



*PROJET DE RELANCE ET DE DEVELOPPEMENT DE LA REGION DU LAC TCHAD
LAKE CHAD REGION RECOVERY AND DEVELOPMENT PROJECT
UNITE DE MISE EN ŒUVRE DU PROJET*

REQUEST FOR EXPRESSION ON INTEREST

No.002/ASMI/MINEPAT/PROLAC/SPM/2021 of 16th June 2021

For

the recruitment of (i) a Monitoring/ Evaluation Assistant; (ii) an Administrative and Financial Assistant; (iii) an Assistant to the National Coordinator; (iv) an Assistant to the Procurement Specialist; (v) an Assistant to the Agriculture Specialist; (vi) an Assistant to the Infrastructure Officer; (vii) an Assistant to the Head of the Maroua Support Office for the Lake Chad Region Recovery and Development Project (PROLAC).

Country Name:	CAMEROON
Project Title:	Lake Chad Region Recovery and Development Project
Title of assignment:	recruitment of (i) a Monitoring / Evaluation Assistant; (ii) an Administrative and Financial Assistant; (iii) an Assistant to the National Coordinator; (iv) an Assistant to the Procurement Specialist; (v) an Assistant to the Agriculture Specialist; (vi) an Assistant to the Infrastructure Officer; (vii) an Assistant to the Head of the Maroua Support Office.
IDA Credit Number:	6643-CM
Project identification number	P161706

1. Context and Justification

Since 2012, the security situation in the Lake Chad Basin has considerably deteriorated. Indeed, the dynamic of conflicts due to the Boko Haram insurrection has highly disrupted economic activities (agriculture, fishing, livestock, trade) and the movement of persons and goods in the area concerned.

Faced with such an environment that has led to massive displacement of the population in the countries concerned, coupled with the gradual drying up of this Lake as the result of the effects of climate change (Nigeria, Cameroon, Chad and Niger), urgent intervention is of the essence to address the security and food crises and the vulnerability of the population.

It is against this backdrop that the Government is planning to put in place the Lake Chad Region Recovery and Development Project (PROLAC) with the support of the World Bank.

This Project which covers the four countries of the region in question namely Cameroon, Niger, Nigeria and Chad has as objective to improve the living conditions and resilience of the riparian population by facilitating access to rural mobility infrastructure, and to economic growth and employment facilities, as well as opportunities for their economic activities. The Project shall be built around the following main components:

Component 1: establishment of a regional platform for knowledge management to better capitalize on all the skills generated from the conduct of studies around the Lake Chad Basin.

Component 2: facilitation of rural mobility to help transport agricultural products from the basins to local markets;

Component 3: development of agricultural value chains in order to contribute to the creation of income-generating activities in the area;

Component 4: Project management;

Component 5: Contingency Emergency Response Component (CERC).

The Project shall be implemented in Cameroon in the Logone and Chari Division in the Far-North-Region of Cameroon, based on a holistic approach with focus on the capitalization of ongoing interventions and/or envisaged in its area of intervention by the regional knowledge platform to be put in place.

To this end, the institutional arrangement provides for the setting up of a Project Implementation Unit comprising: a Monitoring / Evaluation Assistant; an Administrative and Financial Assistant; an Assistant to the National Coordinator; an Assistant to the Procurement Specialist; an Assistant to the Agriculture Specialist; an Assistant to the Infrastructure Officer; an Assistant to the Head of the Maroua Support Office.

The National Coordinator invites individual consultants to express their interest in the delivery of the services described below. Interested candidates must provide information testifying that they have the qualifications required and relevant experience for the delivery of services.

2. Duties and Tasks assigned to Staff

A. Monitoring-Evaluation Assistant

Duties

Under the authority of the National Coordinator of the Project and under the supervision of the Monitoring/Evaluation Officer, he/she shall be responsible for assisting Monitoring/Evaluation Officer in the discharge of his/her duties.

