

REPUBLIQUE DU CAMEROUN
Paix- Travail- Patrie

MINISTRE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

SECRETARIAT GENERAL

PROJET GOUVERNANCE LOCALE ET
COMMUNAUTES RESILIENTES

UNITE DE GESTION



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT

SECRETARIAT GENERAL

LOCAL GOVERNANCE AND RESILIENT
COMMUNITIES PROJECT

MANAGEMENT UNIT

COUNTRY NAME : Republic of Cameroon

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

IDA CREDIT : No. 72130-CM

ASSIGNMENT TITLE: Recruitment of an Accountant for the Project Management Unit of the Local Governance and Resilient Communities Project (PROLOG).

REQUEST FOR EXPRESSIONS OF INTEREST

No. 0050 /REOI/MINDDEVEL/PROLOG/PMU/SPM/2026 OF 05 FFV 2026

FOR THE RECRUITMENT OF AN ACCOUNTANT FOR THE PROJECT MANAGEMENT UNIT OF THE LOCAL GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG).

I. CONTEXT AND JUSTIFICATION

To support Cameroon in its initiatives to manage the risks of escalating violence and its decentralization policy, the World Bank has granted the Government of Cameroon a loan of \$300 million (approximately 189 billion CFA francs) to implement the Local Governance and Community Resilience Project (PROLOG). This project combines support for decentralisation focused on development commitments while strengthening the resilience capacities of communities, particularly vulnerable households affected by conflicts.

The project's development objective is to improve communities' access to climate-resilient infrastructure and strengthen local capacity to manage resources and provide services. To achieve this objective, the project is structured around four components :

Component 1 : Improving community infrastructure and basic services ;

Component 2 : Improving the governance framework at multiple levels and the capacity of decentralised agencies to provide services ;

Component 3 : Project management, monitoring, and evaluation ;

Component 4 : Contingency Emergency Response Component (CERC) : This component will establish an emergency fund that can be triggered in case of a human-made crisis, public health crisis, or natural disaster, by the official declaration of a national emergency, or upon official request from a member of the Government of Cameroon.

To ensure the efficient implementation of these various components, in line with its objectives, and to ensure proper administrative and financial management of the Project, it is necessary to strengthen the financial management team at the PMU by recruiting an Accountant.

II. ROLES AND RESPONSIBILITIES

The Accountant of the Project Management Unit, under the general supervision of the National Coordinator and the direct responsibility of the Administrative and Financial Manager, is responsible for the overall accounting production of the Project Management Unit and participates in the production of the Project's financial statements. He/she works in close collaboration with the National Accountant. The Accountant shall :

- Ensure the proper functioning of the PMU's accounting system, including the production of periodic financial and accounting statements within the deadlines required by the procedures manual and the financing agreement ;
- Assist the National Accountant in financial and accounting monitoring and the effective implementation of accounting activities across the six (6) Regional Coordination Units (RCU) of the Project.
- Specifically, in addition to any other tasks assigned by the Administrative and Financial Manager and the National Coordinator within the scope of his/her duties, the Accountant will be responsible for the following activities :

1. Accounting and Cash Management :

- Maintaining general, analytical, and budgetary accounting for the PMU ;
- Checking the compliance of invoices with purchase and delivery documents (reconciliation of invoices, contracts, purchase letters, purchase orders, delivery notes, and acceptance reports) submitted to the PMU ;
- Setting up an archiving system for expenditure justifications to ensure smooth post-reviews (journals, SOEs, bank reconciliation statements, fixed assets, taxes, etc.) ;
- Analyzing accounts and identifying potential discrepancies;
- Proposing adjustments for approval by the Administrative and Financial Manager ;
- Preparing all accounting documents (journals, general ledgers, trial balances, Sources and Uses of Funds Statement, Budget Execution Statement, etc.) and monitoring and analyzing PMU accounting operations;
- Monitoring Designated Account operations (commitments, withdrawals, payments, credit interest, bank reconciliation statements) for the PMU ;
- Complying with the provisions of the Project's Administrative, Financial, and Accounting Procedures Manual ;
- Preparing all documentation required for the smooth conduct of financial and accounting audits.

