

## TERMS OF REFERENCE

### SELECTION OF THREE (03) FARMERS' COOPERATIVE OR UNION OF FARMER'S COOPERATIVES ORGANIZATIONS TO FACILITATE EQUIPMENT, TOOLS, AND MATERIALS SUPPORT TO FARMERS IN MEZAM, NGOKETUNJIA AND BUI DIVISIONS OF THE NORTH WEST REGION OF CAMEROON

Date: 09/03/2021

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Country: Republic of Cameroon

**Description of the mission:** Selection of three (03) Farmers' Cooperative Organizations ( **one per Division**) to facilitate equipment, tools, and materials support to farmers in the North West Region of Cameroon

The selected Farmers' Cooperative Organizations or Union of farmer's cooperatives will provide technical expertise in the selection of beneficiaries, need assessment, support the acquisition and distribution of requisite equipment, tools, and materials; technically update beneficiaries on the use and maintenance of these equipment, monitor and evaluate the use of these equipment, tools, and materials for three (03) months; produce and transmit progress / evaluation reports on distribution and use of these equipment, tools, and materials to UNDP. Their activities will be closely monitored and evaluated by UNDP Livelihood Expert in the North West Region

Name of project: Recovery programme

Duration: 90 days

**Applications should be sent via email to: [procurement.cameroon@undp.org](mailto:procurement.cameroon@undp.org)**

**NOTE:** All these items should be sent as a **Single Attachment**, with **Recruitment of Farmers' Cooperative Organizations to support farmers with farm equipment and tools in the North West Region of Cameroon** in

the subject line of the email.

For more information, please contact: [procurement.cm@undp.org](mailto:procurement.cm@undp.org)

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#### 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, economy, and livelihood revitalization, and ultimately the return to normalcy for the Anglophone regions. UNDP will focus in this first phase of the PPRD on the human, social, economy and livelihood aspects of recovery.

### **Justification**

The recent damages to the agricultural sector, which accounts for over 50% of employment in both the NW/SW, have placed many people out of work. In the NW, abandoned plantations increased by more than 200% between 2017 and 2018, going from 30 000 abandoned hectares to 100 000 abandoned hectares.

Overall agricultural production dropped by 51% between 2017 and 2019. The most important drop affected production of Arabic Coffee, with a 68% drop in production and food groups with 58% drop.

This drop in production and productivity can also be associated to the lack of equipment and tools which have either been abandoned because of the crisis, lack of access to procure or due to their obsolete nature.

Farm tools, implements, and equipment play very important role in agricultural crop operations. Their availability makes the work much easier and faster. However, even if one may have the most sophisticated tools and implements, but does not know how to use them, they are useless. Accomplishing the right farming operations using the right agricultural equipment and tools not only saves the time for a farmer but also helps to increase efficiency of production and transformation.

The agriculture sector holds great potential before, during and after crises to save lives and contribute to livelihoods, support rural households, and provide decent employment. The impact of this protracted crises on agriculture which need to be addressed includes:

- ▶ Restricted mobility for agricultural labourers, input suppliers, processors, traders, and consumers due to security concerns.
- ▶ Displacement, which has led to neglect of produce, loss of access to productive agricultural areas, loss of traditional agricultural knowledge and practice, and a decline in interest in agricultural livelihoods.
- ▶ Changes in the agricultural labour force, with higher numbers of women, the elderly and infirm left to tend the land, leading to more small-scale subsistence agriculture.
- ▶ High financial costs in terms of damages and losses.
- ▶ Disruption to agricultural markets and value chains, which lessens incentives to engage in agricultural production beyond the subsistence level.

- ▶ Higher production and marketing costs resulting in less income for farmers and lower quality inputs and processing.
- ▶ Farmers forced into debt and/or lacking the capital to reinvest in agricultural livelihoods.
- ▶ A move to employment in other sectors and workers who are unlikely to return to agriculture.
- ▶ A move to planting illegal crops such as marijuana by some farmers.
- ▶ Lack of appropriate agricultural equipment, tools and materials.
- ▶ Unemployment and loss of income and capital to invest in agricultural livelihoods among farmers.

