

COUNTRY: Republic of Cameroon

PROJECT NAME: Local Governance and Resilient Communities Project (PROLOG)

IDA CREDIT: No. 72130-CM

MISSION TITLE: Community mobilization and support for the establishment of village and neighborhood committees in collaboration with municipalities as part of the elaboration of community action plans, including environmental and social management plans, in the North West region

PPM REFERENCE NO. (STEP): CM-MINDDEVEL-497298-CS-CQS

CALL FOR EXPRESSIONS OF INTEREST

No. 00031 /ASMI/MINDDEVEL/PROLOG/UGP/SPM/ASPM/2025 DATED 26 SEPT 2025
RELATING TO THE RECRUITMENT OF A FIRM OR COMPANY TO ELABORATE COMMUNITY ACTION PLANS
INCLUDING ENVIRONMENTAL AND SOCIAL MANAGEMENT PLANS IN THE NORTHWEST REGION

CONTEXT AND JUSTIFICATION

The Local Governance and Resilient Communities Project (PROLOG) is being implemented by the Government of the Republic of Cameroon with technical and financial support from the World Bank (WB). The project will last five years and cost approximately US\$300 million, or nearly FCFA 189 billion. The project operates in six regions: Adamawa, East, Far North, North, Northwest, and Southwest.

The Project Development Objective (PDO) is to improve the socioeconomic inclusion and resilience of vulnerable communities and strengthen local governance and beneficiary engagement in service delivery.

PROLOG is based on two key intervention pillars: (i) direct interventions at the community level to improve community and inter-communal infrastructure and (ii) capacity building of decentralized local entities. It will combine support for decentralization efforts with bottom-up development commitments to strengthen community autonomy, including improving and strengthening the climate resilience of community infrastructure and access to basic services. The Project covers six (06) Regions of Cameroon, namely the Adamawa, East, Far North, North, North West and South west Regions. PROLOG is implemented under the supervision of the Ministry of Decentralization and Local Development (MINDDEVEL).

I. OBJECTIVE OF THE STUDY

The general objective of the mission is the mobilization of technical assistance in order to support communities in awareness-raising, structuring and local planning for the implementation of PROLOG activities.

II. CONSULTANT'S MISSION

- To conduct a diagnosis of the existence of Neighborhood Committees or Village Committees, their functionality, and their level of structure in terms of establishing Village or Neighborhood Committees (VC/NC);
- To structure Village Committees (VC) or Neighborhood Committees (NC) in accordance with Order No. 00000147 of July 19, 2023, on the organization and operation of village and neighborhood committees where they do not yet exist, and to revitalize them where they have been created and are inactive;
- To raise awareness among communities about the project's content, expected results, and implementation modalities, emphasizing the project's expectations of the community, including the inclusion of all social strata, consideration of gender and vulnerable groups (refugees and internally displaced persons), consideration of adaptation to climate change, the inclusion of women and youth, etc.; - Raise awareness among communities about self-assessment of security risks, the identification of climate-resilient sub-projects, and sustainability issues (upkeep and maintenance of structures, etc.);
- Support communities in formulating their Community Action Plans (CAPs) that integrate climate change by transferring local planning skills;

- Assist VCs/NCs in identifying their priority infrastructure needs;
- Build the capacity of VCs/NCs members in simplified management and basic skills;
- Train VCs/NCs members in basic skills (organizational and managerial capacities);
- Support communities in conducting climate and environmental screening;
- Support communities in formulating Community Action Plans (CAPs) with climate risk assessments and the development of an environmental management plan;
- Support VCs/NCs in selecting priority community investments and infrastructure to be submitted for PROLOG funding.
- Support VCs/NCs in the maturation of sub-projects.

III. EXPECTED RESULTS

At the end of this study, we will have:

- Diagnostic reports on the establishment and operation of the VCs/NCs of the targeted communities are available;
- The VCs/NCs are established, structured, and operational;
- A description of the process for selecting the VCs/NCs to be revitalized based on the project criteria is developed;
- The exact number of VCs/NCs for these municipalities is known;
- A document containing the VC/NC awareness-raising strategies is available and will serve as a basic document for community training;
- Priority infrastructure needs are identified by the VCs/NCs;
- The capacities of VC/NC members in simplified management aspects and basic skills (managerial and organizational capacities) are strengthened;
- The VCs/NCs have Community Action Plans (CAPs) including environmental and social management plans;
- The VCs/NCs each have an investment plan and priority infrastructure.

