



Empowered lives.
Resilient nations.

TERMS OF REFERENCE

Recruitment of Governance Program Consultant

UNDP Cameroon

I - BACKGROUND

The United Nations Development Program (UNDP) in Cameroon has three main units: the Democratic Governance and Social Cohesion Unit, the Sustainable Development Unit and the Economic Unit.

1. UNDP's contribution to democratic governance and social cohesion

UNDP supports the efforts of the government and local communities in the following areas:

- Providing assistance for the elaboration of Cameroon's next National Strategic Development Program and strategic instruments for the integration of sustainable development goals into the country's priority objectives.
- Provide assistance to improve the quality of services offered within public institutions.
- Promote inclusive participation in the country's electoral processes (with a focus on women, youth and marginalized groups) and the promotion of peaceful electoral processes.

2. UNDP's contribution to stabilization and prevention of violent extremism

UNDP supports government and local community efforts in the following areas:

- Supporting capacity building of security forces for peacekeeping and peacebuilding, and the Empowerment of youths for peace, security and resilience in the Far North.
- Provide seamless assistance to IDPs, out-of-camp refugees, returnees and host communities; from humanitarian assistance to building resilience to socio-economic shocks in the Far North.
- Integrated regional stabilization of the Lake Chad Basin including Cameroon, Chad, Nigeria and Niger.
- Support to the reconstruction and development of the North West and South West regions of Cameroon

3. UNDP's contribution to local entrepreneurship and economic inclusion to achieve inclusive economic growth and employment

UNDP supports Cameroon in the following areas:

- Empowering local communities in the exploitation and promotion of neglected minerals / Development Minerals.
- Helping communities access the benefits of sustainable germplasm exploitation (access and benefit sharing).
- Support the economic resilience of youth, women and vulnerable populations through local councils.
- Promote financial inclusion by supporting inclusive financial institutions to provide services tailored to the needs of the poor and marginalized.
- The Youth Connekt initiative.

Handwritten signature or mark.

4. UNDP's contribution to the management of the environment, natural resources and climate change

UNDP supports Cameroon in the following areas:

- Financing protected areas and biodiversity in the Congo Basin forest in Cameroon.
- Anti-poaching: integrated and transboundary biodiversity conservation.
- Improving the resilience of agricultural ecosystems to the effects of climate change / Climate services.

5. COVID19

Within the framework of the national response to the COVID19 pandemic, UNDP is supporting the national response plan around 3 essential axes which are:

- Improving the operational and institutional capacities of the health system to respond to COVID-19.
- Strengthening the government's capacity to manage and respond to the crisis in an inclusive and integrated manner.
- Mitigating the socio-economic effects of the pandemic on vulnerable populations through policy and community-based interventions with a focus on the most vulnerable (women, prison population, population already affected by the crises...).

Given the volume of work in the Governance Unit; it plans to recruit a consultant to support the ARR/Governance.

II - GLOBAL OBJECTIVE

The overall objective is to recruit a consultant to support the Head of the Governance Unit in his daily tasks and the production of a monthly report indicating what was planned, what has been done and what remains to be done, and the reports will be validated by the line supervisor.

III - SPECIFIC OBJECTIVES/ DUTY AND RESPONSIBILITY

Under the guidance and direct supervision of the ARR Governance as team leader, the consultant will be expected to provide leadership in the execution of services in the Governance Unit, support the follow up and design of program activities, manage data and facilitate program implementation.

The consultant is going to:

- Work in close collaboration with the Governance team leader, the project teams of the UNIT and the CO and UNDP HQs staff for resolving program-related issues and information delivery.
- Follow up the Administration and implementation of program strategies, processes and procedures.
- Provide administrative support to Programs.
- Facilitate knowledge building and knowledge sharing.
- Ensure the administration and implementation of program strategies, focusing on achievement of the programs, draft Presentation, and reports.
- Ensure the implementation of the CO partnerships and resources mobilization strategies, and the preparation of reports.
- Provide effective support to the ARR Governance and crisis prevention Unit focusing on the achievement of the Recovery Program and the stabilization program for the extreme North.
- Organize and participate in meetings to review status/progress of project development and recommend appropriate substantive and management follow-up.
- Coordinate the day to day activities of the projects of the Unit as required.

- Establish, monitor and analyze on a continuous basis substantive and financial aspects of the project, including responsibility for shadow budgeting.
- Organize and participate in meetings to review status/progress of project development and recommend appropriate substantive and management follow-up.
- Provide guidance and support to the project staff.
- Inform the Head of the Unit on the overall status of the project, bottlenecks, success stories and new opportunities within the project. This includes work plans, progress reviews and budgets, regular briefs...
- Solicit and compile project reports, maintain detailed documentation on the project.
- Substantively review reports produced by the project to assess level and appropriateness of activities.
- Ensure financial resources are adequate for the implementation of project activities and prepare budget revisions accordingly using UNDP tools and instruments.
- Contribute in the design and implementation of special initiatives on the urban governance area.
- Undertake sector and/or program analysis work as required. This may include the preparation of briefing notes, concept or position papers.
- Assist the Head of Unit in liaising with various multilateral and bilateral donor agencies, NGOs and private institutions in the specific areas of responsibility with a view to coordinating activities and obtaining possible cost-sharing and/or co-financing of projects.
- Assist the Head of Unit in the backstopping of various missions.
- Carry out other duties as may be assigned by the supervisor.
- Provide effective support to the **Conflict Prevention and Recovery domain** focusing on the achievement of the programs of the Governance Unit.
- Prepare draft minutes of UN Governance Thematic Group and submit to the supervision for finalisation.
- Provide support in the **creation of strategic partnerships and implementation of the resource mobilization strategy**:

IV. Recruitment Qualifications

Education:	Master's degree or equivalent in: Social sciences, with emphasis on law, public administration, Governance Decentralization, or human rights.
Experience:	2 to 3 years of progressively responsible administrative or program or project management. Experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages; experience in handling of web-based management systems.
Language Requirements:	Fluency in French and English.

V - Duration and duty station: 3 months renewable; Yaoundé.

VI - Competences

The successful candidate will be expected to demonstrate the following competences:

Handwritten signature/initials.

- Responsibility
- Communication
- Teamwork
- Creativity
- Achieving results
- Planning and organization
- Continuous improvement of knowledge
- Ability to deliver results while remaining flexible and adaptive in light of challenging circumstances due to the evolving COVID-19 situation.

VII - Expected Results/ Final Deliverables:

Each month a report will be submitted for assessment and validation by the ARR/Governance, and the consultant will be evaluated and paid on the basis of the said deliverable which is the monthly report.

Table1: Deliverables and Payment Milestones and Percentages

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required (<i>Indicate designation of person who will review output and confirm acceptance</i>)
Deliverables 1: The monthly report is based on his duties and responsibilities indicating what was planned, what has been done and what remains to be done.	The First month	Project Reformulation Team Leader will seek final approval from the UNDP Supervisor
Deliverables 1: The monthly report is based on his duties and responsibilities indicating what was planned, what has been done and what remains to be done.	The Second month	Project Reformulation Team Leader will seek final approval from the UNDP Supervisor
Deliverables 1: The monthly report is based on his duties and responsibilities indicating what was planned, what has been done and what remains to be done.	The third month	Project Reformulation Team Leader will seek final approval from the UNDP supervisor

VIII - Institutional Arrangement

HT

The Specialist will report to UNDP, seek approval/acceptance of outputs from the Leader/supervisor and receive final endorsements/acceptance from UNDP.

The contractor is expected to be based in Yaoundé in the existing PMU office space, with laptop and access to internet and a printer during the assignment.

VIX - Duty Station

It is expected that the Specialist will be based in Yaoundé with required work space and ICT equipment. It is expected that the Specialist might be requested to undertake mission travel to the implementation sites if security and COVID-19 situations allow.

X -Travel

- Travel will be required to the implementation sites. The Specialist is required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>
- The Specialist is responsible for ensuring she/he complies with security and COVID-19 national measures when travelling to the sites;
- All related sites travel expenses, with the actual travel dates and arrangements, must be approved by UNDP in advance prior to commencing any travel;
- DSA will be identified in the financial proposal and approved by UNDP prior to travel.
- The UNDP project will cover travel costs.

XI – Evaluation Criteria Score

Headings	Designations	score
Education:	Master's degree or equivalent in: Social sciences, with emphasis on law, public administration, Governance decentralization, or human rights.	50
Experience:	2 to 3 years of progressively responsible administrative or programme or project management, experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.	20
Language Requirements:	Fluency in French and English.	30

XII - Methodology of EVALUATION

The evaluation of the bids takes place in two stages.

The evaluation of the technical proposals is completed before the opening and comparison of the financial proposals.

a) Technical proposals

They will be evaluated on criteria related to the terms of reference. The technical proposals that obtain 70% of the maximum score of 100 points will be considered qualified; this technical score will be weighted at 70%.

b) financial proposals

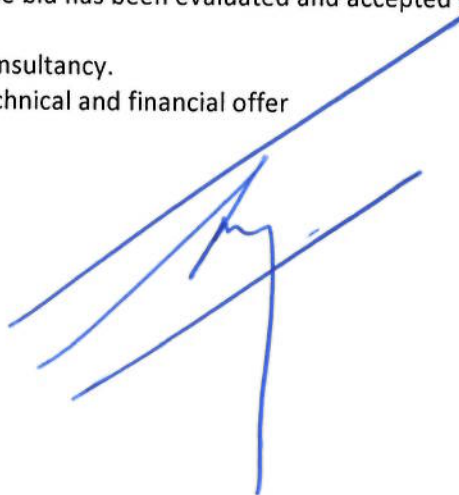
The Consultant shall submit his/her financial proposal according to the attached Cost Table.
He/she shall

propose a lump sum and present in the Cost Table the breakdown of this lump sum.
lump sum.

The financial score will be calculated for each proposal on the basis of the formula
$$\text{Financial Score A} = [(\text{Lowest Bid}) / \text{Financial Bid of A}] \times 30$$

The contract will be awarded to the consultant whose bid has been evaluated and accepted on the basis of the following criteria

- Compliance with the Terms of Reference for the consultancy.
- Highest score in the combined evaluation of the technical and financial offer

A handwritten signature in blue ink, consisting of several overlapping strokes, located in the lower right quadrant of the page.