



Request for Expression of interest (EOI)

EOI/02/REC/UNDP/2022

For

SELECTION OF SIX (06) RURAL PRODUCER ORGANIZATIONS (COOPERATIVES AND CIGs) IN THE SOUTH WEST REGION TO RECEIVE ECONOMIC SUPPORT FOR LIVELIHOOD DEVELOPMENT AND JOB CREATION IN THE SWR.

Closing Date: 31th January 2022

INVITATION FOR EXPRESSION OF INTEREST (EOI)

UNDP Cameroon wishes to support five (05) community savings institutions affected by the crisis in the northwest region to benefit from equipment/materials support, and technical backstopping to strengthen their management structure and improve on service delivery.

UNDP invites interested local rural producer organization registered in the country who have agreement to submit their Expression of Interest (EOI) in relation to upcoming tender.

All rural producer organization that wish to participate in the process are required to submit all required documents as per instructions below. The information provided will be used to access your company's suitability to qualify for the next stage for the support mentioned in the EOI document. Interested rural producer organization are encouraged to submit their interest only if they meet the eligibility criteria checklist. Only rural producer organization that have submitted EOI and meet the eligibility criteria will be considered for the support stage.

For any clarification on any aspect of this EOI, please send an e-mail to procurement.cameroon@undp.org

1. Background:

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 Northwest (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:

- Strengthening social cohesion
- Rehabilitation of damaged infrastructure
- 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. The Recovery programme RP, which concerns the first three years will therefore focus on the human, social, economy and livelihood aspects.

In the area of revitalizing the local economy, one of the main activities is to support communal savings institutions and Farmers' cooperatives regain vitality since they are inevitable building blocks of the local economy.

One crucial point in maintaining this impressive agricultural growth is organizing farmers in groups and strengthening their horizontal cooperation. This allows, among other things, to achieve economies of scale that are a prerequisite for entering value chains, implementing quality improvements in a cost-effective manner, introducing quality management practices, adding processing steps through small investments in technology, obtaining certification of products through group certification schemes, and marketing the products (World Bank, 2008)

Cooperatives in the North West Region can be grouped into two main categories; (i) the Communal Savings Cooperatives – microfinance, dominated by the Credit Union Networks and other category one microfinance institutions and (ii) the different types of farmer organizations such region are Common initiative groups (CIGs), farmer cooperatives (COOP), farmer financial cooperatives (COOPEC), unions of CIGs or cooperatives, federations of CIGs or cooperatives, and confederations of CIGs or cooperatives, which are the highest rank of farmer organization. These farmer cooperatives are of two types, cooperatives with board of directors and simplified cooperatives with no board of directors (MINADER, 2015).

The most active of these Farmer organizations FOs in the region include the North-West Cooperative Association (NWCA) which works with unions of farmer cooperatives in coffee/cocoa cultivation, processing, and marketing, the North-

West farmer's organisation (NOWEFOR), The North-West vegetable cooperative (NWVC), that works with CIGs that are involved in vegetable farming, Ndop Women Rice Cooperative, the Bali women's cooperative etc.

Justification

The damages to the agricultural, livestock and fisheries sectors, which accounts for over 50% of employment in both the NW/SW, have placed many people out of work. In both regions, abandoned farmland has increased by more than 200% (2017 to 2018). Overall agricultural production dropped by 51% between 2017 and 2019. This drop in production and productivity can also be associated to the drop in the economic activities of rural producer organisations, notably the farmers cooperatives and CIGs.

The agricultural sector (including fisheries and livestock) has a great potential during and after crises to re-animate the local economy, contribute to rural livelihoods, and create jobs. The major players in this sector are producers' organizations such as Cooperatives and CIGs. These formations help smallholders to overcome various constraints to, input acquisition, commercialization and profitability which become exacerbated during crisis situations. Farmers' Cooperatives are usually constituted to reduce costs for farmers by pooling resources, supporting each other with various challenges, increasing visibility, and strengthening capacity to negotiate prices and markets. Cooperative farmers are found to use more productive inputs as they have better leverage access to fertilisers and seeds. They also have better access to extension services and greater technology adoption rate than non-members. In addition, in crisis situations there is greater trust in information received through the cooperative and information received by their customers.

With the on-going social unrest in the South West Region, many cooperatives have been failing to achieve their mandate in providing services to their members. This can be associated to the drastic drop-in economic activity resulting from financial and material constraints. Cooperatives are essential building blocks in the local economy and can help farmers (especially in crisis situations) to quickly recover from economic shock, regain their livelihood asset functions, cope better with the negative effects of the crisis and create short term work opportunities. It is so because members benefit from economies of scale, lowered costs puts/hired services, improve product, reduced market risks and higher profits.

In view of alleviating poverty and supporting economic recovery through short-term work opportunities, livelihoods development and market improvement, the recovery program has therefore envisaged to support 06 rural producer organizations (Cooperatives and CIGs) in the SW; One per division.

2. Summary of Requirements:

The purpose of this EOI is for interested local rural producer organization affected by the crisis to provide UNDP with specific information regarding their suitability to received to UNDP support.

