

REQUEST FOR PROPOSAL (RFP)
THE RECRUITMENT OF (02) CONSULTING FIRMS IN CHARGE OF ASSESSMENT,
MONITORING AND CONTROL OF INFRASTRUCTURE REHABILITATION WORKS IN
THE NORTH-WEST AND SOUTH-WEST REGIONS OF CAMEROON.
(For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: September 8, 2022
	REFERENCE: RFP/37/REC/UNDP/2022

Dear Sir / Madam:

We kindly request you to submit your Proposal for **the recruitment of (02) consulting firms in charge of assesment, monitoring and control of infrastructure rehabilitation works in the NW & SW regions of Cameroon.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

may be submitted on or before Tuesday, September 27, 2022 and via email, courier mail or fax to the address below:

e-mail box : procurement.cameroon@undp.org
United Nation Development Programme

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

While preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change

in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

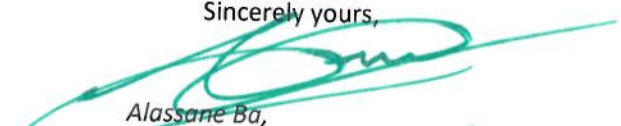

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Alassane Ba,
Deputy Resident Representative, 

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Annex 1

Description of Requirements

Context of the Requirement	<p>The Government of Cameroon called for action in the North-West (NW) and South-West (SW) regions of Cameroon through the Presidential Plan for Reconstruction and Development (PPRD). In close collaboration with UNDP and consultation with other UN Agencies, international NGOs, civil society, and the private sector. To this end, UNDP formulated a Recovery Program, within the framework of the PPRD, which aims to tie short-term rehabilitation and humanitarian measures with longer-term reconstruction and development interventions. The Recovery Program takes into consideration the impact of the crisis on all aspects of life and formulates responses designed to have a permanent beneficial impact – to ‘Build Back Better. This will complement and reinforce current humanitarian efforts by supporting the transition toward civilian-led recovery and ultimately the return to normalcy for the Anglophone regions. UNDP will focus on the first leg of the PPRD and will roll out recovery that will prioritize human and social aspects of recovery (3 years).</p> <p>The PPRD is a component of the National Development Plan 2020-2030 (post DSCE), aiming at reducing the effects of the socio-political and security crisis for the affected communities in the NW/SW regions. The PPRD also feeds into the government's efforts to resolve the current crisis. This initiative is complementary to other key reforms such as the establishment of a Special Status for the NW/SW regions</p> <p>The overall objective of the recovery programme is that basic services are restored, hence sources of insecurity are identified and mitigated and more sustainable opportunities for communities occur, recovery is quicker, and future conflicts are prevented.</p> <p>The immediate priority will amongst other actions 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. Profound assessments of damages and needs within the sectors will be undertaken before the implementation of the project document activities.</p> <p>For this purpose, UNDP in its implementation phase is recruiting 02 consulting firms, one per region, in charge of assessing, triangulating, evaluating/controlling and supporting identified needs and activities under the infrastructure component in the North-West (NW) and South-West (SW) Regions.</p>
Brief Description of the Required Services ¹	<p>1. Brief Description of Required Services</p> <p>Under the Infrastructure Pillar, the primary focus includes restoring and repairing essential utilities and infrastructure, such as schools, health facilities, water, transportation, and telecommunications. The following 5 (five) activities are planned:</p> <ul style="list-style-type: none"> • rehabilitation of schools. • rehabilitation of health centers.

