

TERMS OF REFERENCE FOR 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.

1. BACKGROUND AND CONTEXT

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).

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

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.

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.

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.

2. Brief Description of Required Services

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:

- rehabilitation of schools.
- rehabilitation of health centers.

- 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.

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.

3. DUTIES AND RESPONSIBILITY

Under the authority of the UNDP Resident Representative in Cameroon and the general supervision of the Deputy Resident Representative, the consulting firm will be directly supervised by the Recovery Programme Regional Coordinator and will work in close collaboration with the UNDP Recovery Programme Civil Engineer. Duties and responsibilities will include but shall not be limited to field assessment of projects by providing background information, site description, beneficiary details, submitting inputs on project description proposals, assessing project performance against expectations as outlined in the contract document, and aligning projects with Standard Operating Procedures. The consulting firm will focus on pre-defined deliverables and benchmarks outlined at the beginning of each contract. The Consulting firm will be responsible for supporting the RP Team in performing the following tasks enumerated below, especially in geographical areas that cannot currently be accessed by the RP staff. **(An up-to-date mapping of those areas will be shared with the selected Consulting firm upon selection)**. The duties of the Consulting firm shall in general be complementary to facilitate the tasks of the RP Team to complete the project checklist and profile for Infrastructure activities.

The consulting firm will carry out the following specific tasks:

- Assist in project selection by ensuring the assessment of projects for prioritization, triangulating background information to match PPRD database details and other duties as assigned by the Regional Coordinator.

- Conduct field triangulation of project proposals following the UNDP project profile guidelines by capturing all relevant details needed to complete the Project profile ((GPS coordinates, site plans, technical designs/drawings, ToRs, Pictures and Videos etc.) in collaboration with the Regional Programme Civil Engineer(s).
- Production of field technical reports, BoQs and as-built plans of triangulated infrastructure.
- Review triangulated information and technical supporting documents (site plans, technical designs/drawings, ToRs, Pictures, Videos etc.).
- Follow up on the execution schedule provided by the UNDP contractors and participate in the development of the schedule to be revised if necessary.
- Monitoring and evaluation of projects after award of contract.
- Follow-up the preparation of the works to ensure their conformity with the tender documents, detailed plans, and specifications in accordance with the rules of the trade.
- Organization of site meetings.
- Preparation and submission of progress reports.
- Drawing up weekly reports on the progress of the work.
- Controlling and monitoring the detailed work plans provided by the contractors.
- Technical control of the execution of the works.
- Control of measurements, invoices, and attachments.
- Technical assistance for coordination meetings during the execution phase of the works.
- Control and monitor and measuring of the work on the ground.
- Contributing to regular monitoring-evaluation, to the collection of relevant information, to the analysis and sharing of technical data on works and infrastructures.
- Support in the final validation of the project and technical handover of the project to beneficiaries.
- Undertake project impact analysis, surveys etc. as may be assigned, as part of post evaluation.
- Monitor, in close collaboration with the teams at the 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.
- Maintain an organized database of all relevant documents including photos and videos from project sites
- Ensure quality control, monitoring of quality assurance/guarantees (design, construction, and operation of works), promote consideration of technology transfer whenever necessary and monitor and report on social and environmental factors in the implementation of the contract.
- Carry out all other tasks deemed necessary by the UNDP Team.

4. EXPECTED DELIVERABLES

The following periodic deliverables are expected:

- 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)

Deliverables	Description	Timeframe	Responsible Party
Initial report	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	Consulting Firm
Triangulation Report	The Firm will produce a triangulation report after each assignment for this purpose for review by the Recovery Programme Civil Engineer who will ensure that the evaluation meets the required quality criteria	Immediately after every field assignment for data triangulation.	Consulting Firm
Technical reports to complete project profile	The Recovery Programme Civil Engineer shall design and provide a checklist for every Activity.		Consulting Firm

5. DURATION OF THE CONTRACT

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

6. WORKPLACES

Overall North-West and South-West regions

7. QUALIFICATIONS

Qualification and experience of the consulting firm:

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

8. WORKING LANGUAGES

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

APPROXIMATE NEEDS IN THE Southwest Region

Locations and project sites may be added as deemed necessary by the UNDP Recovery Program.

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, BABUBOCK, EBAMUT, NKONGLE, MMUOCKMBIE, MMUOCK FOSSIMONDI, KURUME, KOSSALA, KONYE, BESONGABANG, EBINSI, AYUKABA, BONGOGO, EKONDO TITI, AND MUNDEMBA
12	Rehabilitate classrooms at Government school Mutengene 2	MUTENGENE
13	Rehabilitate classrooms at Government School Afab	Eyumojock
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.	

9. **EVALUATION CRITERIA:**

Submission procedures and Recruitment

The recruitment process will be based on a file analysis in two phases:

- ✓ Analysis of the administrative offer
- ✓ Analysis of the technical offer.
- ✓ Analysis of financial offer.

Payments are scheduled as follows:

- ✓ 20% at the submission of the inception report.
- ✓ 40% at the submission of the draft of the final report.
- ✓ 40% at the submission of the final evaluation report.

Interested candidates shall include the following elements in their proposals:

Administrative offer:

- Company profile
- Certificate of incorporation/business registration
- Certificate of non-indebtedness
- A location plan of Office in the selected Region.

Technical offer:

- 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. CV of the consulting firm.
- Submit a list and supporting documents for appropriate facilities and equipment to be used (surveying equipment, vehicles)
- 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.

Financial offer

A financial offer in CFA indicating the overall budget (excluding taxes) requested to carry out the mission as well as a detail of the prices and ratios presented (expenses, per diem, transportation, etc.) as indicated in the table below: **NB The financial amount will be based on the total amount of the range of the project which will be on percentages as detailed below.**

N°	Description	Duration (Day)	Unit price	Amount
1	Establishment of specifications validated by a region: Footage report, drawings, BOQ, discussion and validation with the region			
2	Follow-up of a construction site (from the start of the work to the finishing: continuous presence of the Engineer, Senior Technician, weekly progress report, end of site report, recolement plan)			
3	Other costs (to be detailed by the tenderer)			

Payment Honorarium:

The firm's fees will be paid per deliverable, whether it is the needs assessments, or the follow-up of the activities. For each service requested, once it has been validated, the firm will submit its invoice based on the deliverables validated by the region.

The evaluation of the offers shall be based on the cumulative analysis method (weighted scoring method). The award of the contract is made to the firm only when 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.

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

TECHNICAL PROPOSAL – Quality	Max score	Coefficient	Total
<u>I. Expertise, Reasoning and vision</u>	<u>20</u>	<u>20%</u>	
1. Experience, Reputation and General Organizational Capacity	5	5%	
1. Methodological understanding and implementation plan	10	10%	
2. 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>	
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 and SW regions of Cameroon.	5	5%	
Total score for organization and methodology	<u>35</u>	<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.	<u>20</u>	<u>20%</u>	
Expertise: Supervisory Team – Evidence of an organized structure comprising a supervisory and other relevant support staff.	<u>15</u>	<u>15%</u>	
Other capacity	<u>5</u>	<u>5%</u>	
Total score for the main areas of expertise	<u>65</u>	<u>65%</u>	<u>65%</u>
Overall rating TECHNICAL PROPOSAL - quality	<u>100</u>	<u>100%</u>	<u>100%</u>

AWARD CRITERIA: 70/30

Financial criteria - 30% of total evaluation

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- bid;

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

Ivo Lysinge



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