3. Scope of EOI:

Stage 1	Pre-qualification through the EOI
Stage 2	Due diligence
Stage 3	UNDP support

4. Eligibility Criteria

All local rural producer organization, whose core area of business is such that they are established in this request for expression of interest, are eligible to participate.

All Applicants must commit themselves to comply with UNDP General Terms and Conditions: <https://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

No.	Subject	Requirement
1. Submittal requirements		
1.1	Provision of EOI	EOI submitted in soft copy e-mailed to procurement.cameroon@undp.org e-mail subject : EOI-02-REC-UNDP-2022 EOI documents converted into PDF format and attached on an email should not exceed 20MB and should not be password protected.
1.2	Signatures	Original submissions and all forms signed by authorized applicant
1.4	Language	EOI and documents written in English or French
1.5	Information about applicant	Applicant's general information sheet is presented, complete and duly signed
1.6	Documents of registration and other documents	Copies of Valid legal registration documents are provided for applicant <ul style="list-style-type: none">• Trader's License /Cooperative certificate• Certificate of Incorporation/ID,• Location plan• Rules of procedure and statutes
1.7	Management & organization	The local rural producer organization shall provide a brief description of their organization profiles with legal mandates/authorized business activities, year and Town of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram, total member. The profile should not be more than 10 pages.
1.8	Technical Capacity	A team should comprise the following ; <ul style="list-style-type: none">✓ Proof of economic activity over the last 03 years.✓ Must be based in the municipality of intervention.✓ List of members approved by the local authorities

		<ul style="list-style-type: none"> ✓ Pictures, activities reports over the last 03 years ✓ Must have as principal activity, the agricultural speculation for that municipality
1.9	Equipment and office	<ul style="list-style-type: none"> ✓ Have an office in the municipality
1.10	Financial Capacity	<p>local rural producer organization should have necessary logistical and financial capability required to perform the proposed service.</p> <p>Applicants should provide key financial information using the template provided (Form 4)</p>
2. Eligibility requirement		
2.1	General eligibility	Not on the removed or suspended vendor list of the UN or other such list of other UN agencies
2.2	UNDP General Terms and Conditions	<p>Commitment to UNDP General Terms and Conditions for Civil Works which can be found here:</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
3. Specific Experience Requirements		
3.1	Past experiences	<ul style="list-style-type: none"> • Minimum 5 years of relevant experience • Minimum 30 member registered in the local rural producer organization • Minimum 500 credits according to the clients in the last 03 years <p>The list of similar activities should be provided using the Template Provided (Form 6)</p>

An applicant must meet all requirements to be successfully selected for the support. **Only short-listed savings institution shall be considered for the due diligence.**

4. Cost of Submission

The Applicants shall bear all costs associated with the preparation and submission of their application.

UNDP Cameroon will in no case be responsible or liable for those costs, regardless of the outcome of the prequalification process.

5. Language

All correspondence and documents relating to the EOI exchanged by the Applicant and the UNDP Cameroon procuring entity shall be written in the English language only.

6. Request for Clarifications

Any request for clarifications shall be submitted in writing by e-mail to the UNDP procurement unit at the following email addresses:

procurement.cameroon@undp.org by Sunday 31th January 2022

Replies to the queries, together with the text of queries will be posted without referencing their source from the **same email**.

7. Submission of EOI

EOI along with requested documents shall be submitted by email

EMAIL: procurement.cameroon@undp.org

Subject : EOI/02/REC/UNDP/2022

Maximum Email Size :20MB

Attached documents should not be password protected.

The EOI shall be scanned or otherwise converted into preferably one electronic PDF (Adobe Acrobat) format file and attached to an email or shared through Dropbox. EOI submitted by fax will not be accepted.

Applications shall be received not later than 12 noon (GMT+2) on 30th January 2022.

UNDP may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the UNDP and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

Any EOI received by UNDP after the deadline of submission of EOI will not be considered eligible for this prequalification exercise.

8. Confidentiality

Information relating to the evaluation of EOI, and recommendation for qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

9. Evaluation of EOI and required documents

UNDP may reject any EOI which is not responsive to the requirements of the prequalification document.

UNDP will use a set of unified criteria to evaluate the qualifications of Applicants. Prequalification will be based on compliance with all mandatory requirements

related to Applicants specific experience, managerial and financial capabilities, staffing experience and quality of sample products, as demonstrated by the Applicants in their submitted EOI.

Applicants will be assessed in one-stage process for compliance with the requirements set out in the request for expression of interest. Each Applicant will be assessed on a “Pass/Fail” basis as to whether each criterion is satisfactorily met as set in section 4. An assessment of “Fail” against any criterion shall eliminate the Applicant from further consideration.

All Applicants that have been able to meet the eligibility and qualification criteria as set in section 4 shall form the list of pre-qualified Savings Institutions that will be received the due diligence conducted by UNDP Team.

To assist in the evaluation of applications, UNDP may, at its discretion, ask any Applicant for a clarification of its EOI which shall be submitted within a stated reasonable period.

UNDP may arrange site visits and personal interviews to examine the experience and capabilities of applicants.

10. Right to Accept or Reject Applications

UNDP reserves the right to accept or reject any application, and to annul the EOI process and reject all applications at any time, without thereby incurring any liability to Applicants.

11. Notification of Prequalification

Once the UNDP has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation.