Terms of Reference (ToR) for the Hiring of A National Consultant to carry out Mapping and Cataloguing of Local Actors (NGOs) in the NW Region

Duration: 30 days

Start date of mission: 29 March

Background/Context
Cameroon has been experiencing armed conflict in the North-West and South-West Regions since 2017. This conflict has caused a huge death toll in both civilian and combatant populations, significant economic decline, growing underdevelopment, pain and suffering in affected communities, and a breakdown in social cohesion.

The government of Cameroon and UNDP collaborated in the formulation of the Presidential Plan for Reconstruction and Development (PPRD) of the North West (NW) and South West (SW) Regions. The PPRD feeds into the government’s efforts to resolve the current crisis. It is against this backdrop that UNDP has engaged in recovery activities in both regions. The objective of this plan is to strengthen institutions and processes that facilitate peacebuilding and resilience through the following three pillars:

(i) Strengthening social cohesion
(ii) Rehabilitation of damaged infrastructure
(iii) Revitalization of the local economy

The PPRD plan will be implemented in phases, and the first phase which is expected to cover two to three years will focus mainly on Recovery. This will complement and reinforce current humanitarian efforts by supporting the transition towards civilian led recovery and social cohesion, and ultimately the return to normalcy for the Anglophone regions. UNDP will focus in this first phase of the PPRD on the human and social aspects of recovery.

Justification

- UNDP seeks to reactivate the NGO and CBO network to support local communities based on a non-partisan needs-based approach. The mapping and cataloguing of local actors (exp: NGOs, CBOs, CIGs, local building contractors etc.) will strongly support this goal.

- The housing situation of over one hundred thousand households has been affected because of the crisis. Thousands of housing units have been damaged, leaving many without homes, and resulting in displacements and deterioration of already difficult living conditions. In the NW, over one thousand villages have been burned. In anticipation of the provision of housing support to local affected communities, a mapping and cataloguing of local contractors will help improve engagement, quality service delivery and community impact.
The Recovery Programme will rely significantly on the support of local implementing partners. Mapping and cataloguing of local actors will help boost UNDPs stakeholder engagement on the ground, support the implementation of the UNDP General Principles of fairness, integrity, transparency, and best value for money.

UNDP and international partners have collectively agreed that it is necessary and urgent to set the population of the NW Region on an upward trajectory towards lasting prosperity, wellbeing, and the creation of an enabling environment. This cannot be done without broad-based engagement of local actors from all the seven Divisions of the NW Region. The identification and acquisition of contact information for these actors will significantly facilitate this process.

Output 1.1. of the Annual Workplan for the Social Cohesion Pillar focuses on the provision of “opportunities for ownership of the public space, bottom-linked citizen participation and engagement in public affairs. This process will directly facilitate this – given that these actors will play a very important role in implementing UNDP activities on the field, and in serving as relays and liaison platforms to boost local engagement and participation during the Recovery Programme.

Objectives

- Facilitate and improve the engagement of local actors in the implementation of the Recovery Programme.
- Significantly support UNDP’s General Principles of best value for money, fairness, integrity, and transparency across all the activities of the social cohesion pillar.
- Development of a catalogue of active NGO’s, CBOs, CSOs including youth and women-focused ones, CIGs and building construction contractors in the NW Region (especially those active at the level of divisional headquarters).
- Mapping of organizations and contractors involved in development-related and humanitarian activities/interventions in the NW Region in compliance with UNDP rules and regulations.
- Identify, validate, and record contact details (telephone numbers, email addresses etc.) of identified associations, organizations, and contractors.
- Identification and reporting of specific areas of intervention of identified organizations, associations, CIGs, and building construction contractors.
- Report any other information on catalogued NGOs/CSOs/CBOs that is considered important for the project by the consultant.

Duties and Responsibilities

The selected national consultant will work under the direct supervision of the Social Cohesion Expert and under the overall supervision of the Recovery Programme Project Manager. He/She will be expected to deliver on the following expected results and deliverables:

Expected Results

- Catalogue of organisations, associations, CIGs and building construction contractors working in recovery and development-related sectors in the NW Region within the last few years (include location, phone numbers, email addresses, areas of intervention etc.)
- Mapping of associations, organizations, CIGs and building construction contractors at divisional level in the NW Region.
- Identification of organisations and associations working with youths, women, men and
persons living with disability.

- Identification of areas of intervention and capacity of actors in the Divisional headquarters of the NW Region
- Report (hard and soft copy) on project with well organized tables listing types of organisations, sectors of intervention, target beneficiaries (men, women, youth, persons living with disability), contact information etc.

