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Terms of Reference (ToR) for the Hiring of an Implementing Partner to Set Up and Manage One Peace Committee for Farmer-Grazier Conflict Management and Peacebuilding in Wum (NWR)

RBA Project Document Output 1: Social cohesion is strengthened

RBA Output Indicator: 1 local peace committee is created in the NW composed of about 12 members

RBA Planned Activity: Create and train local peace committees (including faith-based organizations, women leaders, youth leaders) to act as agents of peace in the NW/SW on crisis prevention and resolution, peaceful cohabitation and cohesive leadership

Action: Support the creation and facilitation of 1 dialogue platform for farmer-grazier conflict management in Wum)

Budgeted amount: 20 million FCFA (for both platform creation and joint micro-project support for members of platform from both communities)

Funding Source: RBA

Summary for RR

Funding Source: RBA. This ToR is in compliance with Output 1 and Planned Activity 1.4 of the RBA Project Document. The Budget is also compliant with the budget allocation in the RBA ProDoc. It also aligns well with Activity 1.3.1 of the PPRD Project Doc and of the Annual Work Plan (AWP) for 2021 – which is a derivative of the Project Doc. The expected outcome is to strengthen social cohesion in general and to build understanding between conflicting groups. The tentative duration is 4 months during which approximately 5 platform meetings/sessions are expected to be held. Funding will also be provided for a micro-project whose goal will be to bring together platform members and/or a few members of both communities to work together and deliver sustainably as one team.

Duration: 120 days (4 months)

Start date of mission: 01 August

Background/Context

Cameroon is facing multiple challenges: a refugee crisis in the East caused by the spill-over effects of the conflict in the Central African Republic; the impact of the Boko Haram-related crisis in the Far North; and socio-political tensions in the North-West (NW) and South-West (SW) regions which have turned into a humanitarian, protection and human rights crisis. As a result, some 3.9 million people are in need of humanitarian assistance across the country.

The deteriorating political, security and humanitarian situation, combined with economic uncertainty, creates considerable risk for Cameroon and the sub-region. To help address the situation, the Secretary-General has asked that the United Nations work towards a concrete, coherent and coordinated implementation of a system-wide response strategy to the crisis in Cameroon.

UNDP, and all international partners of Cameroon, have collectively agreed that it is necessary and urgent to set the population of the NW/SW on an upward trajectory towards lasting prosperity and wellbeing, creating an enabling environment for their enterprises and industries to flourish. With this in mind, UNDP in collaboration with the Government of Cameroon has estimated the scale of damages and the magnitude of needs in all sectors and defined the Cameroonian priorities for overcoming them. Immediate priority will be given to providing housing kits to the dispossessed, repairing water networks, repairing schools and hospitals, and providing the appropriate conditions to return to normal life.

Rapid assessments of damage and needs within the social sector utilized a variety of approaches, focus group consultations, desk reviews and interviews. The infrastructure assessment was undertaken through local authorities who assessed damages and needs at the household and community levels. Within the context of the economic sector, assessments were conducted of the major productive sectors and financial system. The Ministry of Economy, Planning and Regional Development (MINEPAT) used the following composite methodologies in conducting the damage and needs assessment: mapping and valuation of physical and human damage and loss suffered to public sector institutions and non-state resources; appraisal of the consequences of damages on the recovery of public institutions, service delivery mechanisms, social cohesion and public participation; identification of priority recovery interventions at the immediate level; and structured interviews with a number of NGOs, including women's groups.

UNDP's Approach to Recovery

UNDP articulated the Recovery Program to reduce the effects of the crisis on populations of the NW/SW and to catch up with the rest of country. UNDP will address the immediate needs of the affected populations of the NW and SW regions with the objective of:

- Strengthening social cohesion;
- Rehabilitating basic services;
- Revitalizing the local economy.

The overarching goal of this intervention is to strengthen social cohesion.

Justification

- Activity 1.4 of the RBA to "Create and train local peace committees (including faith-based organizations, women leaders, youth leaders) to act as agents of peace in the NW/SW on crisis prevention and resolution, peaceful cohabitation and cohesive leadership" is the main justification for this activity/intervention.
- Implementation by an NGO/CSO Implementing Partner reflects RBA's position - as expressed in the project document - that "NGOs and CBOs have the potential to be key stakeholders within the recovery process, particularly in promoting active citizenship and local ownership, documentation and information gathering, oversight and implementation functions, and engaging in service delivery to the affected population. However, many NGOs and CBOs were severely affected by the crisis. There appear to be some restrictions on local NGO participation in the process of recovery. Together with the Government of Cameroon, UNDP seeks to reactivate the NGO and CBO network to support local communities based upon a non-partisan needs-based approach."
- The creation of a dialogue platform for farmer-grazier conflict management in Wum (Menchum Division) is a demand-driven project that reflects the specific needs expressed by key stakeholders in the region. Therefore, it supports the demand-driven and community ownership philosophy of the Recovery Programme.
- UNDP seeks to reactivate the NGO and CBO network to support local communities based on a non-partisan needs-based approach. The hiring of an implementing partner to coordinate and manage a dialogue platform in Wum will strongly support this goal.

- Targeted attacks against farmer and grazier communities have increased in the region, with some of them leading to deaths, breakdown in social cohesion and loss of property. The creation of this platform will help support efforts to re-establish social cohesion, support peacebuilding efforts, mitigate the impact of conflict and build community resilience.
- 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 achieved with escalating micro and macro conflicts in the region. Dialogue-intensive initiatives to help build peace and manage conflicts will help affected communities in Wum to create and support an enabling environment for social cohesion and hopefully development.
- The creation of this dialogue platform to support social cohesion and conflict management is in line with the UN's fundamental premise that the Sustainable Development Goals (SDGs) simply cannot be attained without due attention to conflict and its effects. The creation of this platform also contributes to infrastructures for peace (I4P) initiatives.

Objectives

The implementing partner is expected to use the dialogue platform to help achieve the following objectives:

- Facilitate and actively support relationship building between and among representatives of both farmer and grazier communities in Wum.
- Improve understanding of historical context of farmer-grazier conflict in the area
- Help improve understanding on the role of political elite, municipal authorities, traditional authorities, and religious authorities in farmer-grazier conflicts in the area.
- Identify the nexus between pre-existing farmer-grazier conflicts and the current armed conflict in the area and support the decoupling of this nexus.
- Support and facilitate the de-escalation of farmer-grazier conflicts in the Wum area.
- Facilitate and manage peacebuilding for both communities in the area.
- If possible, facilitate and support the signing of a common memorandum of understanding or a peace agreement between both communities in Wum.
- Improve reporting on the conflict dynamics in the Wum area.
- Brief profiling of influential actors in both communities for future engagement.
- Build on achievement during UNDP's Early Recovery intervention.

Duties and Responsibilities

The selected implementing partner will work under the supervision of UNDP. The partner will be expected to deliver on the following expected results and deliverables:

Expected Results

- Select influential representatives from both farmer and grazier communities in Wum for membership of dialogue platform (peace committee).
- Organize, moderate, facilitate and manage peace committee (especially through 5 platform meetings with key stakeholders (15 members) in 4 months, and follow-up through alternative methods of communication/engagement)
- Engage platform members on building peace, deescalating conflict, and strengthening social cohesion in the Wum area.
- Support platform members in the identification and design of a joint micro-project proposal for UNDP funding

- Report on project (deliverables, successes, challenges, opportunities, testimonies, impact, resource management etc.)
- Suggest mechanism for ensuring sustainability of initiative at the end of the funding period (*four months*)

Deliverables

| Output | Timeframe (Tentative) |
|---|-----------------------|
| <ul style="list-style-type: none"> - Finalization and submission of plan of action - Submission of list of carefully selected, credible and influential platform participants (15 participants – minimum 50% female) including traditional authorities, religious authorities, women leaders, and youth leaders) - Finalization of strategic approach to achieve objectives - One community outreach mission by representatives of each community to talk to their communities on initiative | Month 1 |
| <ul style="list-style-type: none"> - Platform meeting number one (Duration: one day) - Platform meeting number two (at least one week after first meeting) – Duration: one day - Review of approach (participatory and organizational) - Process Review Report Submitted (including pictures) | Month 2 |
| <ul style="list-style-type: none"> - Micro-project proposal design and submission for funding by UNDP through NGO implementing partner (<i>small project to be carried out by 15 platform members with a sustainability plan</i>) - Platform meeting number three (Duration: one day) - Platform meeting number four (at least one week after third meeting) – Duration: one day - Review of approach (participatory and organizational) | Month 3 |
| <ul style="list-style-type: none"> - Platform meeting number five (focus on articulation of gains and sustainability of platform beyond funding stream) – one day meeting - Last community outreach mission by representatives of each community to talk to their communities (on progress made) - Reporting on project (focus on gains, testimonies, resource management, community impact and testimonies etc.) - Final report submitted (including well annotated photos) | Month 4 |

Requirements

- The implementing partner should be a duly registered local NGO
- The NGO should have at least five years' experience in carrying out community-driven activities in Menchum Division
- The implementing partner should have previously successfully managed a donor-funded project funded in the area
- Membership of an association (or platform) of local NGOs or CSOs
- Proof of previous or current work with beneficiaries from both farmer and grazier communities
- Capacity to partially prefinance project
- Best value for money in budgeting
- Gender and human rights mainstreaming experience

Tentative Funds Disbursement Schedule

- 25% at the start of the project and 75% at the end of the 3rd month.

Language Requirements

- Fluency in written and spoken English language is required. Fluency in spoken pidgin English is essential

Application Procedure

Interested NGOs 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 application package and uploaded as one document.

1. NGO creation and authorization documents
2. Supporting documents based on required skills and experience
3. References (credible people we can contact for information about your NGO)
4. Proposed work plan
5. Brief description of activity methodology (how the prospective implementing partner intends deliver on this project)
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 (1) document to this application (scan all documents in a single PDF file to attach).

Evaluation Method and Criteria:

Technical Criteria for Evaluation (Maximum 100 points):

| Evaluation Criteria | Points |
|--|-------------------|
| Duly registered local NGO (including duly registered CSOs and CBOs) operating in the NW Region | 10 points |
| At least five years' experience in carrying out community-driven activities/projects in Menchum Division | 10 points |
| Proof of previous or current work with project beneficiaries from both farmer and grazer communities in Wum (minimum 3) | 20 points |
| Evidence of previous successful management of a donor-funded project in the area | 15 points |
| Proposed methodological approach for the mission | 20 points |
| Qualification of proposed employees | 15 points |
| Membership of a network of local NGOs or CSOs | 5 points |
| Gender and human rights mainstreaming skills | 5 points |
| | |
| Total | 100 points |

Implementing partners will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the 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 + 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 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** (PDF), with **Recruitment of Farmer-Grazier Platform Implementing Partner - 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.