affirmative, to determine which service-provider shall be engaged to this end.

1.8. The Project Owner requires of its bidders and contractors to strictly respect the rules of professional ethics during the award and execution of these contracts. By virtue of this principle, the Project Owner:

a. For purposes of this clause, defines the expressions below in the following manner:

i. Is guilty of "corruption", anyone who offers, gives, solicits or accepts any advantage in view of influencing the action of a public employee during the award or execution of a contract:

ii. Is involved in "fraudulent maneuvers" anyone who deforms or distorts facts in order to influence the award or execution of a contract:

iii. "Collusion" refers to any form of agreement between two or several bidders (whether the Project Owner has knowledge of it or not) aimed at artificially maintaining the price of offers at levels that do not correspond to those that will result from competition;

iv. And "coercive practices" refers to any form of attack on persons or their property or threats against them, in order to influence their action in the award or execution of a contract:



During the preparation of the technical offer, bidders are supposed to examine in detail the documents that make up the consultation file. The blatant insufficiency of the information furnished may lead to the rejection of an offer.

During the preparation of the technical offer bidders must pay particular attention to the following considerations:

i. The bidder who thinks he does not have all the necessary skills for the assignment may obtain them by associating with one or several individual bidders and/or other bidders in the form of joint-venture or sub-contracting as the case may be. Bidders may only enter into joint venture with other bidders solicited for this activity with the approval of the Project Owner as indicated in the Special Regulations. Bidders are encouraged to seek the participation of national bidders by concluding joint venture agreements (notarized agreements) with them or sub- contracting part of their activities to them

ii. For activities based on man days, the estimated of the man days shall be provided for in the Special Regulations. Meanwhile, the offer must be based on the estimation done by the bidder of the man days put in by the personnel

**iii. It is recommended that the proposed specialized personnel be composed in majority of the bidder's permanent staff or have a stable long standing working relation with the bidder.**

iv. The proposed specialized personnel must have at least the experience indicated in the Special Regulations, experience which it would have acquired in similar working conditions in the country where the mission will take place

v. No choice of specialized personnel may be proposed and only one curriculum vitae (CV) per job position shall be authorized.

**3.3.** Reports to be produced by bidders within the framework of this mission must be written in the language(s) stipulated in *the Special Regulations*. It's recommended that the bidder's personnel should have a good practical mastery of English and French.

**3.4.** The bidder's technical offer with the help of the attached tables should provide the following information (Document No. 4):

i. A brief description of the bidder and a general idea of his recent experience within the framework of similar activities (Table 4B). For each of them this summary must especially indicate the characteristics of the proposed personnel, the duration of the assignment, the amount of the contract and the share of the bidder.

ii. All possible observations or suggestions on *the* terms of reference, data, services and installations must be furnished by the Project Owner (Table 4C).

iii. A description of the methodology and work plan proposed to accomplish *the* assignment (Table 4D).



#### **4.0 Submission, Reception and Opening of Bids**

**4.1** The original of the offer must be in indelible ink. It should have no additions between the lines or overloading on the same text. Except only to correct possible mistakes made by the bidder himself, any correction of this type must be initialed by signatory (ies) of the offers.

**4.2:** A representative duly authorized by the bidder must initial all the pages of the offer. This authorization must be confirmed by a written power of attorney attached to the offer.

**4.3:** For each offer, the bidders must prepare the number of copies indicated in the Special Regulations of the invitation to tender. Each technical and financial offer must have the inscription "ORIGINAL" or "COPY" as the case may be. In case of discrepancy between the copies of the offers, it is the original copy that shall be considered as authentic.

**4.4:** Bidders must put the original and all the copies of the administrative documents listed in the Special Regulations in one envelope bearing the inscription "**ADMINISTRATIVE DOCUMENTS**", the original and all the copies of the technical offer in an envelope clearly bearing the inscription "**TECHNICAL OFFER**" and the original and all the copies of the financial offer in a sealed envelope clearly bearing the inscription "FINANCIAL OFFER" and the warning "**TO BE OPENED TOGETHER WITH THE TECHNICAL OFFER**". Bidders should then put all the three (03) envelopes in the same sealed envelope which bears the address where the tenders are deposited and the information indicated in the Special Regulations, as well as the inscription:

**"TO BE OPENED ONLY DURING THE BID-OPENING SESSION"**

**4.5:** The bid bond may be seized:

- a. If the bidder withdraws his offer during the period of validity,
- b. If during the twenty {20} days following the notification of the contract, the successful bidder does not:
  - i. Sign the contract or
  - ii. Provide the final bond required.

**4.6:** The duly established administrative file, the technical and financial offers must be submitted to the address indicated not later than the date and time stated in the Special Regulations. Any offer received after the deadline for submission of tenders shall be returned to the sender unopened.

**4.7:** As soon as the time limit for the submission of offers expires, the administrative and technical files are opened by the Tenders Board. The financial offer remains sealed and is handed over to the chairperson of the competent Tenders Board who keeps it until the session for the opening of financial offers.

#### **5. Evaluation of Bids**

**5.1** Bidders shall not contact members of the Tenders Board and the Evaluation sub-committee for issues having to do with their offers between the opening of bids and the award of the contract.



convert the prices expressed in various currencies into the currency mentioned in the Special Regulations. The official exchange rate used to this effect furnished by the Bank of Central African States (BEAC) shall be those in force on the deadline for the submission of offers. The evaluation is done without taking into account the dues, taxes and other taxes as defined in paragraph 3.7.

**5.9. In case of quality cost-based selection**, the conforming lowest financial offer (fm) shall be awarded a financial score (sf) of 100 points. The financial scores (sf) of other offers shall be calculated as indicated in the Special Regulations. The offers are classified in relation to their combined technical scores (st) and financial scores (sf) after introduction of weights (T) being the weight attributed to the technical offer and P the weight attributed to the financial offer:  $T + P$  being equal to 100, as indicated in the Special Regulations. The bidder with the highest combined technical and financial score is then invited for negotiations.

**5.10. In case of selection within the framework of a determined budget**, the Evaluation sub-committee shall retain the consultant with the best technical offer within the limits of the budget ("evaluated price"). **The offers above this budget shall be rejected.**

**5.11 In case of least cost selection**, the client or Project Owner shall retain the lowest bid "evaluated price" among those which obtained the minimum required score. In the two cases, the selected consultant shall be invited for negotiations.

## **6.0 Negotiations**

**6.1** Negotiations may take place at the address indicated in the Special Regulations between the Project Owner and the bidder whose offer is retained, the objective being to reach an agreement on all the points and signing of a contract.

