



*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 OF INTEREST No 001/ASMI/MINEPAT/PROLAC/SPM/2021 of 16th June 2021

For the recruitment of (i) an Agriculture Specialist, (ii) a Knowledge Management Specialist, (iii) a Head of the Support Office and (iv) an Internal Auditor for the Lake Chad Region Recovery and Development Project (PROLAC).

Name of the Country: **Cameroon**

Name of the project: **Lake Chad Region Recovery and Development Project (PROLAC).**

Title of the Consultants' assignments: Recruitment of an Agriculture Specialist, a Knowledge Management Specialist, a Head of the Support Office and an Internal Auditor.

IDA Credit Number : 6643-CM

Project Identification Number: **161706**

1. CONTEXT AND JUSTIFICATION

Since 2012, the security situation in the Lake Chad basin has worsened considerably. Indeed, the dynamic of conflicts due to the Boko Haram insurgency have strongly disrupted economic activities (agriculture, fishing, livestock, and trade,) and the movement of people and goods in the area concerned.

Faced with such an environment, which has led to massive displacement of populations in the affected countries (Nigeria, Cameroon, Chad and Niger), coupled with the gradual drying up of the said lake due to the effects of climate change, there is a need for urgent intervention in order to address the security and food crises and protect vulnerable populations.

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.

The project, which will cover the four countries of the region, namely Cameroon, Niger, Nigeria and Chad, will aim at improving the living conditions and resilience of the riparian populations by offering them easy access to rural mobility infrastructure, economic growth and employment as well as opportunities for their economic activities. The project shall be built around the following main components:

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

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

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

Component 4: Project Management;

Component 5: Contingent Emergency Response (CERC).

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

To this end, the institutional set-up provides for the recruitment of certain key personnel within the Project Implementation Unit, namely: an Agriculture Specialist, a Knowledge Management Specialist, a Head of the Support Office and an Internal Auditor.

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

2. Duties and Tasks of Consultants

A. Agriculture Specialist

a. Duties

Under the authority of the National Project Coordinator, the position holder shall:

- contribute to the achievement of the project objectives, through the development and monitoring of activities related to, on the one hand, the improvement of the agro-pastoral productivity of the Beneficiary Producers' Organisations (POs) and communities, and on the other hand, the improvement of mutually beneficial relations between the latter and other actors of the targeted agro-pastoral sectors, with a view to making them more competitive;
- provide the necessary technical support (methodological and organisational) to the partners (University, Research and Services of the Rural Development sector) in the execution of the Partnership Agreements that bind them to PROLAC;
- ensure the control of the execution and technical quality of the Annual Work Plans and Budgets (AWPB);
- lead and animate the project team on technical aspects related to the agro-pastoral sectors;
- organise and lead the consultation frameworks between stakeholders of the agro-pastoral sectors concerned by the project in collaboration with the local extension Services;
- develop partnerships with research to develop appropriate technologies that are likely to clear out the specific constraints encountered in the implementation of micro-projects and ensure their transfer to the POs and communities concerned;
- ensure the circulation of information between the National Coordination and the partners of the project;
- ensure the conduct and supervision of the supply of quality agro-pastoral inputs;
- supervise activities to improve the adaptive capacities of the poorest or most vulnerable communities affected by the crisis in the area;
- support activities for women's and youth groups;
- ensure the implementation of agro-pastoral resource management plans;
- ensure the extension of production practices on the basis of models developed by partners in the target areas;
- facilitate the establishment of dialogue platforms between the various stakeholders involved in the management of municipal markets and the marketing of agro-pastoral products;
- conduct and supervise capacity building of POs and communities for the commercialisation and marketing of their products.

b. Project Description

- inform and sensitise the public and beneficiaries on the project procedures;
- participate in the elaboration of the Annual Work Plan and Budget (AWPB);
- contribute to the organisation and animation of consultation frameworks between actors of the sectors targeted by the project in collaboration with the other partners;

