



**REQUEST FOR PROPOSAL (RFP) FOR THE RECRUITMENT OF ONE (01)  
CIVIL SOCIETY ORGANIZATION (CSO) TO SUPPORT YOUTH START UP  
IN THE NORTH WEST REGION OF CAMEROON  
(For Low-Valued Services)**

NAME & ADDRESS OF FIRM	DATE: March 10, 2021
	REFERENCE: RFP/20/REC/PNUD/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for the recruitment of a Civil Society Organization CSO or Service Organization (SO). The selected Civil Society Organization CSO or Service Organization (SO) will provide technical expertise in the identification of pecuniary feasible entrepreneurial vocations / opportunities in the Region. The organization will also carry out the selection, training, and mentorship of the beneficiaries in the North West Region.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, March 26, 2021 and via email, to the address below:

**[procurement.cameroon@undp.org](mailto:procurement.cameroon@undp.org)**

Your Proposal must be expressed in english, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Procurement Unit*  
3/10/2021

## Description of Requirements

Context of the Requirement	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>(i) Strengthening social cohesion</li> <li>(ii) Rehabilitation of damaged infrastructure</li> <li>(iii) Revitalization of the local economy</li> </ul> <p>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.</p> <p>The socio-political conflict in the Northwest and Southwest has caused large-scale damage, spurred a humanitarian crisis, and exacerbated existing social tensions. The vulnerable populations urgently need to receive assistance and to recover from both the conflict and neglect.</p> <p>In the economic sphere, the crisis has discouraged investments in this region. A fall in investments implies a rise in unemployment and a general fall in the standards of living. Also, most of the councils in this region find it difficult to settle their debts and pay their workers.</p> <p>Another consequence is the near collapse of the tourism sector. Most of the recreational areas and tourist sites are abandoned or destroyed. Most of those in the working age group have migrated to other urban centers or regions leaving behind the old and women in the villages. This high migration implies less farm labor and consequently a fall in agricultural productivity in these regions."</p> <p>The damage to the agricultural sector, which accounts for over 50% of employment in both the NW/SW, have placed many people out of work. Many agro-industries have been able to maintain their operations on the field. Their</p>
----------------------------	--

	<p>staff is thus affected by layoffs and reductions. This has increased unemployment rate especially amongst the youths with appreciable percentage being university graduates.</p> <p>Youth Entrepreneurship creates employment opportunities for youth as well as the other young people they employ. This helps to bring ostracized youth back into the economic mainstream and address some of the socio-psychological problems and delinquency that arise from joblessness. Ignoring the youth employment challenge imposes not only widespread unhappiness and social discontent among youth, but also carries tremendous economic and social costs.</p> <p>Entrepreneurship can lead to development of more industries, especially in rural areas or Regions disadvantaged by economic changes due to the crises by encouraging the processing of local materials into finished goods for domestic consumption and export.</p> <p>Decent jobs for youths focus on interventions that are locally owned, aligned with national development priorities, and based on rigorous evidence of what works in different context</p> <p>The Recovery program being executed by UNDP has therefore opted to promoting Youth Entrepreneurship which will help youths to develop new skills and experiences and promote innovation and resilience. As young entrepreneurs are particularly responsive to new economic opportunities and trends, they would be able to better adapt to the changing market. Youth Entrepreneurship is therefore an important tool in revitalizing the Region's economy. This is because each entrepreneur will bring about benefits not only for himself but for the municipality, Region, or country. As they are Self-employed, they often have better work satisfaction. These businesses will also create jobs for others as well. Youth</p> <p>Emphasis will be placed on empowering youth through innovative use of technology, from promoting skills development and employment creation through IT, to jobs in service provision and recovery, and enterprise and cooperative development.</p> <p>It is of paramount importance on the part of poor and low-income youth to have increased sustainable access to appropriate demand-driven financial products (and non-financial services)</p>
Implementing Partner of UNDP	<p>The selected Civil Society Organization CSO or Service Organization (SO) will provide technical expertise in the identification of pecuniary feasible entrepreneurial vocations / opportunities in the Region. The organisation will also carry out the selection, training, and mentorship of the beneficiaries.</p>