**Deliverables**

<table>
<thead>
<tr>
<th>Output</th>
<th>Timeframe (Tentative)</th>
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<tbody>
<tr>
<td>Updated plan submitted and approved. Field meetings scheduled with various regional stakeholders (exp: MINAT, MINADER, Ministry of SMEs, local development actors, resource persons etc.) in Bamenda. <strong>Field visits to the other divisional headquarters are not required.</strong></td>
<td>Week 1</td>
</tr>
<tr>
<td>Field and desktop research to identify and catalogue various actors (NGOs, CSOs, CBOs, CIGs etc.) in the NW Region (especially those active at divisional headquarters level within the last few years). In addition to the above, the consultant will be required to identify at least 5 building construction contractors/companies in each division.</td>
<td>Week 2</td>
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<td>Drafting and submission of preliminary report (with excel table of active NGOs etc.)</td>
<td>Week 3</td>
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<tr>
<td>Updating, production and presentation of final report to Recovery Program focal point (in hard and soft copy)</td>
<td>Week 4</td>
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**Competencies**

**Corporate Competencies:**
- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Strong Programme design and management skills;
- Positive, constructive attitude and consistently approaches work with energy;
- Demonstrates openness to change and ability to receive / integrate feedback.

**Functional:**
- Professional experience;
- Able to manage conflicting deadlines and priorities;
- Able to coordinate activities such as missions, special events, etc.
- Able to assume full responsibility for activities, ensuring that mission objectives are met in a transparent and inclusive manner;
- Set clear goals and performance standards; perform responsibilities as it should be;
- Self-analysis of performance problems; seeking appropriate guidance and support.

**Resource management:**
- Strong organizational skills;
- Ability to work independently, produce high quality outputs;
- Solid opinion, strategic thinking and ability to manage competing priorities;
• Able to find creative solutions to daily problems, working in an ever-changing work environment.

Communication:
• Strong ability to write clearly and convincingly, adapting style and content to different audiences and speaking clearly and convincingly;
• Ability to produce high quality professional documents and products under pressure;
• Strong ability to present at meetings with the ability to adapt to different audiences;
• Strong analytical, research and writing skills with demonstrated ability to think strategically;
• Strong clear and fast communication skills;
• Strong interpersonal skills in negotiation and liaison

Required Skills and Experience

▪ The consultant should hold at least a master’s degree in a social science discipline (including political science, international relations, geography, urban planning, management, communication, law, or any other related discipline)
▪ Minimum of five years’ work experience in research design, data gathering, processing/analysis and dissemination/reporting
▪ Previous experience as consultant for an international organization or a local organization (preferably within the context of the crisis in the NW/SW Regions)
▪ Proof of work in the NW Region or SW Region for at least two years during the last four years
▪ Best value for money in budgeting
▪ Gender and human rights mainstreaming experience will be an asset

Language Requirements

• Fluency in written and spoken English language is required.

Application Procedure

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. All supporting documents must be part of the detailed CV and uploaded as one document.

1. CV/Resume with evidence of relevant work experience and education
2. References (credible people we can contact for information about you)
3. Proposed work plan (including duration needed to complete project)
4. Brief description of activity methodology (how the consultant intends to go about collecting the relevant information)
5. Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs.

Incomplete proposals may not be considered. All applications must be made on-line.
Note: Please note you can upload only one document to this application (scan all documents in one single PDF file to attach).

Evaluation Method and Criteria:

Technical Criteria for Evaluation (Maximum 70 points):
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least a master’s degree in a social science discipline (or a closely related field)</td>
<td>10 points</td>
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<tr>
<td>Work experience in data gathering, processing and reporting (research) for at least 5 years</td>
<td>10 points</td>
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<td>Mastery of research methodology (qualitative and quantitative techniques)</td>
<td>10 points</td>
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<td>Previous experience as consultant for a local organization or international organization</td>
<td>10 points</td>
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<tr>
<td>Evidence of work in the NW or SW Region for at least two years during the last four years</td>
<td>10 points</td>
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<td>Methodology of data collection (brief note submitted by applicant)</td>
<td>10 points</td>
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<td>Gender and Human Right’s mainstreaming skills/or willingness to consult with a gender technical expertise in the region</td>
<td>10 points</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>70 points</strong></td>
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</tbody>
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Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable; and (b) having received the highest score out of set of weighted technical criteria (qualification + interview) (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

- Only applications which are responsive and compliant will be evaluated;
- Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language may be invited for an interview. Only candidates who pass 70% of technical evaluation will be evaluated further.
- Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

For those who pass the technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:

1. Technical evaluation (70%)
2. Financial evaluation (30%)

**Applications should be sent via email to:** procurement.cameroon@undp.org

**NOTE:** All these items should be sent as a Single Attachment, with Recruitment of Mapping and Cataloguing Consultant - NW in the subject line of the email.

For more information, please contact: procurement.cm@undp.org

*The UNDP’s General Principles include best value for money, fairness, integrity, and transparency.*