To revitalize agricultural production, the Recovery program being executed by UNDP, considered as one of the priorities, the enhancement of production and productivity through the support of farmers with appropriate farm tools, implements, and equipment in accessible zones. This will be implemented through engaging three (03) Farmers' Cooperative or Union of farmer's cooperative Organizations (one per Division – Mezam, Ngoketunjia and Bui Divisions) that have their members in the defined areas/Divisions of intervention in the North West Region. Region.

### **objectives**

#### **1. Overall objective:**

The global objective is to select three (03) Farmers' Cooperative Organizations to support 300 farmers in the acquisition of affordable labour-saving equipment, tools, and materials for the enhancement of agricultural production, transportation, and transformation. Farmers' Cooperative Organizations that have demonstrated a sound mastery of the use and maintenance of Agricultural labor-saving equipment, tools, and materials used by farmers in the North West Region for production, transportation and transformation will be selected as implementing partners and beneficiaries. The procurement of these equipment, tools, and materials identified will be done by UNDP. However, the Selected Farmers' Cooperative Organizations will carry out the distribution under the supervision of the Livelihood Expert of UNDP.

#### **Specific objectives**

- Carryout need assessment to identify labour saving agricultural equipment, tools, and materials for production and transformation especially concerning women.
- Identify and select 300 beneficiaries with respect to established vulnerability criteria
- Produce a comprehensive list with technical details of these equipment, tools, and materials is transmitted to UNDP for procurement.
- Distribute equipment, tools, and materials acquired by UNDP to beneficiaries.
- Update beneficiaries on the proper use and maintenance of these equipment, tools, and materials where it is applicable.
- Establish a monitoring mechanism on the proper use of these equipment, tools, and materials.
- Produce and transmit periodic monitoring reports and final evaluation report

## Expected Results and deliverables

### Expected Results

- 300 beneficiaries with respect to established vulnerability criteria are selected.
- A validated report including list of labour-saving agricultural equipment, tools, and materials for production and transformation, for the three (300) beneficiaries with special emphasis on women, is available.
- A comprehensive validated list with technical details of equipment, tools, and materials is transmitted to UNDP for procurement.
- Equipment, tools, and materials acquired by UNDP are distributed to the beneficiary farmers.
- Beneficiaries have acquired technical capacities on the effective and efficient use and maintenance of these equipment, tools, and materials where applicable.
- A monitoring mechanism on the proper use of these equipment, tools, and materials is established.
- Progress / evaluation reports on distribution and use of these equipment, tools, and materials are produced and transmitted to UNDP.

Output	Timeframe (Tentative)
A validated list of selected farmers is available	2 Weeks
Need assessment report including list of equipment, tools, and materials with quality and quantity specifications.	2 Weeks
Report of distribution of equipment tools and equipment	End of 2 <sup>nd</sup> month
Training reports and field technical backstopping mission reports	Ongoing from the beginning of 3 <sup>rd</sup> month
Evaluation Reports	End of 3 <sup>rd</sup> month

### Methodology

The methodology adopted for the realization of the above intervention and the achievement of the results will be through the selection and use of these Farmers' Cooperative Organizations **or** Unions of farmer's cooperatives selected per Division of intervention to provide expertise in the selection of beneficiaries, need assessment, support the acquisition and distribution of requisite equipment, tools, and materials; technically update beneficiaries on the use and maintenance of these equipment, monitor and evaluate the use of these equipment, tools, and materials for three (03) months; produce and transmit progress / evaluation reports on distribution and use of these equipment, tools, and materials to UNDP. Their activities will be closely monitored and evaluated by UNDP Livelihood Expert in the North West

### **BENEFICIARIES**

Three hundred (300) farmers including Women and Youths - at least 30% women, 5% person with disability in the Region are the direct beneficiaries. Indirect beneficiaries are

the different households and the local population in the zones of intervention in the North West Region.

Division	Subdivisions / Localities	No of Cooperatives Organizations to be selected per Division	No. of Beneficiaries
Mezam	Santa Subdivision	01	30
	Bamenda 1 Subdivision		25
	Tubah Subdivision		30
	Bafut – Tingo valley		30
	Bamenda 2		25
	Bamenda 3		25
Ngoketunjia	Ndop Central	01	35
	Babessi		30
Bui	Kumbo Central	01	40
	Jakiri		30
<b>Total</b>	<b>10</b>	<b>03</b>	<b>300</b>

### Scope of intervention of the Farmers' Cooperative Organizations

The selected of Farmers' Cooperative Organizations or Union of farmers cooperatives will provide the necessary environment for the support of vulnerable farmers affected by the socio-political crisis in the Region with farm equipment and tools. The will select the beneficiary farmers, carryout need assessment, distribute equipment and implements to the farmers, update them on the efficient use and maintenance, and produce progress reports Their activities will be closely monitored and evaluated by UNDP Livelihood and Social Cohesion Experts.

### FUNDING

The project will be fully funded by UNDP Recovery Program.

### BUDGET

<b>FCFA</b> <b>108,000,000</b>	<b>\$</b> <b>182,920.63</b>
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### ELIGIBILITY AND SELECTION CRITERIA

#### a) Administrative criteria

1. Justifying a legal existence as a Farmers' Cooperative Organizations in Cameroon
2. Have an office or training room with minimum basic facilities
3. Copy of bank Attestation
4. Location plan of office

#### b) Technical criteria

5. Have at least 5 years of existence as a Farmers' Cooperative Organization in the North west Region

6. Members should be located in selected areas of intervention (Membership-Male, female).
7. Justify with elements, agricultural Extension / equipment support to farmers ceremony photos as evidence.
8. Have an operational Board of Directors and annual Reports for the last three years
9. Have staff with the requisite qualifications (expertise required) in relation to Agricultural Extension /rural engineering (Add the list of staff, CVs, and diplomas)
10. Experience in managing partnerships with national, international and donor organizations, including reporting is an added advantage.
11. Inclusive gender-diverse staffing (workplace) especially Board members
12. Women headed or dominated Farmers' Cooperative Organizations are strongly encouraged to apply.

#### **Application Procedure:**

Interested Farmers' Cooperative Organizations or Union of farmers cooperatives covering more than one subdivision 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. Copy of Cooperative Registration Certificate
2. Justification elements for similar jobs, - Extension / input support ceremony photos as evidence
3. Draft activity budget (brief)
4. Proposed work plan (including duration needed to complete project)
5. Brief description of activity methodology (how the Farmers' Cooperative Organizations intends to go about collecting the relevant information and carryout field work)
6. 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).**

**The Cooperative Organization and members should be situated in the subdivision of intervention**

#### **Evaluation Method and Criteria:**

Technical Criteria for Evaluation (Maximum 70 points):

<b>Evaluation Criteria</b>	<b>Points</b>
Cooperative Registration Certificate and by-laws	15 points
Existence for at least 5 years in the Subdivision.	15 points
Have an operational Board of Directors and annual Reports for the last three years	15 points

Previous experience of similar service with local organizations and/ or international organizations	15 points
Methodology of selection, distribution, and maintenance support services (brief note submitted by Farmers' Cooperative Organizations)	25 points
Gender and Human Right's mainstreaming skills/or willingness to consult with a gender technical expertise in the region in Staffing and selection of Board members	15 points
Total	100 points

The Farmers' Cooperative Organizations will be evaluated based on this methodology.

Cumulative analysis:

The selected beneficiaries shall be Farmers' Cooperative Organization 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) (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 Farmers' Cooperative Organizations who pass 70% of technical evaluation will be evaluated further.
- Only Farmers' Cooperative Organizations obtaining a minimum of 70 points (70% of the total technical points) would be considered for the Financial Evaluation.

Offers will be evaluated per the Combined Scoring method:

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