- develop partnerships with research for the development of adapted technologies likely to overcome the specific constraints encountered in the implementation of micro-projects and ensures their transfer to the POs and communities concerned;
- develop draft ToRs for studies, missions, training and selection of consultants planned in the framework of support to production development;
- ensure the participatory development of pastoral resource management plans (PGRP);
- implement pastoral resource management plans;
- contribute to the preparation of grids and materials for monitoring/evaluation;
- prepare the ToR for studies, training and selection of consultants envisaged in the framework of the economic partnership;
- conduct and/or participate in monitoring and technical support missions in the sub-divisions;
- carry out periodic evaluation of the level of achievement of the objectives and propose corrective measures to the National Coordinator, in conjunction with the monitoring/evaluation manager and the partners;
- contribute to the identification and implementation of innovative solutions following the said evaluations;
- participate in the coordination meetings of the project;
- provide relevant technical advice and suggestions in relation to his/her area of expertise to the National Coordinator;
- prepare technical activity reports and ensure the archiving of documents;
- assume other tasks and responsibilities in relation to the objectives of the project, as requested by the National Coordinator.

B. Knowledge Management Specialist

a. Duties

Under the authority of the Coordinator, he/she is responsible for the implementation of the activities of component 1. Specifically, he/she shall be responsible for ensuring:

- strengthening regional dialogue and knowledge sharing;
- Data collection and dissemination;
- Institutional capacity building;
- monitoring knowledge generation activities in academic and research institutions;
- implementation of citizen commitment activities, including participatory management, complaints and grievance mechanism;
- implementation of social cohesion activities (sport, culture, psycho-social support...).

b. Project Description

His/her main tasks are to:

(i) strengthen regional dialogue and knowledge sharing

- contribute to the establishment of a digital platform for data collection, processing, management, analysis and dissemination in the Lake Chad region;
- facilitate the process of supplying and updating data.

(ii) Institutional capacity building

- supervise the development of a capacity building programme for national institutions (University of Maroua and IRAD Maroua) to enable them to participate in the regional dialogue on Lake Chad;
- establish, in collaboration with the University of Maroua and IRAD, a scholarship programme for young students, researchers and professionals;
- supervise the creation of professional and academic networks related to the promotion of local governance;
- support the preparation and implementation of ToRs for study tours and other participation in regional knowledge management platform discussions;

- prepare ToRs for the recruitment of a consultant to draw up a comprehensive training programme during the lifespan of the project and oversee its implementation.

(iii) Civic Engagement

Contribute to the drawing up and monitoring of the implementation of the project's citizen engagement strategy and the promotion of community participation, including

- support to existing local citizen engagement committees based on an identification and analysis of the institutional and operational capacities of local committees;
- support for the identification and prioritisation of investments (for components 2 and 3 of the project) in the Council Development Plans (CDP) and monitoring the implementation of these investments;
- support for the establishment and/or strengthening of a mechanism for complaints and claims management (collection, processing and feedback);
- support for the establishment of a system for mediating local tensions.

(iv) Social cohesion

Supervise the implementation of social cohesion activities, including support for:

- the organisation of cultural and/or sports activities;
- individual and collective psychosocial support for people considered vulnerable (psycho-education sessions, psychological first-aid training for community leaders and psychosocial support for young people involved in Labour Intensive worksite, etc.)
- awareness-raising and prevention of risks linked to improvised explosive devices and mines
- organising capacity-building activities for stakeholders involved in restoring peace through workshops, forums, symposiums, etc.
- the establishment of agro-sylvo-pastoral and fish farming production with a view to improving the resilience of the population (local population and refugees).

(v) Other duties

- create a synergy of actions between PROLAC and other institutional, humanitarian or development actors working at the local level, in order to promote the key activities of the project;
- carry out any other tasks assigned to him/her by the National Coordinator of the project.

C. Head of the Maroua Support Office

Duties and responsibilities

Under the authority of the Project Coordinator, the Head of the Support Office shall be responsible for:

- participating in the establishment of collaboration frameworks between PROLAC and the University of Maroua, on the one hand, and PROLAC and the Regional Agricultural Research Centre of Maroua, on the other hand;
- ensuring the follow-up of the implementation of the above-mentioned collaboration frameworks;
- animating the activities of the Project in its area of competence;
- facilitating relations between the Project and other development actors based in Maroua on the one hand, and between the Project and public administrations based in Maroua on the other hand;
- signing documents bearing PROLAC stamp, for which he/she will have received a mandate;
- supporting the UMOP team in the organisation and coordination of supervision and joint review missions with technical and financial partners;
- ensuring consistency between PROLAC interventions and those of other projects;
- coordinating the conduct of various audits and monitoring and evaluation missions and the timely production of related reports.

D. Internal Auditor

a. Duties

Placed under the authority of the National Coordinator, the Internal Auditor shall be responsible for:

- ensuring that the execution of the project is compliant with the terms of the funding agreement;
- ensuring that the project execution and procedures manuals are properly implemented;
- evaluating and contributing to the improvement of the governance process (risk management, control, etc.) within the UCP by ensuring that the structure of the internal control system is effective, i.e. that the set of controls and safeguards is capable of preventing, if necessary correcting in time, any risk of slippage in the management of resources and the achievement of the project development objectives.

b. Project Description

Under the authority of the National Coordinator, the Internal Auditor shall be responsible for:

- developing an audit charter, a risk matrix and an annual internal audit work programme based on the risk-based approach;
- establishing the calendar, objectives, scope and procedures for each internal audit mission in order to ensure effective and efficient use of his/her working time;
- performing internal audit assignments in accordance with internationally accepted principles and guidelines;
- regularly assessing the internal control system in relation to the plans, policies and general directives, the organisation and the deployment of the means implemented by the Project, identifying the controls that do not exist or those that require improvement and making recommendations;
- ensuring the full implementation of the Project execution Manual;
- producing internal audit reports, discussing the findings with the project coordination and following up the implementation of recommendations;
- ensuring, together with the Administrative and Financial Officer, the preparation of external audits and the follow-up of the implementation of the resulting recommendations;
- carrying out regular planned and unannounced audits of the project's accounts, assets and operations;
- verifying that the works, goods and services financed are carried out in accordance with the procurement procedures, the provisions of the Financing Agreement and the Procurement Regulations; in addition to verifying the conformity of procurements that have been subject to prior review by the partners, particular attention should be paid to all purchasing of goods, supplies and services that are not subject to prior notice of no objection by the Bank;
- verifying that disbursement requests submitted to partners for funding are authorised, properly registered, supported by appropriate documents and eligible under the terms of the financing agreement;
- verifying compliance with the eligibility percentages for the different categories of expenditure;
- checking consistency between physical activities and financial disbursements;
- verifying that all legal and fiscal provisions are respected, in particular with regard to taxes and customs duties applicable to the Project, the tax treatment applicable to salaries paid to the consultants and the employees of the Project;
- reviewing the quarterly activity and financial reports as well as the Requests for Reimbursement of Funds and taking down his/her findings in an annex to these reports forwarded to the World Bank;
- acting as advisor to the Project Coordination at all times;
- carrying out any investigation requested by the Project Coordination.

The internal auditor shall carry out his missions in accordance with the international standards of internal auditing of the IIA "Institute of Internal Auditors" and shall carry out all the verifications and controls that he/she considers necessary in the circumstances. The review will include all tests, confirmations, observations and verifications that the internal auditor deems appropriate.

3. Qualifications/Profiles Required

a. Qualifications of the Agriculture Specialist

- Have a university degree in plant/animal production (at least a five-year university level): Engineer or Master in agronomy or agro-economics, animal production or any other equivalent degree;
- have a professional experience of at least 10 years in the rural development sector, including at least 5 years in rural development projects working on agro-pastoral sectors;
- have a good knowledge of the management of agro-pastoral sectors;
- have proven experience in the supervision of women's groups;
- have a good knowledge of the Labour-Intensive approach in the implementation of activities;
- have a good experience in establishing economic partnerships in the agricultural sector;
- have a good experience in the procedures and techniques of implementation of projects funded by Technical and Financial Partners;
- have a good knowledge of procurement procedures;
- be able to work in a multicultural environment;
- good experience in managing/animation of working groups;
- have a team spirit;
- have the ability to work effectively under high pressure;
- be able to communicate fluently in French and/or English;
- good knowledge of Ms office and internet;
- good knowledge of agro ecological techniques;
- good knowledge of the project area is an asset;
- In case of equal qualifications, preference will be given to female candidates and may enjoy some specific benefits.

b. Qualifications of the Knowledge Management Specialist

- have a higher education degree (at least 5 years of university level) in law, political science, economics, sociology, anthropology, agro-economics, administration, planning or any other equivalent degree;
- have at least 5 years of experience in participatory planning or in a similar field;
- have a good knowledge of regional and local development planning;
- have a good knowledge of social protection policies in Cameroon;
- good summary and report writing skills;
- have the ability to work in a multi-disciplinary team and good listening and communication skills
- good knowledge of Ms office and internet;
- A good knowledge of the project intervention area shall be an asset;

c. Qualifications of the Head of the Maroua Support Office

- have a university degree (at least five years university level) in the field of rural development (agro-economics, agronomy, animal production, rural engineering...) or any other equivalent recognised degree;
- have at least 10 years of professional experience in the fields of research, rural and/or social development;
- a good knowledge of the interventions and functioning of the Lake Chad Basin Commission (LCBC) shall be an asset;
- have a good knowledge of the Project intervention area;
- have a good knowledge of donor procedures in general and the World Bank in particular;
- have excellent leadership and management skills in multidisciplinary and multicultural teams;
- be able to work effectively under pressure;
- have good command of the Microsoft Windows software and the internet;

- have good written and oral communication skills in French and/or English.

d. Qualifications of the Internal Auditor

- have a university diploma (at least five years university level) in Audit, Control, Accounting, Finance. A Certified Internal Auditor (CIA) qualification would be an asset;
- have at least five (5) years of professional experience in an external audit firm, in an international organisation or in a similar position in a development project financed by international donor agencies, in the past ten years;
- have a good knowledge of procurement procedures and financial, administrative and accounting management procedures for development projects;
- have a good knowledge of management software (TOM2PRO) and Microsoft Office software (Excel, Word, etc.);
- have a good written and spoken command of French and/or English.

4. Selection Conditions

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

Applicants will be selected according to the Individual Consultant selection method described in the Regulations through the Comparison of Curricula Vitae.

5. Composition of the File

Expressions of interest must be submitted in physical version (7 copies including 01 original and 6 copies) or in soft copy, and must include the following documents:

- A cover letter;
- a Curriculum Vitae (CV) of the candidate dated and signed within the last three months with the full address of the candidate (P.O. Box, telephone, e-mail, etc.) highlighting similar experiences;
- 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 shall be two (2) years renewable with a probation period of six (6) months over the duration of the project. Renewal will only be possible if the performance of the consultant is deemed satisfactory to the project and the World Bank.

The evaluation of performance of the position holder will be done annually based on a performance contract including indicators of predetermined results.

7. Place of Work

- **Kousséri**, Logone and Chari Division, Far-North Region of Cameroon, for the following positions: Agricultural Specialist, Knowledge Management Specialist and Internal Auditor;
- **Maroua**, Diamaré Division, Far-North Region, for the position of Head of the Support Office.

8. Submission of Expressions of Interest

Expressions of interest drafted in seven (7) copies, including one original and six (6) duplicates shall be 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;
- **Kousséri**, Divisional Delegation of the Ministry of the Economy, Planning and Regional Development for Logone and Chari;
- **Email: 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 an Agriculture Specialist, a Knowledge Management Specialist, an Internal Auditor, and a 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.

Yaoundé, the 16th June 2021

National Coordinator

ABICHO MAHAMAT