In no case shall there be concomitant negotiations with more than one bidder. These negotiations which must have nothing *to do* with the unit prices must culminate *in* minutes signed by the two parties.

**6.2** Negotiations shall involve discussions on the technical proposal, the proposed methodology (work plan), personnel and any suggestion made by the bidder to improve on the terms of reference. The Project Owner and the bidder shall then draw up the final terms of reference, the staffing and the bar diagrams indicating the activities, the personnel used, and the time spent on the field and at the head office, time spent monthly on work, logistics and the regulations for writing reports. The work plan and the final terms of reference which were agreed upon are then integrated into the "Description of services" which shall be part of the contract. Care should be taken by the bidder to obtain as much as possible within the limits of the budget, by clearly defining the inputs which the Project Owner must furnish to ensure the proper execution of the assignment.

## **9.0 Confidentiality**

No information concerning the evaluation of the offers and the recommendations for award must be communicated to the bidders who submitted a tender or any other person who was not qualified to take part in the selection procedure, as long as the award has not been notified to the successful bidder.

## **10. Signing of the Contract**

**10.1.** After publication of the results, the draft contract subscribed by the successful bidder shall be submitted to the Tenders Board and the competent Specialized Contracts Control Board, where need be for approval.

**10.2.** The Project Owner has seven (7) days to sign the contract from the date of reception of the draft contract approved by the competent Tenders Board and subscribed by the successful bidder.

**10.3.** The contract must be notified to the successful bidder within five (5) days of its date of signature.

## **11. Final Bond**

**11.1.** Within twenty (20) days of the notification by the Project Owner, the service provider shall furnish the Project Owner with a final bond in the form stipulated in the Special Regulations, in accordance with the model provided in the Tender File.

**11.2.** The bond whose rate varies between 2% and 5 % may be replaced by a guarantee from a banking establishment approved according to the instruments in force with the Project Owner as beneficiary or by a joint or several guarantee.

**11.3.** Small and medium-sized enterprises (SME) constituted of national capital and managed by nationals may, in lieu of the guarantee, provide either a statutory lien or a bond issued by a banking establishment or first rate financial institution approved in accordance with the instruments in force.

**11.4.** Failure to produce the final bond within the prescribed time-limit shall likely cause the termination of the contract under the conditions laid down in the GAC.



	<ul style="list-style-type: none"> <li>• <b>Documentation on the activities of PULCCA and MIDENO</b></li> <li>• <b>List of targeted sub-Divisions/council areas</b></li> <li>• <b>Any other relevant and available documentation</b></li> </ul>
1.7.2	The client should envisage the need to ensure some continuity for the activities downstream: <b>NO</b>
1.8	<p>The Contractual clauses relating to fraudulent maneuvers and corruption are the following:</p> <p>MIDENO requires of its bidders and contractors that they strictly respect the rules of professional ethics during the award and execution of these contracts. By virtue of this principle, MIDENO for purposes of this contract, defines the expressions below in the following manner:</p> <ul style="list-style-type: none"> <li>• Is guilty of "corruption" bidder who offers, gives, solicits or accepts any advantage in view of influencing the action of a public employee during the award or execution of a contract</li> <li>• Is involved in "fraudulent maneuvers" any bidder who deforms or distorts facts in order to influence the award or execution of a contract</li> <li>• Is guilty of "Collusion" any bidder who in any form of agreement between two or several bidders (whether the Project Owner has knowledge of it or not) aimed at artificially maintaining the price of offers at levels that do not correspond to those that will result from competition</li> <li>• Is guilty of "coercive practices" any bidder who perpetrates any form of attack on persons or their property or threats against, them in order to influence their action in the award or execution of a contract</li> <li>• MIDENO may reject an award proposal if it determines that the proposed winner is directly or through an agent guilty of corruption, was involved in fraudulent maneuvers, collusion or coercive practices for the award of the contract.</li> </ul>
2.1	<p>Clarifications may be requested <b>fifteen (15) days</b> before the date of submission. The requests for clarification may be sent to the following address:</p> <p><b>THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO). P.O. BOX 442. BAMENDA: EMAIL: <a href="mailto:midenobda@yahoo.com">midenobda@yahoo.com</a>: Tel: 237 233 336 378</b></p>
3.1	The proposals must be submitted in either <b>English or French language</b>
3.2	i: Can two consultants featuring on the restricted list bid jointly? <b>NA</b>
3.3	<p>The team should comprise:</p> <p><b>Lead Trainer:</b> Agricultural Economists or any other related field</p> <p><b>Key Personnel:</b> Agronomist, Gender Specialist, Monitoring and Evaluation Expert, Environmentalist</p>

	<p><b>BOX 442. BAMENDA: EMAIL: <a href="mailto:midenobda@yahoo.com">midenobda@yahoo.com</a>: Tel: 237 233 336 378</b></p> <p>Information to be added on the external envelope:</p> <p><b>Restricted National Invitation to tender N° ...../RNIT/ PULCCA/MIDENO/MITB/B/13/84/2024 of.....FOR THE RECRUITMENT OF A CONSULTING FIRM TO CARRY OUT A TECHNICAL ASSISTANCE TO PROMOTE CLIMATE SMART AGRICULTURE (CSA) TECHNIQUES TO BE OPENED ONLY DURING THE BID-OPENING SESSION"</b></p>
4.6.1	<p><b><u>1. Volume 1 : The administrative file must include the following documents:</u></b></p> <ol style="list-style-type: none"> <li>1. The declaration of the intention to tender, stamped with fiscal stamp from bidders (according to the attached model)</li> <li>2. Certified copy of Certificate of Incorporation not more than 3 months old</li> <li>3. Original copy of Attestation of Non-bankruptcy/Solvency obtainable from the Court not more than three (3) months preceding the date of submission of bids</li> <li>4. Original attestation of Bank Account issued by a bank approved by the Ministry in charge of finance or by a first rate foreign bank</li> <li>5. Original attestation of tax conformity in the current financial year obtainable from the Taxation Department and not more than three months old</li> <li>6. Original CNPS clearance certificate not more than 3 months old</li> <li>7. A valid location plan signed, stamped and dated by the bidder.</li> <li>8. Original receipt of payment for bidding document</li> <li>9. Original Certificate of non-exclusion from public contracts by ARMP not more than 3 months old</li> <li>10. The bid bond of an amount of <b>three million seven hundred and ten thousand eight hundred and ninety fcfa</b></li> </ol>



**3. Volume 3 : The financial offer must include the following documents:**

21. Letter of submission of financial offer following model provided in the Tender Document
22. Summary statement of costs (5B)
23. Distribution of costs by activity (5C)
24. Unit cost of key personnel (5D)
25. Unit cost of execution personnel (5E)
26. Distribution of remuneration by activity (5F)
27. Reimbursable costs by activity (5G)
28. Sundry costs for contracts payable by unit prices (5H)

The administrative file, technical proposal and financial offer must be submitted not later than the ..... at **10:00 am prompt local time** at the MIDENO Head Office located along **Ayaba Street, opposite Mansfield Plaza Hotel, P.O. Box 442, Bamenda: Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com); Tel: 237 233 336 378**

The Administrative documents and technical proposal shall be opened by the MIDENO Internal Tenders Board in the Conference Room of the MIDENO Head Office located along **Ayaba Street, opposite Mansfield Plaza Hotel, P.O. Box 442, Bamenda EMAIL: [midenobda@yahoo.com](mailto:midenobda@yahoo.com); Tel: 237 233 336 378** on the..... at **11: 00 am prompt** in the presence of the bidders or their duly mandated representatives.

The financial proposal shall be opened during a separate meeting scheduled by the MIDENO Internal tender's board in the Conference Room of the MIDENO Head Office located along **Ayaba Street, opposite Mansfield Plaza Hotel** after the opening and evaluation of the technical bids.

5.1

Any complementary information to the Project Owner must be sent to the following address:  
**THE DIRECTOR GENERAL, NORTH WEST DEVELOPMENT AUTHORITY (MIDENO). P.O. BOX 442. BAMENDA: EMAIL: [midenobda@yahoo.com](mailto:midenobda@yahoo.com); Tel: 237 233 336 378**

5.3

The number of points awarded to each criterion and sub-criterion shall be the following:

I	Criteria: CONSULTANT'S EXPERIENCE RELEVANT TO THE ASSIGNMENT (EXPERIENCE IN SIMILAR TYPE OF ASSIGNMENTS)	Total: 30 points
SN	Sub Criteria	Score

#### **DOCUMENT NO.04: TECHNICAL BID MODEL TABLES**

- 4A. Letter of submission of technical bid
- 4B. Bidder's references
- 4C. Bidder's observations and suggestions on the terms of reference and the data, services and installations to be furnished by the Project Owner
- 4D. Description of the proposed methodology and work plan to accomplish the mission
- 4E. Composition of the team and responsibilities of its members
- 4F. Model of curriculum vitae (CV) of the proposed specialized personnel
- 4G. Calendar of the specialized personnel
- 4H. Calendar of activities (work programme).

#### **4A. Letter of Submission of Technical Offer**

*[Place, date]*

TO: (Name and Address of Project Owner)

Sir/Madam

We the undersigned, are pleased to propose our services as service provider for [subject of the service] in accordance with invitation to tender of [date] and our bid. We hereby submit our Technical bid (specify the lot(s), where need be).

If negotiations take place during the period of validity of the bid that is before [date] we pledge to *negotiate* on the basis of the personnel proposed here. For us our bid is binding, subject to any modification resulting from the negotiation of the contract.

We know you are (not) bound by the proposals received.

Yours faithfully

Signature of empowered official:

Name and title of signatory:

Name of bidder:

Address:



**4C: OBSERVATIONS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND DATA, SERVICES AND INSTALLATIONS TO BE FURNISHED BY PROJECT OWNER**

**On the Terms of Reference**

- 1.
- 2.
- 3.
- 4.
- 5.

**On the data, services and installations to be furnished by the Project Owner**

- 1.
  - 2.
  - 3.
- Etc.

**4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN PROPOSED TO ACCOMPLISH THE MISSION**

.....

.....

.....

**4E: COMPOSITION OF THE TEAM AND RESPONSIBILITIES OF ITS MEMBERS**

**1. Technical/Management Personnel**

Name	Position	Tasks

**2. Support Staff (Head Office and Local)**

Name	Position	Tasks



Day/month/year.....  
 \* Name of employee.....  
 Name of empowered representative.....

**4G: CALENDAR OF SPECIALIZED PERSONNEL**

Name	Position	Reports to be furnished/activities	Months (in the form of bar diagrams)												Number of months
			1	2	3	4	5	6	7	8	9	10	11	12	
															Sub-total (1)
															Sub-total (2)
															Sub-total (3)
															Sub-total (4)

Full time \_\_\_\_\_

Part time \_\_\_\_\_

Reports to be  
furnished/Activities \_\_\_\_\_

Duration \_\_\_\_\_

Signature \_\_\_\_\_

*(Empowered representative)*

Name \_\_\_\_\_

Position \_\_\_\_\_

Address) \_\_\_\_\_



**DOCUMENT NO. 5: FINANCIAL BIDS MODEL TABLES**

**SUMMARY OF MODEL TABLES**

- 5 A. Letter of submission of financial offer
- 5. B. Summary statement of costs
- 5. C. Distribution of costs by activity
- 5. D. Unit cost of key personnel
- 5. E. Unit cost of execution personnel
- 5. F. Distribution of remuneration by activity
- 5. G. Reimbursable costs by activity
- 5. H. Sundry costs for contracts payable by unit prices
- 5 I: Unit Price Schedule
- 5J: Bill of Quantities and Cost Estimates

**5B: SUMMARY STATEMENT OF COSTS**

DESCRIPTION	AMOUNT	TOTAL
SUB TOTAL		
TAXES, DUTIES, DUES & OTHER FISCAL COSTS		
TOTAL AMOUNT OFFER		

**5C: DISTRIBUTION OF COSTS BY ACTIVITY**

ACTIVITY NO:	ACTIVITY:	DESCRIPTION:
PRICE COMPONENTS	AMOUNT	TOTAL
Remuneration		
Reimbursable Costs		
Sundry Costs		
SUB TOTAL		