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<ul style="list-style-type: none">• rehabilitation of solar-powered water points.• rehabilitation of roads and bridges.• rehabilitation of community infrastructure. Restoring damaged and destroyed community infrastructures such as canton courtyards, community halls, women, and Youth Centers. <p>The services required from the consulting firms are to support the field implementation of the Recovery Programme in the NW & SW Regions of Cameroon across all Divisions and selected Council areas focusing on pre-identified projects captured on the PPRD database. The selected consulting firms will be expected to replicate and scale up results that have formed part of the Recovery Programme proof of concept so far. The Consulting Firm will be called upon to collaborate with the Programme Engineer to develop project designs, conduct verification studies 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, Councils, Sectoral Ministries and other Partners on the ground involved in infrastructure activities. In collaboration with UNDP Insider Mediators, and the Liaison and Security Assistant (LSA) for the North West and South West Regions, the Consulting Firm will contribute to facilitating increased penetration of UNDP recovery Programme solutions to vulnerable groups and populations in areas that have been seriously affected by the crisis, some of which may have access challenges.</p>									
List and Description of Expected Outputs to be Delivered	<p>The following periodic deliverables are expected:</p> <ul style="list-style-type: none">- Report on Assessment and double checking of various needs.- Field Mission reports for every assigned task.- Monthly reports on the monitoring and control of works.- Minutes of site meetings and other activities.- Periodic monitoring reports of the execution of works and completion of milestones.- Detailed cross-cutting support reports on all infrastructure-related activities as assigned by the Recovery Programme Civil Engineers.- Provision of supporting documents with report submissions (photos and videos) <table><tr><th></th><th>Description</th><th>Timeframe</th></tr><tr><td></td><td>The Firm will prepare an inception report with a detailed methodology before starting data triangulation related to every assigned task. The consultant must include in this report a detailed schedule of tasks, activities, and deliverables...</td><td>5 days before the consultant starts his duties</td></tr><tr><td></td><td>The Firm will produce a triangulation report after each assignment for this purpose for review by the</td><td>Immediately after every field</td></tr></table>		Description	Timeframe		The Firm will prepare an inception report with a detailed methodology before starting data triangulation related to every assigned task. The consultant must include in this report a detailed schedule of tasks, activities, and deliverables...	5 days before the consultant starts his duties		The Firm will produce a triangulation report after each assignment for this purpose for review by the	Immediately after every field
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		Recovery Programme Civil Engineer who will ensure that the evaluation meets the required quality criteria	assignment for data triangulation.																																					
Technical reports to complete project profile		The Recovery Programme Civil Engineer shall design and provide a checklist for every Activity.		Const Firm																																				
Person to Supervise the Work/Performance of the Service Provider	UNDP Recovery Program																																							
Frequency of Reporting	Monthly																																							
Progress Reporting Requirements	Monthly progress Report required																																							
Location of work	<input checked="" type="checkbox"/> Exact Address/es North west region in Cameroon <input type="checkbox"/> At Contractor's Location																																							
Expected duration of work	Five (12) Months																																							
Target start date	15 th of October 2022																																							
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Travels Expected	<table border="1"> <thead> <tr> <th>NO</th> <th>ACTIVITY</th> <th>LOCALIZATION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rehabilitate and reconstruct the Kumba Presbyterian Youth Center.</td> <td>KUMBA</td> </tr> <tr> <td>2</td> <td>Rehabilitate and upgrade the Magha Integrated Health centre, Wabane Council</td> <td>WABANE</td> </tr> <tr> <td>3</td> <td>Renovation of Government Technical High School (GTHS) - Mamfe,</td> <td>MAMFE</td> </tr> <tr> <td>4</td> <td>Renovation of Government Bilingual Secondary School of Isangele,</td> <td>ISANGELE</td> </tr> <tr> <td>5</td> <td>Rehabilitation of Mother Hannah Nursery & Primary School - Mbonge Marumbah.</td> <td>MBONGE</td> </tr> <tr> <td>6</td> <td>Rehabilitation of the Integrated Health Center Kotto Barombi,</td> <td>BOKOSO</td> </tr> <tr> <td>7</td> <td>Rehabilitation of the Integrated Health Center big Ngbandi,</td> <td>BIG NGBANDI,</td> </tr> <tr> <td>8</td> <td>Rehabilitation of the Fotabe Integrated Health Center</td> <td>FOTABE</td> </tr> <tr> <td>9</td> <td>Rehabilitation of the Eshobi Integrated Health Center</td> <td>ESHOB</td> </tr> <tr> <td>10</td> <td>Rehabilitation of the Isangele Hospital,</td> <td>ISANGELE</td> </tr> <tr> <td>11</td> <td>Construction of 15 solar-powered boreholes</td> <td>MANYEMEN, BAB NKONGLE, MMUC FOSSIMONDI, KUI KONYE, BESONGA AYUKABA, BONG AND MUNDEMB</td> </tr> </tbody> </table>				NO	ACTIVITY	LOCALIZATION	1	Rehabilitate and reconstruct the Kumba Presbyterian Youth Center.	KUMBA	2	Rehabilitate and upgrade the Magha Integrated Health centre, Wabane Council	WABANE	3	Renovation of Government Technical High School (GTHS) - Mamfe,	MAMFE	4	Renovation of Government Bilingual Secondary School of Isangele,	ISANGELE	5	Rehabilitation of Mother Hannah Nursery & Primary School - Mbonge Marumbah.	MBONGE	6	Rehabilitation of the Integrated Health Center Kotto Barombi,	BOKOSO	7	Rehabilitation of the Integrated Health Center big Ngbandi,	BIG NGBANDI,	8	Rehabilitation of the Fotabe Integrated Health Center	FOTABE	9	Rehabilitation of the Eshobi Integrated Health Center	ESHOB	10	Rehabilitation of the Isangele Hospital,	ISANGELE	11	Construction of 15 solar-powered boreholes	MANYEMEN, BAB NKONGLE, MMUC FOSSIMONDI, KUI KONYE, BESONGA AYUKABA, BONG AND MUNDEMB
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12	Rehabilitate classrooms at Government school Mutengene 2	MUTENGENE	
13	Rehabilitate classrooms at Government School Afab	Eyumojoek	
14	Renovation and supply of equipment	Akwaya	
15	Renovation and supply of laboratory equipment	Bachuo Akagbe	
16	Supply of Computers, equipment, and renovation of toilets.	Nkongle – Wabane Lebialem	
17	Renovation of toilets and supply of equipment	Mbeme – Tinto (
18	Renovation and supply of equipment.	Fonjumetaw - Lebialem	
19	Renovation of and supply of equipment Mbeme, Tinto.	Mbeme – Tinto (2)	
20	Renovation and supply of equipment.	Upper Banyang	
21	Other localities and projects to be included once approved.		

APPROXIMATIVE NEEDS IN NORTH-WEST Region

	Activity	Localization
1	Construction of MFCWY	Jakiri
2	Rehabilitation of MFCWY	Nkambe
3	Water Rehabilitation	Nkwen
4	Construction of Islamic PS	Babungo
5	Construction of Kiyak Water Project	Bamenda I
6	Construction of Namoh Water Project	Bamenda III
7	Construction of Menteh Water Project	Bamenda III
8	Construction of MAgham & Mbueh Water Project	Tubah
9	Rehabilitation of MFCWY	Santa
10	Rehabilitation of GS Baligham	Santa
11	Rehabilitation of four Bridges	Mbengwi
12	Rehabilitation of five schools	Wum
13	Rehabilitation of GS Kibbo	Misaje
14	Rehabilitation of water project Kakar	Ndu
15	Rehabilitation of water project Ndu town	Ndu
16	Rehabilitation of water project Ngarbuh	Ndu
17	Other localities and projects are to be included once approved.	

Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency XAF
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>
Payment Terms ³	30 thirty (30) days after service delivery

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Regional Civil Engineer for Recovery program for the North-west Region & SW Region
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p>The recruitment process will be based on a file analysis in two phases:</p> <ul style="list-style-type: none"> ✓ Analysis of the administrative offer ✓ Analysis of the technical offer. ✓ Analysis of financial offer. <p>Interested candidates shall include the following elements in their proposals:</p> <p>Administrative offer:</p> <ul style="list-style-type: none"> • Company profile • Certificate of incorporation/business registration • Certificate of non-indebtedness • Certificate CNPS • A location plan of Office in the selected Region. <p>Technical offer:</p> <ul style="list-style-type: none"> - Proposal of methodology to demonstrate understanding of the ToR of the mission A cover letter indicating the availability of the consulting firm during the evaluation period. - Submit a list and supporting documents for appropriate facilities and equipment to be used (surveying equipment, vehicle) - CVs and certificates of the key experts that are part of the team. - References for similar assignments and contact information for organizations for which the consulting firm has previously performed work. - Consultant's availability during the period of assignment.

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$200,000.00.

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.

1. Criteria and the point system used for the technical evaluation

TECHNICAL PROPOSAL – Quality	Max score	Coefficient
<u>I. Expertise, Reasoning and vision</u>	<u>20</u>	<u>20%</u>
<ul style="list-style-type: none"> • Experience, Reputation and General Organizational Capacity At least 5 years of experience in the assessment, monitoring and control of infrastructure works, in conducting pre-implementation field assessments for the project, evaluations of projects and programmes in the domain of reconstruction, stabilisation, access to basic social services or similar works. • Enterprise references (at least two similar assignments realised in the last five years); at least three other engineering projects. • Experience in infrastructure and building and quality control works. • Experience with international organizations in Cameroon and/or in the region 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. • Experience in data management. • Experience in tendering procedures, awarding and management of design and works contracts. • Experience in working with communities, religious organisations, government, civil society, international NGOs and multilateral institutions. • Proven experience in conducting assessments, and evaluations in Cameroon, particularly in areas experiencing security challenges (Northwest, Southwest). 	5	5%
2. Methodological understanding and implementation plan	10	10%
3. Quality assurance plan Analysis and management of risks and assumptions	5	5%
<u>II. Project management / support structure</u>	<u>15</u>	<u>15%</u>
1. Logistical capacity of the support structure	5	5%
2. Monitoring and evaluation system put in place	5	5%
3. Knowledge and implantation in the NW and SW regions of Cameroon.	5	5%
Total score for organization and methodology	<u>35</u>	<u>35%</u>
<u>IV. Experts - composition and quality of the team</u>		
Expertise 1: Civil works Engineering degree, General professional experience 10 years, Specific professional experience in works supervision 5 years, Knowledge of North West and South West regions of Cameroon.	<u>25</u>	<u>25%</u>

	Expertise 3: Monitoring/evaluation. Bachelor's Degree + 5 or more in Social Sciences, Monitoring and Evaluation, Analysis and Evaluation of projects or other degrees related to the theme of evaluation. A minimum of five (05) years of experience in Evaluation, qualitative and quantitative data collection and analysis for project and programme related to access to basic service in post conflict or conflict area.	20	20%	
	Expertise: Supervisory Team – Evidence of an organized structure comprising a supervisory and other relevant support staff.	15	15%	
	Other capacity	5	5%	
	Total score for the main areas of expertise	65	65%	
	Overall rating TECHNICAL PROPOSAL - quality	100	10%	
UNDP will award the contract to:	<input checked="" type="checkbox"/> 02 companies (01 NW and 01 SW)			
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html			
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]			
Contact Person for Inquiries (Written inquiries only) ⁸	procurement.cm@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.			
Submission modality	e-mail address : procurement.cameroon@undp.org bidders must submit 02 propositions (01 technical and 01 financial). Financial offer will be protected by a password which will be asked to the company after technical evaluation. Deadline for submission : 27/09/2022			

Annex 2

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The consulting firm will have at least the following combination of skills and experience:

- At least 5 years of experience in the assessment, monitoring and control of infrastructure works, in conducting pre-implementation field assessments for the project, evaluations of projects and programmes in the domain of reconstruction, stabilisation, access to basic social services or similar works.
- Enterprise references (at least two similar assignments realised in the last five years); at least three other engineering projects.
- Experience in infrastructure and building and quality control works.
- Experience with international organizations in Cameroon and/or in the region 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.
- Experience in data management.
- Experience in tendering procedures, awarding and management of design and works contracts.
- Experience in working with communities, religious organisations, government, civil society, international NGOs and multilateral institutions.
- Proven experience in conducting assessments, and evaluations in Cameroon, particularly in areas experiencing security challenges (Northwest, Southwest).

Profile and qualifications of the team members of the consulting firm:

This offer is mainly addressed to consultancy firms with proven expertise in project assessments and evaluations in either the North-West or South-West regions of Cameroon where they have registered offices and a footprint in the various Divisions. In addition to the team, they should have the following key experts on their staff:

Chief of Mission: Civil Engineer registered with the National Order of Civil Engineers, having at least fifteen years of experience in supervision of projects, with at least ten years of experience within the Southwest Region.

Expert in monitoring/evaluation.