Specifically, he/she shall be charged with:

- supporting the establishment of a results-based monitoring/evaluation system for the Project;
- supporting the production of periodic progress reports and project indicators, on a quarterly, bi-annual and annual basis;
- supporting the use and dissemination of information on performance, spatial deployment and impact of project;
- contributing to the organisation of external audit missions on the respect of procedures and technical execution of the project, both at the organisational level and in terms of access to information;
- supporting the preparation of joint supervision missions with the various stakeholders and development partners;
- contributing to the planning of activities with the view of preparing the Annual Work Plan and Budget (AWPB);
- participating in the follow-up/evaluation of all the activities of the Project;
- contributing to the establishment and maintenance of the information storage and processing system (storage of physical data, storage of virtual data, mechanisms for the dissemination of follow-up/evaluation information) / reporting system, communication system with stakeholders of the Project and the general public;

Task description:

- contributing to the finalisation of the follow-up/evaluation manual;

- participating in the preparation of the follow-up/evaluation plan;
- contributing to the analysis, synchronisation and consolidation of computer data of the project;
- contributing to the training of staff in the system and follow-up/evaluation tools;
- contributing to the preparation of a standard method of visualization of project activities (maps/geographic expansion); this will include the extensive use of the GEMS system which allows for distance monitoring;
- monitoring the execution of the Annual Work Plan and the Budget, in close cooperation with the Administrative and Finance Officer;
- contributing to the preparation of activity and/or workshops reports;
- systematically contributing to the analysis and interpretation of the gap between projections and achievements on a monthly basis, in relation to the approved the AWPB
- contributing to the identification of risks associated to the kick off and implementation of project activities, and proposing corrective measures and alternative solutions;
- contributing to the compilation of a data base on the project and ensuring the safeguarding and archiving of documents;
- updating the data base;
- ensuring the archiving of the documents of the project;
- contributing to the dissemination of information of performance, results and effects achieved with the project;
- contributing to the production and publication of periodic reports or any other documents, in conjunction with the Monitoring-Evaluation Specialist and the National Coordinator;
- performing any other tasks assigned by his/her immediate boss.

B. Administrative and Financial Assistant

Under the authority of the Administrative and Finance Officer, he/she assists the latter in all operations related to the organisation and administrative, financial and budget management of the Project. He/she shall be responsible for:

- financial and budget management;
- administrative management of staff and mails;
- management of staff mandate and imprest accounts;
- management of common purchases;
- management of assets (vehicles and other fixed assets).

Specifically, he/she shall be responsible for:

With regard to financial and budget management:

- verifying compliance of payment requests prior to the endorsement of the Administrative and Finance Officer (eligibility, availability of the allocation, verification of errors of arithmetic calculations, etc.) and preparation of payment documents (checks, transfer warrants, availability provision, etc.);
- supporting the Accountant in cash, financial, accounting and budget operations;
- weekly analysis of accounts and identification of possible regularizations;
- analysing and justifying all the accounts with the view of producing financial statements;
- preparing requests for fund withdrawal and the documentation required for disbursements, in accordance with the directives of the IDA;
- preparing and following up payment and /or reimbursement requests;

- keeping the situation of the unjustified expenses of the National Coordination and following up their collection;

- ensuring the smooth functioning of the accounting management system;

As concerns administrative management of staff and mails:

- ensuring the administrative follow-up of agents (recruitment, transfer, lay-off, leave, keeping and updating the nominal statement of staff members of the Project and individual files);
- managing the insurance contract of staff and facilitating its relations with the insurance company;
- assisting the Administrative and Finance Officer with the Labour Administration (Labour Inspection);
- organising the reception of new employees (supervision, space-use planning, guidance, presentation of internal rules and code of conduct);
- Taking down possible claims from staff and notifying them to the Administrative and Finance Officer;
- assisting the Administrative and Finance Officer in the management of attendance sheets, missions and leaves;
- preparing letters of designation, work certificates at the request of the Administrative and Finance Officer;
- preparing service memos to be submitted to the Administrative and Finance Officer for consideration;
- ensuring management of staff records;
- assisting the Administrative and Finance Officer in the administrative organisation of events related to the Project;
- ensuring the distribution of PROLAC mails;

With regard to the management of missions, imprest accounts and financial operations

- checking the calculations of the draft budgets of missions (fuel, subsistence allowances, etc.);
- preparing draft warrant missions;
- acting as cashier in workshops, seminars, trainings, etc.;
- preparing payment requests for the Project Coordination Unit;
- liaising with the CAA and banks (withdrawal and deposits of files and documents);
- monitoring the missions and leaves enjoyed by staff members of the UMOP;

As concerns common purchases and other functions:

- controlling and consolidating the requests for goods and services (budget below CFA F 5 million) expressed by staff members of the Project and ensuring the regularity of the requests beforehand;
- consulting the related lines and budget allocations related thereto in order to make sure that the budget is available;
- initiating Expenditure Commitment Requests (CER) in duplicates and submitting them to the Administrative and Finance Officer for endorsement before the approval of the National Coordinator (who refers to the Procurement Specialist for the launching of the bidding process);
- making sure that goods and supplies of the Project are stored in a safe place;
- actively participating in the proofreading of the manual of administrative, financial and accounting procedures;

- initiating and following up litigation files;

With regard to the management of Project's assets:

- assisting the Accountant in the safeguarding of the Project's assets;
- assisting the Accountant in monitoring the map of the assets of the project held in the accounting software;
- assisting the Accountant in making periodic inventories notably annual inventories of fixed assets and stocks of the project;
- ensuring maintenance and making sure that the Project's assets are well kept;
- recuperating the Project's assets from the employees on termination of their contract.

C. Assistant to the National Coordinator

Duties

Placed under the authority of the National Project Coordinator, the Project Assistant is in charge of assisting the project team in the execution of organisational and administrative tasks including: the circulation of relevant information, the facilitation of relations between the different actors of the project, the keeping of mail, the computerised processing of files and their filing.

The tasks of the Project Assistant shall include:

- **Support to the project team**
 - assisting the project team in the search and collection of the information needed for the project (administrative and/or general information);
 - performing some tasks associated with the follow-up of project files;
 - participating in the proofreading of the AWPB and the reports prepared by the SNSE;
 - planning meetings of the Project Coordinator and drafting minutes;
 - supporting regular dialogue with partners to ensure the monitoring of their contractual obligations.
- **Organisational support**
 - making travel arrangements and organising missions for members of the team project, preparing files or file documents;
 - following up the Coordinator's meetings/missions: mission reports, follow-up of actions to be carried out, updating of the contact database, etc.;
 - following up and updating schedules;
 - participating in the organisation of various events (seminars, signing ceremonies, visits and other professional events);
 - ensuring the electronic and physical archiving of Project documents.
- **Mail management**
 - keeping the registers and filing system for incoming and outgoing mail in accordance with the Administrative, Financial and Accounting Procedures Manual;
 - typing and reviewing all outgoing mail submitted to the National Coordinator for signature;
 - dispatching internal mails to the UCNP, as instructed by the National Coordinator.
- **Secretariat**
 - coordinating and supervising all secretarial work of the Project Coordination Unit;
 - typing and reviewing documents, forwarding and filing them;
 - overseeing the report processing and filing system;
 - organising and pooling the management of documentation ;
 - coding, filing and proceeding to the electronic and physical archiving of Project documents.
- **Administration**
 - informing project sponsors and partners about the progress of their files;

- keeping and updating individual staff files;
- liaising with social organisations in matters concerning staff benefits;
- managing and following up mission orders and related reports and watching out for their filing system.

D. Procurement Assistant

In general, the Assistant to the Procurement Specialist, under the supervision of the Procurement Specialist, is required to follow up all procurement activities in the framework of the implementation of the project activities.

Specifically, he/she shall be responsible for:

- participating in updating the data of the Project's Procurement Plan;
- participating in the preparation of tender documents for works or supplies, and Request for Expressions of Interest and Requests for Proposals for consultancy services;
- ensuring that these files comply with the observations of the various relevant tender boards;
- participating in the preparation of tender notices for supplies, as well as requests for expressions of interest for consultancy services, and ensuring their publication;
- assisting in the verification of the quality of the Terms of Reference and Technical Specifications;
- Participating in the preparation and finalisation of procurements;
- participating in the preparation and notification of Service Orders to commence work or services;
- preparing and keeping the detailed and costed list of goods and services to be procured from the various project funds;
- ensuring the establishment and update of an archiving system, including in STEP, including all documents for ex-post review by auditors and supervisory missions;
- assisting as much as possible in the capacity building of some of the project staff in the area of procurement;
- producing a progress report on fieldwork, supplies and intellectual services, in conjunction with the technical services;
- ensuring the setting up of acceptance committees for services, supplies and works;
- filing the documentation from procurement and contract monitoring (invoices, statements of account, acceptance reports, proof of payment, progress reports, etc.);
- anticipating the resolution of conflicts related to contract management;
- producing a table for monitoring the procurement and execution of contracts by the various actors involved in the procurement and contract management process in order to avoid delays in the implementation of activities;
- monitoring all commitments under contracts, agreements and memoranda of understanding between the project and the partners and ensure strict compliance by the parties, including suppliers of services, goods and works;
- keeping the project's procurement register up to date at all times;
- managing the purchasing process: purchase and work requests, supplier quotations, orders, order follow-up, etc. ;
- checking the conformity of the goods received with the specifications of the contract or order;
- managing archiving;
- performing any other task assigned to him/her by his/her superior.

E. Assistant to the Agriculture Specialist

Duties

Under the authority of Coordinator of the Project and under the supervision of the Agriculture Specialist, he/she shall be responsible for assisting the Agriculture Specialist in:

- the achievement of the project's objectives, through the development and monitoring of activities related, on the one hand, to the improvement of the agropastoral productivity of the Producers' Organisations (POs) and beneficiary communities, and, on the other hand, to the improvement of mutually beneficial relations between the latter and the other actors of the targeted agropastoral sectors, with a view to making them more competitive;
- participating in the necessary technical support (methodological and organisational) to the partners (University, Research and Services of the Rural Development sector) in the implementation of the Partnership Agreements that bind them to PROLAC;
- assisting the Agriculture Specialist in monitoring the implementation and technical quality of the Annual Work Plans and Budgets (AWPB);
- contributing to the animation of the project team on technical aspects related to agropastoral sectors;
- supporting the specialist in the organisation and facilitation of consultation frameworks between stakeholders in the agropastoral sectors concerned by the project in collaboration with the local extension services;
- assisting the specialist in conducting and supervising the supply of quality agropastoral inputs;
- participating in the supervision of activities to improve the adaptive capacities of the poorest or most vulnerable communities affected by the crisis in the area;
- supporting women and youth groups' activities;
- supporting the implementation of agropastoral resources management plans;
- Contributing to the extension of production practices based on models developed by partners in the target areas;
- supporting the establishment of dialogue platforms between the different stakeholders involved in the management of municipal markets and the marketing of agro-pastoral products;
- participating in the supervision and capacity building of POs and communities for the marketing of their products.

Task description

- informing and sensitizing the public and beneficiaries about the project procedures;
- participating in the elaboration of the Annual Work Plan and Budget (AWPB);
- contributing to the organisation and facilitation of consultation frameworks between stakeholders in the sectors targeted by the project in collaboration with the other partners;
- contributing to the development of partnership relations with research for the development of adapted technologies likely to remove the specific constraints encountered in the implementation of micro-projects and to ensure their transfer to the POs and communities concerned;
- assisting the specialist in the elaboration of draft ToRs for studies, missions, training and selection of consultants projected under support to production development;
- implementing agropastoral resources management plans;
- contributing to the preparation of monitoring/evaluation grids and materials;
- preparing the ToR for the studies, training and selection of consultants projected under the economic partnership;
- carrying out and/or participating in monitoring and technical support missions in the districts;
- participating in coordination meetings of the Project;
- providing relevant technical advice and suggestions in relation to his/her area of competence to the National Coordinator;
- assisting the specialist in the drafting of technical activity reports and ensuring the archiving of documents;
- performing other tasks and responsibilities related to the objectives of the project, as requested by the National Coordinator.

F. Assistant to the Infrastructure Officer

Placed under the supervision of the Coordinator of the Project Coordination Unit, he/she shall be responsible for planning and monitoring the execution of infrastructural works as provided for in the project document. To this end, he/she shall be charged with:

- participating in the validation of preliminary studies relating to agricultural and/or rural infrastructure to be rehabilitated or built;
- planning and coordinating infrastructure works;
- monitoring the execution schedule of infrastructure works;
- monitoring the execution of infrastructure works;
- analysing and validating the reports prepared by the Consultant in charge of the control and supervision of the infrastructure works;
- monitoring the implementation of the programme for the capacity building of the beneficiary populations in the operation and management of infrastructure;
- monitoring and evaluating the archiving of reports and plans;
- preparing monthly evaluation reports on the agricultural and rural infrastructure of the project;
- validating preliminary studies related to infrastructure;
 - checking the quality of the deliverables in relation to the specifications of the terms of reference;
 - providing any comments and recommendations for the improvement of the deliverables;
 - planning and ensuring the implementation of all activities planned in the framework of the infrastructure works
 - monitoring the execution of infrastructure works in based on best practices and the clauses of the specifications;
 - ensuring the integration of infrastructure works into the Annual Work Plan and Budget (AWPB) of the Project, and their effective implementation each year;
 - participating in coordination meetings;
 - examining the reports prepared by the Consultant in charge of the control and supervision of the infrastructure works and give opinion;
 - identifying potential beneficiaries of the capacity building programme;
 - raising awareness of the persons identified on the importance of capacity building;
 - preparing reports on the various training workshops.
- monitoring and evaluating, archiving and reporting;
 - providing the project's monitoring and evaluation system with data on the execution of the infrastructure works;
 - establishing a digital system for archiving information on all completed and ongoing infrastructure projects;
 - preparing specific reports and monthly (project) and quarterly (World Bank) progress reports on infrastructure works.

G. Assistant to the Head of the Maroua Support Office

Duties

Placed under the authority of the Head of the Maroua Support Office, the Office Assistant is in charge of assisting the Project Team in the execution of organisational and administrative tasks including: circulation of relevant information, facilitation of relations between the different actors of the project, keeping of mail, computerised processing of files and filing.

The tasks of the Maroua Support Office Assistant shall include:

- **Support to the Project Team:**

- assisting the project team in the search and collection of the information needed for the project (administrative and/or general information);
 - performing some tasks associated with the follow-up of project files;
 - supporting regular dialogue with partners to ensure the monitoring of their contractual obligations.
- **Organisational support**
 - making travel arrangements and organising missions for members of the Project Team, preparing files or file documents;
 - updating the contact data base, etc.;
 - participating in the organisation of various events (seminars, signing ceremonies, visits and other professional events);
 - ensuring the electronic and physical archiving of Project documents.
 - **Mail management**
 - keeping the registers and filing system for incoming and outgoing mail in accordance with the Administrative, Financial and Accounting Procedures Manual;
 - typing and reviewing all outgoing mail submitted to the Maroua Support Office Manager for signature;
 - **Secretariat**
 - coordinating and supervising all secretarial work at the Maroua Support Office;
 - typing and reviewing documents, forwarding and filing them;
 - overseeing the report processing and filing system;
 - organising and pooling the management of documentation;
 - coding, filing and proceeding to the electronic and physical archiving of Project documents.
 - **Administration**
 - informing project sponsors and partners about the progress of their files;
 - keeping and updating individual staff files;
 - liaising with social organisations in matters concerning staff benefits;
 - managing and following up mission orders and related reports and watching out for their filing system.

3. Qualifications and profiles required

a. Monitoring/Evaluation Assistant

- be a holder of a university degree (at least three-year university level) in agronomy, animal production, social sciences, economics or a related field;
- have a certified training in monitoring and evaluation;
- have at least 3 (three) years of general professional experience;
- have a minimum of two (2) years of experience in monitoring and evaluation plans, as well as in statistical analysis, information management systems and/or information management models;
- experience working with multilateral donors would be an asset;
- have a good command of the Microsoft Office software and the internet;
- have a perfect command of one of the official languages of Cameroon (English or French);
- have the ability to work under pressure and to manage multiple tasks effectively.

a. Administrative and Financial Assistant

- be a holder of at least a 3 (three) year university degree in one of the following fields: finance, accounting, economic sciences or management;
- have at least 2 (two) years of experience in a similar position in the private or public sector or in development projects and programmes;

- be versed in administrative drafting and personnel management;
- have a good command of development project financing mechanisms in general and World Bank procedures in particular;
- be familiar with commonly used software (Word, Excel, PowerPoint) as well as email and internet tools;
- experience in the use of one or several accounting and financial management software is an asset;
- have the ability to work in a team and under pressure;
- have a perfect command of one of the official languages of Cameroon (English or French) and a good command of the second.

b. Assistant Coordinator

- Be a holder of a higher education diploma (minimum 2 years of higher education) in Human Resources, Executive Assistant, Economics, International Relations, etc.) or any other diploma related to the position;
- be perfectly bilingual (English/French);
- have at least five (5) years of experience in a similar position;
- having held the position of Assistant Director of a Technical and Financial Partner project would be an asset;
- having rigour / organisational skills;
- be able to work independently, with a high degree of discretion and confidentiality;
- be versatile, responsive, and a good listener;
- have a good command of information and communication technology (ICT) tools;
- have good analytical, summarization, oral and written skills.

c. Procurement Assistant

- have at least a university degree (three-year university level) in procurement, engineering, law, economics, administration, commerce or any other related field;
- have at least 3 (three) years of professional experience in procurement;
- having worked for at least 2 (two) years in a position of similar responsibility in a project financed by the World Bank or other donors or in the public sector;
- have a good command of the procurement procedures of the World Bank or any other donor;
- have a good command of the Microsoft Office package and the internet:
- ability to work on a team.
- ability to work efficiently under pressure;
- excellent written and oral communication skills in either English or French and proficiency in the other language;
- familiarity with STEP will be an asset.

d. Assistant to the Agriculture Specialist

- be a holder of university diploma in plant/animal production (at least three-year university level); Engineer or Master in agronomy or agro-economics, animal production or any other equivalent diploma;
- have at least 5 years of professional experience in rural development, including at least 2 years in rural development projects working on agropastoral sub-sectors;
- have a good command of the management of agro-pastoral sub-sectors;
- have good experience in establishing economic partnerships in the agricultural sector;
- be able to work in a multicultural environment;
- have good experience in managing/facilitating working groups;
- have a team spirit;
- ability to work efficiently under high pressure;
- be able to communicate fluently in French and/or English;

- have a good command of the Ms Office software and the Internet;
- have a good command of agro ecological techniques;
- familiarity with the project area is an asset.

e. Assistant to the Infrastructure Officer

- be a holder of a university degree, at least 3 years of university level in one of the following fields: civil engineering, rural engineering or any other equivalent field;
- have at least five (5) years of professional experience in the technical management of agricultural or rural infrastructure projects; or in the supervision of agricultural or rural infrastructure works;
- have a good knowledge of the national political, legal and institutional framework for the implementation of infrastructure projects;
- have at least two (2) years of experience in a similar position in donor-funded development projects or in any other public or private sector institution/organisation and NGO;
- experience working with multilateral partners (WB and AfDB) would be an asset;
- ability to write technical reports that can be used by donor agencies;
- have good written and oral communication skills in French, with a good command of English; proficiency in both languages would be an asset.

f. Assistant to the Head of the Support Office

- be a holder of a diploma or certificate/attestation in secretarial work;
- have at least five (05) years of experience in a similar position;
- having rigour / organisational skills;
- be able to work independently, with a high degree of discretion and confidentiality;
- be versatile, responsive, and a good listener;
- have a good command of information and communication technology (ICT) tools;
- have a great capacity for analysis, synthesis, oral and written skills (French or English).

4. Selection Conditions

Consultants will be selected in accordance with the procedures set out in the "*Procurement Regulations for Borrowers Seeking Investment Project Finance (IPF)*", July 2016 edition, revised in November 2017 and August 2018 ("*Procurement Regulations*").

Candidates shall be selected on the basis of the method of selection of Individual Consultant describe in the Regulation through a comparison of Curriculum Vitae.

5. Composition of the File

Expressions of interest shall be submitted in hard copies (7 copies including one original and 6 copies) or in soft copies and shall comprise the following documents:

- a cover letter;
- a dated and signed Curriculum Vitae (CV) of the applicant less than three months old with the applicant's full address (P.O. box, telephone, e-mail, etc.) highlighting similar experience;
- simple copies of diplomas, attestations and/or work certificates and any other documents testifying to the candidates' skills/qualifications.

6. Duration of the Contract

The duration of the contract to be signed with the project owner or his/her representative, is 2 (two) years renewable with a probation period of 6 (six) months over the duration of the project. Renewal will only be possible if the performance of the jobholder is deemed satisfactory to the project and the World Bank.

The performance of the post holder will be assessed annually on the basis of a performance contract including predetermined result indicators.

7. Place of Work

- ✓ **Kousséri**, Logone and Chari Division, Far-North Region, for the following positions: Monitoring and Evaluation Assistant, Administrative and Financial Assistant, Assistant to the Coordinator, Assistant to the Procurement Specialist, Assistant to the Agriculture Specialist, Assistant to the Infrastructure Officer;
- ✓ **Maroua**, Diamaré Division, Far-North Region, for the position of Assistant to the Head of the Support Office.

8. Submission of Expressions of Interest

Expressions of interest shall be drafted in seven (7) copies, including one original and six (6) duplicates and submitted in person, by post, by facsimile or by e-mail no later than **14 (fourteen)** working days after the date of publication, at **3:30 p.m.**, to the following addresses:

- **Yaoundé**, MINEPAT Building, 20th May Boulevard, 6th floor, room 620;
- **Kousseri**, Divisional Delegation of the Ministry of the Economy, Planning and Regional Development for Logone and Chari;
- **email** address: prolac.cameroun@gmail.com with a copy to bamabolie@gmail.com, charlesoumbe@yahoo.fr and abicho2000@yahoo.fr

They shall be labelled as follows:

“Expression of Interest for the Recruitment of (i) a Monitoring/ Evaluation Assistant; (ii) an Administrative and Financial Assistant; (iii) an Assistant to the National Coordinator; (iv) an Assistant to the Procurement Specialist; (v) an Assistant to the Agricultural Specialist; (vi) an Assistant to the Infrastructure Officer; (vii) an Assistant to the Head of the Support Office for the Lake Chad Region Recovery and Development Project (PROLAC)”.

Additional information can be obtained through the following telephone numbers: 699 108 446 and 693 839 889.

Female candidates are strongly encouraged.

Yaoundé, the 16th June 2021

National Coordinator

ABICHO Mahamat