IV. METHODOLOGICAL APPROACH

- ✓ **Understanding of the Terms of Reference:** The Consultant may make any comments and suggestions he deems necessary on these Terms of Reference.
- ✓ **Technical Approach and Methodology:** The Consultant will explain his understanding of the objectives of the assignment as outlined in the Terms of Reference (ToR), the technical approach and methodology he intends to adopt to carry out the tasks and produce the expected results/reports, and the level of detail of these reports.
- ✓ **Work Program:** The Consultant will establish a timeline for the completion of the main activities/tasks of the assignment, their contents and durations, the arrangement and correlations, the milestones (including intermediate approvals by the Client) and the indicative dates for submitting reports. The work program of the proposal will be consistent with the technical approach and methodology, demonstrating the Consultant's understanding of the ToR and his ability to translate them into a feasible work program.
- ✓ He will submit a work plan and the outline of his report for approval by the study sponsor who may, if necessary, make the necessary adjustments for the smooth running of his work and to the satisfaction of the parties.
- ✓ Absolute discretion and respect for the principles of confidentiality essential to the success of this type of assignment must be respected.
- ✓ For the assignment, the consultant will rely on the collection of information and/or data from primary and secondary sources, which will be carried out with all stakeholders and will capitalize on the work already carried out in relation to the topic.

Consultant support: To accomplish this assignment, the Consultant will benefit from support and monitoring from the study's project owner, in particular MINDDEVEL/PMU-RCU/PROLOG and its decentralized services.

V. DELIVERABLES

The consultant will submit the deliverables which will be specified in the terms of reference of the Client's order.

VI. DURATION OF THE MISSION

The total duration of the service is six (06) months

VII. PROFILE OF THE CONSULTANTS SOUGHT

- V. The Consultant must be a Non-Governmental Organization (NGO), a Technical Support Structure (TSS), a Local Support Organization (LSO), a Consulting Firm, an association, or any legal organization with proven skills and experience in the field. The Consultant will be selected based on the following criteria:

a. General Criteria:

- Demonstrate legal existence and the capacity to enter into contracts;
- Demonstrate the Consultant's participation in community development support activities and have a sufficient number of qualified, experienced human resources;
- Have successfully supported (services completed under good conditions) one or more municipalities in structuring communities;
- Demonstrate the completion of at least two (02) similar missions;
- Have a good knowledge of the Northwest Region and the municipalities where the mission will be carried out.

b. Technical criteria:

- **Institutional:** Must have a geographical presence in the North West Region and enjoy established credibility with beneficiaries, as demonstrated by satisfaction certificates for services provided;
- **Financial:** Must have established cash flow to cover pre-financing of activities pending payment of services;
- **Sustainability:** Must be able to develop a participatory approach (based on a sound understanding of the environment);
- **Social:** Must understand the sociological characteristics of the different communities and have staff capable of communicating in the local language.

The experts proposed by the firm must have complementary profiles and the following minimum qualifications: (See Terms of Reference)

In addition, all consultants must demonstrate:

- Sound knowledge of data collection and analysis methods, and the detailed presentation of results;
- Proven experience in community engagement;
- Good writing and synthesis skills.

A good understanding of the Cameroonian context is an asset.

The firm may propose any other support staff it deems useful for the survey. The compensation of this support staff will be included in the compensation of key personnel.

VIII. SELECTION PROCEDURE

Good knowledge of the Cameroonian context is an asset.

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPR Borrowers," 6th edition, February 2025, which sets out the World Bank's policy on conflicts of interest.

A Consultant will be selected using the "Qualifications Based Selection (QBS)" method as described in paragraph 7.11 of the "Procurement Regulations for Borrowers Requesting Financing for Investment Projects," 6th edition, February 2025.

Additional information may be obtained by visiting the project, located at rue Dragages from 9:00 a.m. to 3:30 p.m. (local time).

Expressions of interest must be sent by email no later than fourteen (14) days from the date of publication of this notice in the Public Procurement Journal (JDM), i.e. on 14 OCT 2025, at 3:30 p.m. (local time) by email

(PDF file) and must include the following documents:

COMPOSITION OF THE APPLICATION FILE

Application files must be submitted exclusively electronically (PDF format) by email and must include three files as follows:

- PDF File 1:

A detailed submission letter, highlighting the Consultant's specific capabilities that will help them succeed in their mission, as well as their collaboration with key stakeholders;

- PDF File 2:

- A curriculum vitae (CV) of the mission leader, highlighting similar experience, dated within the last three (03) months, signed, and including their full addresses (PO box, telephone, email, etc.), certified copies of diplomas, certificates, and/or employment certificates, as well as copies of similar contracts (first and signature pages), etc.);

- PDF File 3:

- The Consultant's general references in supporting community development and local planning, related to the structuring, organization, and functioning of communities;
- Specific references in community mobilization and community approach techniques;

N.B.: To be validated, each reference must be supported by the following:

A copy of the first page and the last page, signed. These references must be clear and legible;

Photocopies of the acceptance reports, or certificates of completion issued by the Project Owner or its departments, or certificates of release of the performance bond.

NB: No physical files will be accepted at the PMU or the RCUs. Only electronic files complying with the format indicated above will be evaluated.

Terms of Reference (TOR) are available online through the link: prolog.cm/appels_à_concurrence.

And have the mention:

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Yaoundé the 26 SEPT 2025

THE NATIONAL COORDINATOR


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