- Hold a BAC + 5 or more in Social Sciences, Monitoring and Evaluation, Analysis and Evaluation of projects or other degrees related to the theme of evaluation
- A minimum of five (05) years of experience in Evaluation, qualitative and quantitative data collection and analysis for projects and programmes related to access to basic services in post-conflict or conflict areas.
- Very good work organisation and ability to lead multidisciplinary and multicultural teams
- Perfect command of qualitative and quantitative data processing and analysis software

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

- Proven expertise in the number of evaluations or impact studies conducted in the areas covered by recovery projects (access to basic services, etc).
- Clarity and logic of the methodology to be used to obtain the expected deliverables.
- Working Experience with government, civil society, well-known international NGOs, UN agencies and multilateral or bilateral institutions,

Civil Engineer(s) Project Supervisors 1 & 2

- Have a university degree (at least 5 years of higher education, Master's degree) in civil engineering, Civil Engineer.
- Have at least five (5) years of experience in the assessment, monitoring and control of infrastructure projects.
- Have completed at least five (5) similar contracts.
- Have experience with international organisations in Cameroon and/or in the region concerned would be an asset.
- Have knowledge of environmental standards in the implementation of infrastructure projects.
- Have a practical knowledge of the use of computer tools (MS-Office, Windows, Word, Excel, etc.).

Project Supervisor 1: Civil Engineer registered with the National Order of Civil Engineers, having at least five years of experience in supervision of projects; with at least three years of experience within the Southwest or Northwest Regions, as the case may be.

Project Supervisor 2: Civil Engineer registered with the National Order of Civil Engineers, having at least five years of experience in supervision of projects with at least three years of experience within the Southwest or Northwest Region, as the case may be.

Surveyor: Senior Technician (HND level or equivalent), with at least five years of experience in similar projects.

WORKING LANGUAGES

- Excellent command of the written and spoken English language
- A good knowledge of written and spoken French would be considered an asset.

Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

B. Qualifications of Key Personnel

Profile and qualifications of the team members of the consulting firm:

This offer is mainly addressed to consultancy firms with proven expertise in project assessments and evaluations in either the North-West or South-West regions of Cameroon where they have registered offices and a footprint in the various Divisions. In addition to the team, they should have the following key experts on their staff:

Chief of Mission: Civil Engineer registered with the National Order of Civil Engineers, having at least fifteen years of experience in supervision of projects, with at least ten years of experience within the Southwest Region.

Expert in monitoring/evaluation.

- Hold a BAC + 5 or more in Social Sciences, Monitoring and Evaluation, Analysis and Evaluation of projects or other degrees related to the theme of evaluation
- A minimum of five (05) years of experience in Evaluation, qualitative and quantitative data collection and analysis for projects and programmes related to access to basic services in post-conflict or conflict areas.
- Very good work organisation and ability to lead multidisciplinary and multicultural teams.
- Perfect command of qualitative and quantitative data processing and analysis software
- Proven expertise in the number of evaluations or impact studies conducted in the areas covered by recovery projects (access to basic services, etc)
- Clarity and logic of the methodology to be used to obtain the expected deliverables.
- Working Experience with government, civil society, well-known international NGOs, UN agencies and multilateral or bilateral institutions,

Civil Engineer(s) Project Supervisors 1 & 2

- Have a university degree (at least 5 years of higher education, Master's degree) in civil engineering, Civil Engineer.
- Have at least five (5) years of experience in the assessment, monitoring and control of infrastructure projects.
- Have completed at least five (5) similar contracts.
- Have experience with international organisations in Cameroon and/or in the region concerned would be an asset.
- Have knowledge of environmental standards in the implementation of infrastructure projects.
- Have a practical knowledge of the use of computer tools (MS-Office, Windows, Word, Excel...etc.).

Project Supervisor 1: Civil Engineer registered with the National Order of Civil Engineers, having at least five years of experience in supervision of projects; with at least three years of experience within the Southwest or Northwest Regions, as the case may be.

Project Supervisor 2: Civil Engineer registered with the National Order of Civil Engineers, having at least five years of experience in supervision of projects with at least three years of experience within the Southwest or Northwest Region, as the case may be.

Surveyor: Senior Technician (IIND level or equivalent), with at least five years of experience in similar projects.

D Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

C. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]*

[Designation]

[Date]