2. Budgetary Management :

- Participating in the preparation of the Annual Work Plan ;
- Recording and monitoring budget execution following approval by the Steering Committee and obtaining Non-Objection from Donors;
- Assisting in the verification of budget compliance and monitoring the availability of financial resources.

III. CANDIDATE PROFILE

The candidate for the position of Accountant at the Project Management Unit (PMU) must provide proof of specialized training in Accounting/Management and meet the following criteria and qualifications :

- Education : Hold at least a Bachelor's degree (minimum BAC +3) in Management, Accounting, or any other equivalent degree.
- General Experience: Have a minimum of five (5) years of general professional experience in an accounting role.
- Specific Experience: Have at least three (3) years of successful experience as an accountant within projects funded by international donors, specifically the World Bank.
- Technical Knowledge : Possess a strong understanding of accounting, financial, and disbursement procedures for projects funded by International Financial Institutions (IFIs), particularly the World Bank.
- Software Skills : Demonstrate proficiency in office productivity tools (Microsoft Office Suite) and specific mastery of TOM2PRO accounting software.
- Availability: Be available to start immediately once the recruitment process is completed.

IV. CONTRACT DURATION AND DUTY STATION

The successful candidate will be recruited on a fixed-term contract in accordance with the provisions of Decree No. 2021/7341/PM of October 13, 2024, establishing the rules governing the creation, organization, and operation of development programs and projects. A four-month (4) probationary period will be observed prior to final confirmation.

The position is open for a renewable two-year term, but shall not exceed the overall duration of the project.

Workplace: The position is based at the headquarters of the Project Management Unit (PMU)

V. EVALUATION CRITERIA

Applications will be evaluated based on the candidates' experience and qualifications.

The evaluation will be carried out in two stages : The first stage will consist of an application review, followed by a second stage consisting of an interview for candidates with relevant qualifications from the first stage.

- **Application Review** : The application review will consist of an evaluation based on :
 - Eligibility ;
 - The candidate's experience related to the assignment;
- **Skills assessment.**

The assessment of candidates' skills will be conducted during the interview.

Each evaluation stage will represent 50% of the final score. Only candidates who obtain 60% of the score from the first stage will be admitted to the interview phase.

VI. APPLICATION PACKAGE CONTENTS

Applications must be sent by email (PDF) and must include the following documents :

- A detailed cover letter (addressed to the National Coordinator), highlighting the candidate's specific abilities that will contribute to the success of the assignment and collaboration with key stakeholders ;
- A candidate's Curriculum Vitae (CV) highlighting similar experiences, dated within the last three (03) months, signed, and providing full contact details (P.O. Box, telephone, email, etc.) ;
- Photocopies of diplomas, work certificates and/or testimonials, and any other documents demonstrating the candidate's skills/qualifications ;
- A photocopy of the National Identity Card (NIC).

N.B. : No physical applications will be accepted at the PCU or the RCUs. Only electronic applications complying with the format indicated above will be evaluated.

VII. GENERAL PROVISIONS

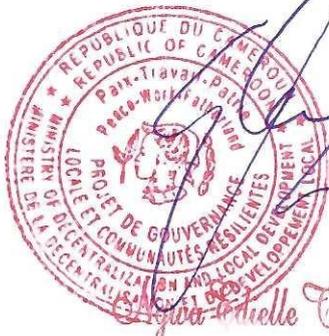
- 1- Candidates will be selected using the "Selection of Individual Consultants" method as described in paragraph 7.36 of the "Procurement Regulations for IPF Borrowers," 7th edition, revised in September 2025.
- 2- Applications written in French or English must be sent exclusively by email no later than fourteen (14) days from the date of publication of this Notice, with the subject line :

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FOR THE RECRUITMENT OF AN ACCOUNTANT FOR THE PROJECT MANAGEMENT UNIT OF THE LOCAL GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG).

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Yaoundé, on the 05 FEB 2026
THE NATIONAL COORDINATOR



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