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**Terms of Reference (ToR) for Recruitment of Local Implementing Partner for Support to Individuals for the Issuance of Lost Documents in Bamenda 1, 2, & 3 Municipalities (NW Region)**

*This activity aligns with Outcome 1, Output 1.1, Activity 1.1.2 of the Project document: “support individuals in the issuance of lost documents”.*

*Budgeted amount: 15 million FCFA (Approx: \$28,000)*

**Summary for RR**

*This activity aligns with Outcome 1, Output 1.1, Activity 1.1.2 of the Project document: “support individuals in the issuance of lost documents”. It a council priority and has received the ‘non-objection’ of the PPRD National Coordinator. This activity targets needs captured in the PPRD data for selected councils.*

*Budgeted amount:*

**Duration: 90 days**

**Start date of mission: 01 November 2021**

**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 civilians and combatants, 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. This is a ten-year plan which feeds into the government’s efforts to resolve the current crisis. The plan will be implemented in different phases. The first three years of the plan will be implemented by UNDP – through its Recovery Program (RP). This is the first phase. It is against this backdrop that UNDP has engaged in recovery activities in both regions. The

objective of the RP 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 RP 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 on the human and social aspects of recovery. One of the key elements of this phase is the provision of support to individuals in the re-issuance of lost or destroyed documents (with a focus on citizenship and educational documents for already identified beneficiaries).

## **Justification**

- This activity aligns with Outcome 1, Output 1.1, Activity 1.1.2 of the Project document: “support individuals in the issuance of lost documents”.
- The activity has been selected as a priority activity in the area of social cohesion by nine (9) of the twelve (12) pilot municipal councils in the North-West Region.
- This support is critical for targeted beneficiaries because it helps improve protection outcomes and/or access to opportunities. Support for the reissuance of national ID cards for example will help facilitate movement of beneficiaries and better socio-economic outcomes for women and young beneficiaries in particular.

## **Objectives**

The implementing partner is expected to achieve the following objectives:

- Provide support to already identified/selected beneficiaries for the issuance of lost/destroyed citizenship (BCs, NICs) and/or educational (FSLC, GCE) documents
- Pay issuance and related application/processing fees for the issuance of identified documents on behalf of beneficiaries
- Facilitate application for issuance of these documents by liaising with competent authorities
- Where necessary, provide transportation allowance to beneficiaries for a maximum of two round trips to document issuance center for processing.\*Note that the processing point for most documents (like BCs and national ID cards) will be within the council area where the

beneficiary is found and that the physical presence of the beneficiary is generally not obligatory for the re-issuance process of educational documents (FSLCs and GCE) – if beneficiaries provide valid power of attorney paperwork authorizing facilitating agent to act on his/her behalf.

## Workload

<b>Municipality</b>	<b>Bamenda 1</b>	<b>Bamenda 2</b>	<b>Bamenda 3</b>	<b>Total Number of Docs</b>
<b>Number of Documents by Municipality</b> (according to assessment data)	<b>71</b>	<b>101</b>	<b>316</b>	<b>488</b>
Estimated Proportion of Birth Certificates and national ID Cards	80 %	80 %	80 %	/
Estimated Proportion of GCE certificates and FSLCs	20 %	20 %	20 %	/

\*Implementation Timeframe: 90 (ninety) Days

## Duties and Responsibilities

The selected implementing partner will work under the supervision of UNDP. The monitoring and evaluation will be done by UNDP. The Implementing Partner will be expected to deliver on the following expected results and deliverables:

### Expected Result (Main Deliverables)

<b>Activity</b>	<b>Deliverable(s)</b>
- Reception and validation of beneficiary lists from UNDP	- Validation Report (maximum 3 pages)
- Identification of supplementary beneficiaries to top-up and meet allocated numbers in table above (in collaboration with council/UNDP and based on vulnerability). <i>*This activity will only be necessary if some targeted beneficiaries are unreachable or are no longer in need.</i>	- Supplementary top-up list

- Support the re-issuance of birth certificates	- Court Declaration issued by competent court - Newly issued birth certificate by competent authority
- Support the re-issuance of national ID card	- Receipt evidencing application for ID card. - Temporary ID issued to beneficiary pending issuance of standard ID card
- Support for the reissuance of FSLC	- Newly issued FSLC or in exceptional circumstances, evidence of received application for FSLC
- Support for the reissuance of GCE certificate	- Newly issued GCE certificate by GCE Board

\*Implementation Timeframe: 90 (ninety) Days

## Requirements

- The implementing partner should be a duly registered local NGO
- The NGO should have at least three (3) years' experience in carrying out community-driven activities in the relevant region
- The implementing partner should have previously successfully managed at least one(1) donor-funded project in the area
- Membership of an association (or platform) of local NGOs or CSOs
- Capacity to partially prefinance project
- Best value for money in budget proposal for this activity
- Gender and human rights mainstreaming experience

## Tentative Funds Disbursement Schedule

- 20% at Process review report (mid-term) submitted
- 30% Final report mid-year validated
- 50% Final report submitted and validated

## Language Requirements

- Fluency in written and spoken English language, and in spoken Pidgin English is required.

## 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 (proof of legal existence)
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 that 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 100 points):

<b>Evaluation Criteria</b>	<b>Points</b>
Duly registered apolitical local NGO (including duly registered CSOs and CBOs) with headquarters or representation/office in an administrative unit of the North-West Region	15 points
Have carried out related activities in the targeted administrative unit in the North-West Region over the last three years	15 points
Be committed to the promotion of citizens' rights (women, young people, the elderly, people with disabilities, minorities, vulnerable people, etc.) and/or the protection of humanitarian, social, societal and environmental causes	15 points
Evidence of successful management of at least one donor-funded project in the region (minimum 03)	15 points
Proposed methodological approach for the mission	15 points
Qualification of proposed employees	15 points
Membership of a network of local NGOs or CSOs	05 points
Gender and human rights mainstreaming skills	05 points
<b>Total</b>	<b>100 points</b>

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

**NOTE:** All these items should be sent as a **Single Attachment** (PDF), with **Recruitment of Document Support Implementing Partner - NW** in the subject line of the email.

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

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