**5D: UNIT COSTS OF KEY PERSONNEL**

NAMES	QUALIFICATION/FUNCTION	HOURLY COST	DAILY COST	MONTHLY COST

**5E: UNIT COST OF EXECUTION PERSONNEL**

NAMES	QUALIFICATION/FUNCTION	HOURLY COST	DAILY COST	MONTHLY COST



Activity No	Item No	Activities/Cost item	Unit	Nit price in figures	Unit price in words
100	<b>Preparation (finetuning of methodology, inception meeting, elaboration of inception report</b>				
	101	Writing material (bloc notes, pens etc.)	Sets		
	102	Hall rental for inception meeting	Days		
	103	Refreshment during inception meeting	Person days		
	104	Honorarium lead trainer	Person days		
	105	Honorarium master trainers/key experts	Person days		
200	<b>Elaboration of M&amp;E plan</b>				
	201	Writing material (bloc notes, pens etc.)	Sets		
	202	Honorarium lead trainer	Person days		
	203	Honorarium master trainers/key expert	Person days		
300	<b>Elaboration of communication strategy</b>				
	301	Writing material (bloc notes, pens etc.)	Sets		
	302	Honorarium lead trainer	Person days		
	303	Honorarium master trainers/key expert	Person days		
<b>Subtotal 300</b>					
400	<b>Elaboration of ToR of baseline situation of CSA and methodology</b>				
	401	Writing material (bloc notes, pens etc.)	Sets		
	402	Honorarium lead trainer	Person days		
	403	Honorarium master trainers/key expert	Person days		
<b>Subtotal 400</b>					
500	<b>Baseline survey on CSA practices based on objectively verifiable indicators</b>				
	501	Hall rental for training of enumerators	Days		
	502	Training material for training of enumerators (flip charts, bold markers etc.)	Sets		
	503	Writing material (bloc notes, pens etc.)	Sets		
	504	Feeding during training of enumerators (20 persons during 2 days)	Person days		
	505	Communication credit lead trainer	Person days		
	506	Communication credit key experts (4 persons)	Person days		
	507	Transport lead trainer and key experts during field data collection	Person days		
	508	DSA lead trainer and key experts during field data collection	Person days		
	509	Transport 15 enumerators during field data collection (12 days x 15 persons)	Person days		
	510	Honorarium lead trainer	Person days		
	511	Honorarium key experts (4 persons)	Person days		
	512	Honorarium enumerators	Person days		
<b>Subtotal 500</b>					
600	<b>Selection of beneficiaries and establishment of list of beneficiaries</b>				
	601	Communication credit lead trainer	Days		
	602	Honorarium lead trainer	Person days		
	603	Honorarium key experts (3 persons)	Person days		
<b>Subtotal 600</b>					
700	<b>Capacity needs assessment</b>				
	701	Communication credit lead trainer	Days		



	1106	Communication credit lead trainer	Persons		
	1107	Communication credit master trainers	Days		
	1108	Communication credit trainers	Person days		
	1109	Transport to facilitators to attend training	Person		
	1110	Transport to trainers during training of facilitators in the field	Persons		
	1111	Transport to master trainers during field visits to support trainers during training of facilitators	Persons		
	1112	DSA to trainers during training of facilitators	Person days		
	1113	DSA to master trainers during field visits to support trainers during training of facilitators	Person days		
	1114	Honorarium lead trainer	Person days		
	1115	Honorarium master trainers (4 persons x 15 days each)	Person days		
	1116	Honorarium trainers (15 persons x 5 days each)	Person days		
	1117	Certificates for participants	Persons		
<b>Subtotal 1100</b>					
<b>1200</b>	<b>Organization of FFS</b>				
	1201	Demonstration inputs (fertilizers/pesticides)	Sets		
	1202	Transport to trainers during field visits to support facilitators during FFS sessions (15 persons x 10 days/month x 4 months)	Person days		
	1203	Transport to master trainers during field visits to support facilitators during FFS sessions (4 persons x 5 days/month x 4 months)	Person days		
	1204	DSA to trainers during field visits to support facilitators during FFS sessions (15 persons x 10 days/month x 4 months)	Person days		
	1205	DSA to master trainers during field visits to support facilitators during FFS sessions (4 persons x 5 days/month x 4 months)	Person days		
	1206	Facilitators' allowances (180 persons during 4 months)	Person months		
	1207	Honorarium trainers (15 trainers x 4 months)	Person months		
	1208	Honorarium master trainers (4 persons x 4 months)	Person months		
<b>Subtotal</b>					
<b>1300</b>	<b>Backstopping and post-training follow-up</b>				
	1301	Transport to lead trainer during field visits	Person days		
	1302	Transport to master trainers during field visits (4 persons x 5 days/month x 4 months)	Person days		



## 5J: BILL OF QUANTITIES AND COST ESTIMATES

Activity No	Item No	Activities/Cost item	Unit	Qty	Unit price	Amount
100	<b>Preparation (finetuning of methodology, inception meeting, elaboration of inception report)</b>					
	101	Writing material (bloc notes, pens etc.)	Sets	10		
	102	Hall rental for inception meeting	Days	1		
	103	Refreshment during inception meeting	Person days	10		
	104	Honorarium lead trainer	Person days	3		
	105	Honorarium master trainers/key experts	Person days	6		
	<b>Subtotal 100</b>					
200	<b>Elaboration of M&amp;E plan</b>					
	201	Writing material (bloc notes, pens etc.)	Sets	5		
	202	Honorarium lead trainer	Person days	2		
	203	Honorarium master trainers/key expert	Person days	6		
	<b>Subtotal 200</b>					
300	<b>Elaboration of communication strategy</b>					
	301	Writing material (bloc notes, pens etc.)	Sets	5		
	302	Honorarium lead trainer	Person days	2		
	303	Honorarium master trainers/key expert	Person days	6		
	<b>Subtotal 300</b>					
400	<b>Elaboration of ToR of baseline situation of CSA and methodology</b>					
	401	Writing material (bloc notes, pens etc.)	Sets	5		
	402	Honorarium lead trainer	Person days	2		
	403	Honorarium master trainers/key expert	Person days	7		
	<b>Subtotal 400</b>					
500	<b>Baseline survey of current CSA Practices with Clearly defined verifiable indicators</b>					
	501	Hall rental for training of enumerators	Days	2		
	502	Training material for training of enumerators (flip charts, bold markers etc.)	Sets	1		
	503	Writing material (bloc notes, pens etc.)	Sets	20		
	504	Feeding during training of enumerators (20 persons during 2 days)	Person days	40		
	505	Communication credit lead trainer	Person days	18		
	506	Communication credit key experts (4 persons)	Person days	50		
	507	Transport lead trainer and key experts during field data collection	Person days	12		
	508	DSA lead trainer and key experts during field data collection	Person days	30		
	509	Transport 15 enumerators during field data collection (12 days x 15 persons)	Person days	180		
	510	Honorarium lead trainer	Person days	14		
	511	Honorarium key experts (4 persons)	Person days	50		
	512	Honorarium enumerators	Person days	180		
	<b>Subtotal 500</b>					
600	<b>Selection of beneficiaries and establishment of list of beneficiaries</b>					
	601	Communication credit lead trainer	Days	3		
	602	Honorarium lead trainer	Person days	3		
	603	Honorarium key experts (3 persons)	Person days	3		
	<b>Subtotal 600</b>					
700	<b>Capacity needs assessment</b>					
	701	Communication credit lead trainer	Days	3		
	702	Honorarium lead trainer	Person days	6		
	703	Honorarium key experts (3 persons)	Person days	13		
	<b>Subtotal 700</b>					