	<p>Training and mentorship will focus on enhancing business skills with cognitive and affective measures such as business management techniques, business intelligence, business performance, business IT, Partnership development and opportunity recognition; to behavioural measures such as start-up behaviour, entrepreneurial attitudes, and self-esteem amongst others. The CSO or SO will assist the trainees to develop feasible business plans that will be validated for funding by an ad hoc committee. The CSO or SO will then establish a mentorship strategy that will run for six (06) months to ensure full business insertion of the mentees.</p> <p>The activities of the CSO or SO will be closely monitored and evaluated by UNDP Livelihood Expert in the North West Region. Selected candidate must come from all the Divisions of the north West Region.</p>	
Brief Description of the Required Services <sup>1</sup>		
	<b>Output</b>	<b>Timeframe (Tentative)</b>
	A validated list of selected beneficiaries with corresponding areas of vocational training available.	End of week 02 Weeks
	List of identified training sites	End of week 4
	Training report and validated business plans of beneficiaries	End of week 12
	Report of distribution of star up kits	End of week 14
	Report of mentorship	End of week 23
	Evaluation Reports	End of week 24
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>➤ The most pecuniary feasible entrepreneurial vocations/ opportunities in the Region are Identified and prioritised.</li> <li>➤ 45 motivated youths with nascent entrepreneurial attitude (at least 30% girls and 5% people living with disability) are selected.</li> <li>➤ 45 beneficiaries have acquired key business capabilities to establish and manage start-up businesses.</li> <li>➤ 45 beneficiaries present developed feasible business ideas (validated business plans) to be funded.</li> <li>➤ Start-up kits (financial and material) are provided to the 45 beneficiaries with approved business plans.</li> <li>➤ A mentorship strategy for early business development stage for the beneficiaries (characterized by market entry and efforts to address the operational problems faced) is put in place.</li> <li>➤ Progress/evaluation reports are produced and transmitted to UNDP including possible areas of adjustments and lessons learnt.</li> </ul>	

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Person to Supervise the Work/Performance of the Service Provider	<i>Economy and Livelihood Expert of the Recovery program for the North West Region</i>																			
Frequency of Reporting	<i>Monthly</i>																			
Progress Reporting Requirements	Monthly progress Report required																			
Location of work	<input checked="" type="checkbox"/> Exact Address/es North west region in Cameroon <input type="checkbox"/> At Contractor's Location																			
Expected duration of work	Six (06) Months																			
Target start date	15 <sup>th</sup> of April 2021																			
Latest completion date	15 <sup>th</sup> of October 2021																			
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td>Ndop and Kumbo</td> <td>Two (02) days</td> <td>Supervised / Verify the effective take off of business of activities by beneficiaries of Start-up kits</td> <td>4<sup>th</sup> – 6<sup>th</sup> of August 2021</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Ndop and Kumbo	Two (02) days	Supervised / Verify the effective take off of business of activities by beneficiaries of Start-up kits	4 <sup>th</sup> – 6 <sup>th</sup> of August 2021								
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s																	
Ndop and Kumbo	Two (02) days	Supervised / Verify the effective take off of business of activities by beneficiaries of Start-up kits	4 <sup>th</sup> – 6 <sup>th</sup> of August 2021																	
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>																			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input checked="" type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>																			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required																			

Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required														
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency XAF														
Value Added Tax on Price Proposal <sup>2</sup>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes														
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.														
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>														
<b>Payment Terms<sup>3</sup></b>	30 thirty (30) days after service delivery <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Outputs</th> <th style="width: 25%;">Percentage</th> <th style="width: 25%;">Timing</th> <th style="width: 25%;">Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td>A validated list of selected beneficiaries with corresponding areas of vocational training available.</td> <td>0%</td> <td>End of week 02 Weeks</td> <td rowspan="2">           Within thirty (30) days from the date of meeting the following conditions:            a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and            b) Receipt of invoice from the Service Provider.         </td> </tr> <tr> <td>List of identified training sites</td> <td>0%</td> <td>End of week 4</td> </tr> </tbody> </table>				Outputs	Percentage	Timing	Condition for Payment Release	A validated list of selected beneficiaries with corresponding areas of vocational training available.	0%	End of week 02 Weeks	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	List of identified training sites	0%	End of week 4
Outputs	Percentage	Timing	Condition for Payment Release												
A validated list of selected beneficiaries with corresponding areas of vocational training available.	0%	End of week 02 Weeks	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.												
List of identified training sites	0%	End of week 4													

<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	<table border="1"> <tr> <td>Training report and validated business plans of beneficiaries</td><td>40%</td><td>End of week 12</td></tr> <tr> <td>Report of distribution of star up kits</td><td>0%</td><td>End of week 14</td></tr> <tr> <td>Report of mentorship</td><td>40%</td><td>End of week 23</td></tr> <tr> <td>Evaluation Reports</td><td>20%</td><td>End of week 24</td></tr> </table>	Training report and validated business plans of beneficiaries	40%	End of week 12	Report of distribution of star up kits	0%	End of week 14	Report of mentorship	40%	End of week 23	Evaluation Reports	20%	End of week 24		
Training report and validated business plans of beneficiaries	40%	End of week 12													
Report of distribution of star up kits	0%	End of week 14													
Report of mentorship	40%	End of week 23													
Evaluation Reports	20%	End of week 24													
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Regional Coordinator and Economy and Livelihood Expert for Recovery program for the North West Region														
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Institutional Contract <input type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>														
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.														
Criteria for the Assessment of Proposal	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30%														

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.



	<b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> <b>General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</b>  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others <sup>7</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<i>procurement.cm@undp.org</i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

### C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide :*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

### D. Cost Breakdown per Deliverable\*

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

*\*This shall be the basis of the payment tranches*

### E. Cost Breakdown by Cost Component *[This is only an Example]:*

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]*

*[Designation]*

*[Date]*