

TERMS OF REFERENCE FOR THE RECRUITMENT OF A CONSULTING FIRM(S) TO SUPPORT THE FIELD IMPLEMENTATION OF THE RECOVERY PROGRAMME THROUGH ASSESSMENT, MONITORING AND CONTROL IN THE NW AND SW REGIONS OF CAMEROON

1. Background & Context

Cameroon has been experiencing an 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. 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.

The Recovery Program (**RP**) implementation phase of three years takes into consideration the impact of the crisis on all aspects of life and is primarily aimed at formulating responses across the three pillars designed to have a permanent beneficial impact – to 'Build Back Better'. It is intended that the priority interventions outlined in UNDP's Recovery plan will not only restore the NW/SW to its previous condition but form the nucleus of a concerted effort to fundamentally improve all aspects of life in both regions. Profound assessments of damage and needs within the sectors (social cohesion, infrastructure, and local economy) have been undertaken. After the first year of effective roll out of activities across the 3 Pillars marked by proof of concept and laying the foundation for RP, UNDP is moving into a scale up phase in 2022 with the objective of addressing the increasing needs that have been captured on the existing database.

To consolidate the results of the initial launching phase under the various Pillars and building on the achievements and lessons learned, UNDP seeks to recruit a **CONSULTING FIRM(S) TO CONTINUE SUPPORTING THE IMPLEMENTATION OF THE RECOVERY PROGRAMME ON THE FIELD THROUGH ASSESSMENT, MONITORING AND CONTROL IN THE NW AND SW REGIONS OF CAMEROON.**

2. Brief Description of Required Services

The services required from the Consulting Firm is to **support by contributing to** the field implementation of the Recovery Programme activities in the NW & SW Regions of Cameroon across all Divisions and selected Council areas focusing on approved projects under the (3) three pillars. The selected partner will be expected to replicate and scale up proven interventions that have formed part of Recovery Programme achievements so far. The Consulting Firm may be called upon to contribute in conjunction with the Programme Engineer to develop project designs, conduct verification study and monitor project implementation, including opinion gathering, project sustainability, support in community engagement, progress review and assessment of the work of UNDP Contractors, Implementing partners, Responsible Parties, and other Partners. In collaboration with UNDP Insider Mediators, and the Liaison and Security Assistant (LSA), the Consulting Firm will contribute to facilitate increased access of UNDP recovery programme solutions to vulnerable groups and populations in areas that have been seriously affected by the crisis and are currently witnessing security challenges. (See Details in Section 3. Duties and Responsibilities)

3. DUTIES AND RESPONSIBILITY

Under the authority of the UNDP Resident Representative in Cameroon and the general supervision of the Deputy Resident Representative and the Assistant Resident Representative, the Consulting Firm will work under direct supervision of the Regional Coordinator and in close collaboration with ALL the Pillar Heads of the Recovery Program. All duties enumerated may not be carried out simultaneously by the Consulting firm. The Consulting firm will be responsible for supporting the RP Team to take UNDP's ONLY in geographical areas that are not currently accessible by the RP staff by performing the following tasks under the 3 RP Pillars. **An up-to-date mapping of those areas will be shared with the selected Consulting firm.** The duties of the Consulting firm shall only be complementary to facilitate the task of the RP Team.

I. Social Cohesion:

- Contribute to the Progress review assessment of the work of Implementing Partners.
- Contribute to Progress review and assessment of the work of contractors in all Multifunctional centers.
- Share inputs for Verification and Impact assessment.
- Monitor and report on the distribution of items to beneficiaries at locations inaccessible to the RP Team.
- Share Log List of Stakeholders' Concerns
- Any other related duties as may be required.

II. Infrastructure:

- Carry out field assessments and Data Collection.
- Receiving of equipment and materials, as may be required.
- Ensure regular presence on site through a site office to maintain Quality Control.

- Follow-up implementation of works to ensure conformity with the tender documents, detailed plans, and specifications in accordance with the rules of the trade.
- Organize site meetings where applicable.
- Draw up weekly reports on the progress of the work.
- Contribute to regular monitoring/evaluation, to the collection of relevant information, to the analysis and sharing of technical data on works and infrastructures.

III. Livelihood – Economic Revitalization.

- Contribute to the Progress review assessment of the work of Implementing Partners.
- Contribute to Progress review and assessment of the work of contractors in all Multifunctional centers.
- Share inputs for Verification and Impact assessment.
- Monitor and report on the distribution of items to beneficiaries at locations inaccessible to the RP Team.
- Share Log List of Stakeholders' Concerns.
- Any other related duties as may be required.

IV. QUALITY ASSURANCE AND SAFETY OF WORKS

- Ensure quality control, monitoring of quality assurance/guarantees (design, construction, and operation of works), and promote consideration of technology transfer whenever necessary.
- Ensure the technical monitoring of the means and processes of the works/engineering/plans, confidential estimates, with the aim of achieving results according to cost, deadline, quantity, quality, and safety requirements.
- Monitor, in close collaboration with the teams at local level, the preparation, execution and commissioning of the works in accordance with the technical files and tender documents (plans, quantitative and cost estimates, detailed description, etc.).
- Ensure the conformity and consistency of the technical documents with the requirements and rules set up by the competent and/or recognized services/institutions.

4. EXPECTED DELIVERABLES

At the end of the consultation, the following final products are expected:

- Report on Assessment and double checking of various needs.
- Monthly reports on the monitoring and control of the work.
- Minutes of site meetings and other activities.
- Periodic monitoring reports of the execution of works.

- Detailed cross-cutting support reports on all infrastructure, Social Cohesion and Livelihood issues.

5. DURATION OF THE CONTRACT

The contract will cover an initial period of 12 months with a possibility of extension.

6. WORKPLACES

All Divisions and Council Areas of the NW and SW Regions of Cameroon with identified permanent offices resident in Buea and Bamenda including confirmed and verified satellite Focal Points at all Project locations. **An up-to-date mapping of relevant areas will be shared with the selected Consulting firm.**

7. PAYMENT MODALITY

Fixed remuneration, lump sum (100% after completion of Deliverables by the Consultant and approval of work by the direct supervisor, Recovery Programme Regional Coordinators).

The consultant is responsible for the timely and comprehensive performance.

8. QUALIFICATIONS OF KEY PERSONNEL

The cabinet will provide UNDP with a comprehensive staff List covering the three Pillars according to the needs for the period of the mission with the following profile:

Education

- Diploma of TS/BTS/LICENCE/ITGC (rural engineering, civil engineering Social Sciences...etc.).

Experience

- At least 3 years' experience in the assessment, monitoring and control of infrastructure works; Social activities and Livelihood enhancement,
- Experience in infrastructure and building and quality control works.
- Experience with international organizations in Cameroon and/or in the regions would be an asset.
- Knowledge of environmental standards in the implementation of infrastructure projects.
- Have completed at least two (02) similar contracts.
- Practical knowledge of the use of IT tools (MS-Office, Windows, Word, Excel, etc.) and specific software.
- The Consulting firm should show evidence on experience in tendering procedures, awarding and management of design and works contracts.

WORKING LANGUAGES

- Excellent command of the written and spoken English language

- A good knowledge of written and spoken French would be considered an asset.

9. ESTIMATED LIST OF INFRASTRUCTURE PROJECTS

Infrastructures	Number	Locations / Division
SCHOOLS	50	NW (7 Divisions) -Boyo, Bui, Donga-Mantung, Menchum, Mezam, Momo, Ngo-Ketunjia. SW (6 Divisions) – Fako, Kupe Manenguba, Lebialem, Manyu, Meme, Ndian
HEALTH FACILITIES	30	NW (7 Divisions) -Boyo, Bui, Donga-Mantung, Menchum, Mezam, Momo, Ngo-Ketunjia. SW (6 Divisions) – Fako, Kupe Manenguba, Lebialem, Manyu, Meme, Ndian
WATER POINTS	50	NW (7 Divisions) -Boyo, Bui, Donga-Mantung, Menchum, Mezam, Momo, Ngo-Ketunjia. SW (6 Divisions) – Fako, Kupe Manenguba, Lebialem, Manyu, Meme, Ndian
Social Cohesion activities	Across the 2 regions	To be specified as approved for implementation
Livelihood Activities	Idem	Idem

10. EVALUATION CRITERIA:

The evaluation of the offers will be based on the cumulative analysis method (weighted scoring method). The award of the contract is made to the cabinet only if the offer has been evaluated and determined as follows:

- Adapted/compliant/acceptable.
- Having received the highest rating on the valuable set of technical and financial critics specific to this call for applications.

Percentage of technical criteria: 70%; Percentage of financial criteria: 30%

Only cabinet with a minimum of 70% success in the technical evaluation will be considered for the financial evaluation.

Criteria and the point system used for the technical evaluation

	Max score	Coefficient	Total
TECHNICAL PROPOSAL - Quality			
<u>I. Expertise, Reasoning and vision</u>	<u>50</u>	<u>50%</u>	

1. Experience, Reputation and General Organizational Capacity	15	15%	
1. Methodological understanding and implementation plan	20	20%	
2. Quality assurance plan Analysis and management of risks and assumptions	15	15%	
<u>II. Project management / support structure</u>	<u>15</u>	<u>15%</u>	
3. Logistical capacity of the support structure	5	5%	
4. Monitoring and evaluation system put in place	5	5%	
5. Knowledge and implantation in the NW/SW regions	5	5%	
Total score for organization and methodology	<u>65</u>	<u>65%</u>	<u>65%</u>
V. <u>Experts - composition and quality of the team</u> NB : Two independent teams (NW and SW) will be proposed by the bidder			
Expertise 1: Team leader / Civil engineer	<u>10</u>	<u>10%</u>	
Engineering degree	1	1%	
General professional experience 10 years	3	3%	
Specific professional experience in works supervision 5 years	3	3%	
Knowledge of NW/SW regions	3	3%	
Expertise 2: Assistant / BTS in works and masonry	<u>10</u>	<u>10%</u>	
Higher technician diploma or professional license	3	3%	
General professional experience 5 years	3	3%	
Specific professional experience in works supervision 2 years	4	4%	
Expertise 3: Assistant / BTS in works and masonry	<u>10</u>	<u>10%</u>	
Higher technician diploma or professional license	3	3%	
General professional experience 5 years	3	3%	
Specific professional experience in works supervision 2 years	4	4%	

Other capacity	<u>5</u>	5%	
Total score for the main areas of expertise	<u>35</u>	<u>35%</u>	<u>35%</u>
Overall rating TECHNICAL PROPOSAL - quality	<u>100</u>	<u>100%</u>	<u>100%</u>

AWARD CRITERIA: 70/30

Financial criteria - 30% of total valuation

The following formula will be used to evaluate financial proposals

μ In which:

P - the undervalued financial proposal for evaluation.

y - the maximum number of points for the financial proposal.

μ - the amount of the lowest-say proposal.

(z) the amount of the proposal subject to the evaluation.