	1113	DSA to master trainers during field visits to support trainers during training of facilitators	Person days	75		
	1114	Honorarium lead trainer	Person days	5		
	1115	Honorarium master trainers (4 persons x 15 days each)	Person days	60		
	1116	Honorarium trainers (15 persons x 5 days each)	Person days	75		
	1117	Certificates for participants	Persons	180		
	<b>Subtotal 1100</b>					
<b>1200</b>	<b>Organization of FFS</b>					
	1201	Demonstration inputs (fertilizers/pesticides)	Sets	180		
	1202	Transport to trainers during field visits to support facilitators during FFS sessions (15 persons x 10 days/month x 4 months)	Person days	600		
	1203	Transport to master trainers during field visits to support facilitators during FFS sessions (4 persons x 5 days/month x 4 months)	Person days	80		
	1204	DSA to trainers during field visits to support facilitators during FFS sessions (15 persons x 10 days/month x 4 months)	Person days	600		
	1205	DSA to master trainers during field visits to support facilitators during FFS sessions (4 persons x 5 days/month x 4 months)	Person days	80		
	1206	Facilitators' allowances (180 persons during 4 months)	Person months	720		
	1207	Honorarium trainers (15 trainers x 4 months)	Person months	60		
	1208	Honorarium master trainers (4 persons x 4 months)	Person months	16		
	<b>Subtotal</b>					
<b>1300</b>	<b>Backstopping and post-training follow-up</b>					
	1301	Transport to lead trainer during field visits	Person days	20		
	1302	Transport to master trainers during field visits (4 persons x 5 days/month x 4 months)	Person days	80		
	1303	Transport to trainers during field visits (15 persons x 5 days/month x 4 months)	Person days	300		
	1304	DSA lead trainer during field visits	Person days	20		
	1305	DSA master trainers during field visits	Person days	80		
	1306	DSA trainers during field visits	Person days	300		
	1307	Honorarium lead trainer	Person months	4		
	1308	Honorarium master trainers (4 persons x 4 months)	Person months	16		
	1309	Honorarium trainers (15 trainers x 4 months)	Person months	60		
	<b>Subtotal 1300</b>					
<b>1400</b>	<b>Endline/impact assessment</b>					
	1401	Hall rental for training of enumerators	Days	2		
	1402	Training material for training of enumerators (flip charts, bold markers etc.)	Sets	1		



**Terms of Reference (ToR) to Provide Technical Assistance to Promote Climate-Smart Agriculture (CSA) Techniques to Vulnerable Farmers in the North West Region within the Framework of the Emergency Project to Combat Food Crisis in Cameroon (PULCCA**

## **1. Background**

### ***1.1 Context and Justification***

The context of implementation of this project is characterized by a number of factors. Cameroon is a lower-middle income country with significant economic growth potential which it has not fully capitalized on. The country represents 45 percent of the Gross Domestic Product (GDP) of the Central African Economic and Monetary Community (CEMAC, Communauté économique et monétaire de l'Afrique centrale), but is heavily commodity and oil dependent. The fiscal revenues and export earnings generated by the oil industry are acutely vulnerable to global commodity price risk. Serious development challenges that limit the country's growth potential include high risk of debt distress, incomplete implementation of fiscal reforms, climate change, and ongoing conflict in parts of the country.

Secondly, with the onset of COVID-19, the government-imposed containment measures became a contributing factor in job loss and increased vulnerability. However, just coming out of the COVID 19 pandemic crisis, supply chain issues and overall financial conditions have steepened the slowdown in economic growth experienced by Cameroon. Geopolitical conflicts like the Russia-Ukraine war have led to soaring prices and volatility in energy and grain markets causing financial and economic pains to many countries. This conflict has led to significant increase in agricultural commodity prices, which is exacerbating food insecurity and poverty in the rural areas. The prices of agricultural inputs and commodities and fuel are surging. This increase in prices is more pronounced for farm inputs like fertilizers, energy and wheat products. This situation in the is compounded by the ongoing sociopolitical crisis in the North West and South West Regions and has had very serious consequences on food security and livelihoods of the poor populations of the Region.

These crises have undermined poverty reduction, created new pressures on natural resources in the Region and reduced both availability and affordability of food. The poverty map set up by the Government of Cameroon (GoC) in 2019 showed an increase in poverty in the Far North, Northwest, and Southwest regions since 2014. The poverty rate for these regions was 77 percent, 57 percent, and 21 percent respectively in 2019. Amidst these challenges, fears surrounding food shortage and security remain high, heightening the risk of continuing social unrest in the Region. Elsewhere, Climate change is a critical force weakening Cameroon's economic outlook and is the primary driver of food insecurity. The Region is facing a surge in extreme weather like erratic rainfall causing floods and droughts, high temperatures and violent winds.



Reducing post-harvest losses contribute to climate adaptation and mitigation while promoting food security. This sub-component will include technical assistance to promote CSA techniques to strengthen producers' resilience to climate change.

These include optimal use of improved seeds and other inputs, sustainable irrigation and water harvesting, bio-intensive vegetable and fruit farming, and post-harvest management to reduce production/food losses. Much of the investment in this sub- component will support women engaged in communal gardening systems, helping them to meet the needs of their households and the demand for products in local markets – including HGSF in component 1.

Under sub component 2.1 the project will facilitate market access by fostering the capacity of farmers' organizations and cooperatives to aggregate, store, process, add value, and develop businesses that supply local markets and schools (through HGSF). When market supply is insufficient to meet demand, WFP's Global Commodity Management Facility (GCMF) located in Cameroon will purchase cereal and pulses and be careful not to distort local markets. Significant priority will be assigned to identifying and supporting women's groups and networks, targeting their ability to invest in value chains from production to markets.

The project will focus on activities that meet women's specific needs, including organization, finances, administration, harvest management during lean seasons, and determining how to earn a profit in local markets – including some larger markets. Women in Cameroon are less likely to sell their produce in wholesale, large retail, school, and supermarkets, and are less familiar with selling at fair prices to earn profits.

The project will support women to have greater access to bigger markets while increasing profitability. At the same time, the project will support community resilience providing technical assistance to promote Climate Smart Agriculture. **The North West Development Authority (MIDENO) is one of the Executing Agencies of PULCCA with respect to the implementation of Component 2.1, in the North West Region.**

### *1.3 Presentation of MIDENO/Executing Agency*

The North West Development Authority (MIDENO) is an Administrative Public Establishment created in 1981 and placed under the Technical Tutelage of the Ministry in Charge of Agriculture and Rural Development (MINADER). The mandate of MIDENO as the secular arm of the Government in the Region to ensure the socioeconomic transformation of the Region through Supporting, Coordinating and Supervising Agropastoral and Rural interventions in the Region. More specifically, MIDENO within the framework of her mandate ensures that farmers in the Region have access to improved farm inputs, especially seed and other essential inputs for primary production and post-harvest as well as organizing, structuring and building the capacity of farmers.

MIDENO has signed a Framework Agreement with PULCCA giving responsibility for the implementation of the activities of sub-Component 2.1 of the project in the North West Region to MIDENO from 2024 to 2025 projected to cost cfa 4,778,925,034 francs cumulatively.



- Organize a Training of Master Trainers in the Farmer Field School Approach
- Organize and facilitate training sessions for facilitators in the 28 target sub Divisions of the Project
- Identify sites for the setting up of farmer field schools in each council area
- Organize and facilitate training sessions for farmers using participatory methods, including field demonstrations and hands-on activities.
- Develop training materials (manuals, guides, audiovisual tools) to support learning.
- 4. **Monitoring and Evaluation:**
  - Establish indicators for measuring the effectiveness of the training program.
  - Develop a monitoring and evaluation framework to assess training outcomes and farmer adoption of CSA practices.
- 5. **Reporting:**
  - Prepare detailed reports summarizing training activities, participant feedback, and recommendations for future CSA initiatives.

#### 4. Main Deliverables

- A comprehensive needs assessment report carrying the current knowledge and practices of farmers regarding CSA
- A comprehensive training curriculum tailored to the needs of the targeted farmers, based on the Farmer Field School approach covering key components of CSA, including sustainable land management, water conservation, agroforestry, and crop diversification, etc.
- A training schedule and logistics plan
- A report on the training of at least 10 Master Trainers in Farmer Field School Approach and 30 Farmer Field School Facilitators
- A monitoring and evaluation framework to assess training outcomes and farmer adoption of CSA practices
- Detailed reports summarizing training activities, participant feedback, and recommendations for future CSA initiatives.

The beneficiaries shall be selected in collaboration with MIDENO and the Regional Delegation of Agriculture and Rural development.

### 4.3 Final Assignment Execution Report

A draft final report of the assignment shall be submitted two (2) weeks before the end of the duration of the assignment. The draft shall be presented by the consultant at a stakeholder workshop to be convened by the Consultant at most one week after submission of the report. The stakeholders as mentioned above would make proposals to salient issues encountered on the field. Thereafter, the final report shall be produced taking into consideration the inputs made during the stakeholder workshop. The Final report shall be submitted one (1) week after the workshop

## 6. Eligibility Conditions and Qualification Criteria

### 6.1 Qualification and experience

- Proven experience in agricultural training and capacity building, particularly in Climate Smart Agriculture.
- Relevant qualifications in agriculture, environmental science, or related fields.
- Experience in facilitating Farmer Field Schools or similar participatory training methods.
- Strong communication and interpersonal skills to engage effectively with diverse farmer groups.

Proposed trainers for the activity should have at least 10 years' experience in need assessment, organizing training workshops or related activities.

- ❖ A Lead trainer should be an Agricultural Economist or any related field with at least 10 years of experience leading similar capacity building
- ◆ Agronomist with at least 10 yrs experience leading similar capacity building
- ◆ Gender specialist with at least three (03) years of working experience;
- ◆ Monitoring and Evaluation expert with at least 5 years of field experience;
- ◆ An environmentalist with at least five (05) years of working experience.

### 8Evaluation criteria

The technical and financial proposals shall be assessed by the MIDENO Internal Tenders Board in accordance with the regulation in force.

### 6.2 Technical evaluation

Using the criteria for the technical evaluation, the evaluation team gives each consultant's proposal a technical score. The minimum technical score should be 75 to give greater relevance to technical quality. The criteria are outlined of the evaluation grid as follows:

Sn	Criteria	Score	Maximum Score
1	Experience of firm in similar activities within the last 10 years. Proof with copies of past contracts or attestation of completion)		30
2	Qualification and experience of proposed staff = 27, proof with highest certificate and CV detailing relevant experience		30
3	Methodology: Conformity with Terms of Reference, work plan and conception, division of work among team members, man-month's estimate for each sub-task, duration, provision for logistical and equipment needs, etc.		40



1 <sup>st</sup> installment	Submission and validation of inception Report and Needs Assessment Report	20%
2 <sup>nd</sup> installment	Submission and validation of Draft Assignment Execution Report	75%
3 <sup>rd</sup> installment	Submission and validation of Final Assignment Report ( <b>Final bond after</b> )	5%

## 12. Safeguard Measures

The consultant has to take necessary action to ensure transparency, accountability, the protection of well-being of vulnerable individuals (children, women, elderly and people with disability, indigenous people, etc ) from harm, exploitation or abuse.

## 13. Submission of Bids

Potential service providers willing to make a bid can send the complete set of sealed documents by hand mail to the following address.

The Director General, North West Development Authority,  
P.O. Box 442, Bamenda  
Email: [midenobda@yahoo.com](mailto:midenobda@yahoo.com)

## CHAPTER 1: GENERAL

### Article 1: Subject of tender (GAC supplemented)

The subject of this tender is the **recruitment of a consulting firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques**

### Article 2: Award procedure (GAC supplemented)

This contract shall be awarded using a **Quality Cost Based Selection Method**

### Article 3: Definitions and duties (article 2 of GAC supplemented)

#### 3.1 General definitions

- The **Project Owner** shall be the **Director General of MIDENO**. He ensures the preservation of originals **of contract** documents and the transmission of copies to **ARMP** through the focal point designated to this effect
- The **Contract Manager** shall be the **Procurement Officer of MIDENO**. He ensures the respect of the administrative, technical, financial conditions and contractual time-limits.
- The **Contract Engineer** shall be: **The Director of the Technical Department MIDENO**. He shall be responsible the technical follow-up of the contract.
- The Consultant shall be the **bidders to whom the contract have been awarded and have signed the contract document with the Project Owner**.

#### 3.2 Security

- The Authority in charge of ordering payment shall be the **Director General of MIDENO**
- The authority in charge of the clearance of expenditures shall be the **DAF of MIDENO**
- The official competent to furnish information within the context of the execution of this contract shall be the **Director General of MIDENO (Project Owner)**

### Article 4: Applicable language, law and regulation (GAC supplemented)

1. The language to be used shall be **English**.
2. The service provider shall be bound to respect the law, regulations and ordinances in force in the Republic of Cameroon both within his own organization and in the execution of the contract.  
If in Cameroon the regulations, laws and administrative and fiscal measures in force at the date of signature of this contract are amended after the signature of the contract, the possible direct resulting costs shall be taken into account without gain or loss for either party.

### Article 5: Constituent documents of the contract (Article 8 of GAC)

The constituent contractual documents of this contract include:

1. The tender or commitment letter;
2. The supplier's tender and its annexes in all provisions not contrary to the Special Administrative Conditions (SAC) and the Terms of Reference (ToR) referred to above;
3. The Special Administrative Conditions (SAC);
4. The Terms of Reference (ToR);
5. The particular elements necessary for the determination of the contract price include: the unit price schedule, the statement of all-in prices, detailed estimates, the breakdown of all-in prices and the sub-details of unit prices;
6. The Contract document
7. The General Administrative Conditions (GAC) applicable to intellectual services contracts as put in force by Order No. 033/CAB/PM of 13 February 2007;
8. The General Technical Conditions applicable to services forming the subject of the contract



**Article 8: Administrative Orders (Article 7 of GAC)**

- 8.1. The Administrative Order to start execution shall be signed by the **Project Owner**
- 8.2. Administrative Orders with financial incidence likely to modify the time-limits shall be signed and notified by the **Project Owner**
- 8.3. Administrative Orders of a technical nature linked to the normal progress of the services and without financial incidence shall be signed directly and notified by the **Project Owner**
- 8.4. Administrative Orders serving as warnings shall be signed by the **Project Owner**.
- 8.5. The contractor has a time-limit of fifteen (15) days to issue reservations on any Administrative Order received. Having reservations shall not free the enterprise of executing the Administrative Orders received.

**Article 9: Conditional-phase contracts (GAC supplemented)**

- 9.1. The contract shall be executed in **one (1) phase**
- 9.2. The time-limit set for the notification of an Administrative Order to commence the execution of a conditional phase shall be: **NA**

**Article 10: Service provider's equipment and staff (GAC supplemented)**

- 10.1 Any modification, even partial, made to the technical offer shall only occur after the written approval of the Project Owner.
- 10.2 Any unilateral modification on the proposed equipment and personnel made in the technical offer prior to and during the execution shall be a reason for termination of the contract

### **18.1. Scheduling of payments**

The number of indicative payments on account shall be scheduled as follows:

Contract Name	Installment	Deliverables	% payment
The recruitment of a consulting firm to <b>TO</b> to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques	1	Submission and validation of inception Report and Needs Assessment Report	20
	2	Submission and validation of Draft Assignment Execution Report	75
	3	Submission and validation of Final Assignment Report <b>(Final Bond)</b>	5
<b>Total</b>			<b>100</b>

The detailed accounts in (6) six copies shall be presented by the service provider in CFA **francs (or in CFA francs foreign currencies, if need be)** to the **Project Owner** including a request for payment.

The request for payment must clearly indicate the total amount of the contract, the amounts of money already received and the amount of the bill concerned.

**Payments on account shall take place within thirty (30) days from the date of transmission to the competent accountant of the establishment giving entitlement to payment**

### **18.2. General detailed account - Statement of balance**

After approval of the final report, the service provider addresses to the Project Owner a request for balance in the form of the general detailed account indicating the recapitulation of the sums already received as well as the outstanding balance to be paid: this recapitulation is the general detailed account.

The payment of the last detailed account shall be subject to the submission of the final report by the service provider to the Project Owner and the acceptance by the latter of the said report within deadline of fifteen (15) clear days.

### **18.3. Detailed account of start-off advance: NA**

#### **Article 19: Interest on overdue payments (Article 20 of GAC)**

Possible interests on overdue payments shall be paid by statement of sums due in accordance with Article 88 of Decree No. 2004/275 of 24 September 2004 to institute the Public Contracts Code.

#### **Article 20: Penalties for delays (Article 29 of GAC supplemented)**

**20.1.** The amount set for penalties for as follows:

- a.** One two thousandth (1/2000<sup>th</sup>) of the initial contract amount all taxes inclusive per calendar day of delay from the first to the 30<sup>th</sup> day beyond the contractual time-limit:
- b.** One, One thousandth (1/1000<sup>th</sup>) of the initial contract amount inclusive of all taxes per calendar day beyond the 30<sup>th</sup> day.

**20.2.** The cumulated amounts of penalties for delay shall be limited to ten (10%) percent of the initial contract inclusive of all taxes

#### **Article 21: Final detailed account (GAC supplemented)**

**21.1.** After completion of the services and within a maximum time-limit of **15 days**, after the date of provisional acceptance, the service provider shall establish, from joint report the draft final detailed account of services effectively rendered which recapitulates the total amount of sums to which he is entitled by dint of the execution of the entire contract.



### **CHAPTER III: EXECUTION OF THE SERVICES**

#### **Article 25: Contract execution deadline (Article 20 of GAC)**

**25.1.** The deadline for the execution of the services forming the subject of this contract shall be four **(4)** Months as follows:

<b>Contract Name</b>	<b>Deliverables</b>	<b>Timeline</b>
<b>The recruitment of a consulting firm to carry out a technical assistance to promote Climate Smart Agriculture (CSA) techniques</b>	Realization of inception report and Needs assessment	1 month
	Capacity building and integration of identified Women Refugees and IDPs into local organizations	4 months
	Submission of draft final report, organization of stakeholder workshop and submission of final assignment report	1 month
<b>Total</b>		<b>6 months</b>

**25.2.** This time-limit runs from the date of notification of the Administrative Order to commence execution.

#### **Article 26: Obligations of the Project Owner (GAC supplemented)**

**26.1.** The Project Owner shall be bound to furnish the service provider all the information necessary for the execution of the mission and to guarantee him, at his cost, access to the project sites.

**26.2.** The Project Owner shall ensure the service provider protection against threats, insults, violence, assaults, abuse or defamation of which he may be victim because of the execution of the mission.

#### **Article 27: Obligations of the service provider (GAC supplemented)**

**27.1.** The service provider shall execute the services and fulfill his obligations in a diligent, efficient and economic manner in accordance with the standards, techniques and practices generally accepted in his domain of activity.

**27.2.** During the duration of the contract, the service provider shall not be committed directly or indirectly in professional or contractual activities likely to compromise his independence in relation to the missions assigned him.

**27.3.** In case of conflict of interest regarding a member of the team of the mission, the service provider must inform the Project Owner in writing and must replace the expert in question involved in the mission or contract. Conflict of interest shall mean any situation in which the service provider may benefit directly or indirectly for a contract awarded by the Project Owner in which he may be consulted or any other action in which he has sufficient personal or financial interests to compromise his impartiality in the accomplishment of his functions or in a way to unfavorably affect his judgment.

## **CHAPTER IV: ACCEPTANCE**

### **Article 32: The Acceptance Commission (Article 36 of CAG)**

**The Acceptance Commission shall** be composed of the following members:

- Project Owner or his representative –Chairperson
- Project Coordinator of PULCCA/Representative
- Representative of the Regional Delegation of Agriculture and Rural Development NWR
- Contract Engineer- Rapporteur
- Contract Manager: Member
- Representative of MINMAP- Observer
- The Stores Accountant - Member
- Consultant/Representative-Member

The members of the Acceptance Commission shall be appointed by a decision from the Project Owner

### **Article 33: Acceptance of Service (Article 36 of GAC)**

The Project Owner shall pronounce the acceptance of the services if they meet the stipulations of the contract and where need be, after the opinion of the Technical Follow-up and Acceptance Commission. The date of effect of the acceptance shall be specified in the acceptance decision. Failing that, it is the date of notification of this decision that shall be taken into account. If there is need, this acceptance shall entail the transfer of ownership.



**DOCUMENT NO.08: MODEL CONTRACT**

**REPUBLIQUE DU CAMEROUN**

**REPUBLIC OF CAMEROON**

**Paix - Travail – Patrie**

**Peace - Work- Fatherland**

*[Indiquer le Maitre d'Ouvrage][Indicate the Project Owner]*

**CONTRACT N°** ...../C or JO, /CA/TB/ /IT.....

Awarded after Invitation to tender No.....IT.....CA/TB/OO of.....

**For** *[Indicate the quality of the services]*

**HOLDER OF CONTRACT:***[indicate the holder and his full address]*

P.O. Box .....at.....Tel.....Fax.....

Business Registry Taxpayer's No.....A issued at.....

**SUBJECT OF CONTRACT** : *[indicate the full subject of the supply]*

**PLACE OF DELIVERY:** *[indicate]*

**AMOUNT IN CFA F**

IAT	
EVAT	
VAT (19.25%)	
AIR (.....%)	
Net to be paid	

**DELIVERY DEADLINE:** *[In days, weeks, months or years]*

**FINANCING:***[Indicate the source of financing]*

**BUDGET HEAD:***[to be completed]}*

**SUBSCRIBED ON:**

**SIGNED ON:**

**NOTIFIED ON:**

**REGISTERED ON:**

**Between:**

The Republic of Cameroon, represented by *[indicate Project Owner]* Hereinafter referred to as "the Project Owner",

DOCUMENT NO.09: MODEL DOCUMENTS

ANNEX NO.1: MODEL TENDER

*To be inserted as attachment to*

I the undersigned,

Nationality:

Domicile;

Function:

By virtue of my powers as the General Manager, and having taken cognizance of the National Tender File

No..... [Indicate the type **of service**

Hereby declare the intention to bid for this invitation to tender

Done at.....on.....

***Signature, name and stamp of bidder***



**ANNEX NO. 03: MODEL FINAL BOND**

Bank.....

Reference of the bond No.....

Addressed to (**Indicate the Project Owner and his address**) Cameroon, hereinafter referred to as the "Project Owner"

Whereas..... (**Name & Address of supplier**), hereafter referred to as "The Contractor" has committed himself, in execution of the contract referred to as "the Contract", to carry out (**Indicate the nature of the service**)

Whereas it is stated in the contract that the Contractor shall entrust to the Project Owner a final bond of an amount equal to (indicate the percentage between 2% & 5%) of the amount of the corresponding portion of the contract, as guarantee of the execution of his full obligations in accordance with the terms of the contract,

Whereas we have agreed to give the Contractor this guarantee,

We.....(**Name & address of bank**)

Represented by.....(**Name of signatories**),

Hereinafter referred to as "the bank", commit ourselves to pay the Project Owner, within a maximum deadline of eight (8) weeks, upon simple written request declaring that the contractor has not satisfied his contractual commitments within the meaning of the contract, without being able to defer the payment nor raise any contests for whatever reason, an amount up to the sum of.....(**in figures & words**).

We agree that no change or addendum or any other amendment to the contract shall free us of any obligation incumbent on us by virtue of this final bond and we hereby incline to any notification, addendum or change.

This final bond shall enter into force as soon as it is signed and as soon as the Project Owner notifies the contractor of the approval of the contract. It shall be released within a deadline of (indicate the deadline) from the date of the provisional acceptance of the services.

After this date, the bond shall be baseless and should be returned to us without the express request on our part.

Any request for payment formulated by the Project Owner by virtue of this guarantee should be done by registered mail with acknowledgement of receipt to reach the bank during the period of validity of this commitment.

This bond shall, for purposes of its interpretation, be subjected to Cameroon Law. Cameroon Courts shall be the only jurisdictions competent to rule on this commitment and its consequences

Signed and authenticated by the Bank

At.....on.....

(**Signature of the bank**)

## EVLUATION GRID

### A. ELIMINATION CRITERIA

SN	REQUIREMENTS	Score	CONSULTING FIRMS		
1	Absence of an administrative document and non-presentation after 48 hours	5			
2	Incomplete Technical Proposal				
3	False declaration or falsified documents				
4	Lack of appropriate personnel and experience needed				
5	Technical proposal below the cut-off mark of 75%				
6	Absence or insufficient Bid Bond				
7	Late submission of bids				
8	False declarations or forged documents				
9	Direct or indirect association with the conception, preparation of technical specifications and other documents concerned with this tender.				
10	Presence of information on				



	proven references							
2	Experience of the personnel in the same or similar assignments	10						
3	Experience in the project area	8						
<b>Sub Total</b>		<b>30</b>						

## B.2 METHODOLOGY

SN	Criteria	Mark Allocation	CONSULTING FIRMS					
			Marks Obtained	Observations	Marks Obtained	Observations	Marks Obtained	Observations
1	Understanding of the ToR for the assignment	10						
2	Adequacy of methodology: Clarity and coherence of proposed methodology and its relevance to the objectives of the assignment	20						
3	Means to carry out the assignment(equipment)	5						
4	Adequacy of Planning to realize the assignment	5						
<b>Sub Total</b>		<b>40</b>						

Sub Total	30						
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### SUMMARY OF ESSENTIAL CRITERIA

SN	EVALUATION CRITERIA	MARK ALLOCATIO N	CONSULTING FIRMS									
												Reco mmen dation
			Marks Obtained	Observati ons	Positio n	Marks Obtained	Observati ons	Positio n	Marks Obtaine d	Observ ations	Position	
1	Consultants Experience relevant to the assignment	30										
2	Methodology	40										
3	Qualification of key Personnel	30										
Grand Total		100										

### Signature of Evaluators

SN	Evaluators Name	Function	Telephone	Signature
1				
2				
3				
4				
5				
6				
7				