

COUNTRY: Republic of Cameroon

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

IDA CREDIT: No. 72130-CM

ASSIGNMENT TITLE: Recruitment of four (04) Reception and Liaison Officers for the North, North-West, South-West and Adamawa Regional Coordination Units (RCUs) of the Local Governance and Resilient Communities Project (PROLOG)

REQUEST FOR EXPRESSIONS OF INTEREST

No. 0056 /ASMI/MINDDEVEL/PROLOG/UGP/SPM/ASP/CA-SPM/2026 OF 12 OCT 2026
FOR THE RECRUITMENT OF FOUR (04) RECEPTION AND LIAISON OFFICERS FOR THE NORTH,
NORTH-WEST, SOUTH-WEST AND ADAMAWA REGIONAL COORDINATION UNITS OF THE LOCAL
GOVERNANCE AND RESILIENT COMMUNITIES PROJECT (PROLOG)

BACKGROUND AND RATIONALE

In support of Cameroon's initiatives to manage the risks of escalating violence, as well as its decentralization policy, the World Bank has granted the Government of Cameroon financing in the form of a loan amounting to USD 300 million, approximately CFAF 189 billion, for the implementation of the Local Governance and Resilient Communities Project (PROLOG). The Project combines support for decentralization, focused on development commitments, with the strengthening of community resilience, particularly that of vulnerable households affected by conflict.

The Project Development Objective is to improve community access to climate-resilient infrastructure and to strengthen local capacity to manage resources and deliver services. To achieve this objective, the Project is structured around four components:

Component 1: Improvement of community infrastructure and basic services;

Component 2: Improvement of the multi-level governance framework and of the capacity of decentralized entities to deliver services;

Component 3: Project management, monitoring and evaluation;

Component 4: Contingent Emergency Response Component (CERC): This component will establish an emergency fund that may be triggered in the event of a man-made crisis, a public health crisis or a natural disaster, through the official declaration of a national emergency or upon the formal request of a member of the Government of Cameroon.

In order to ensure the efficient implementation of these components, consistent with the Project's objectives, and to improve the efficiency of the management of the resources allocated to the Project, it is necessary for each of the North, North-West, South-West and Adamawa Regional Coordination Units (RCUs) to have one (01) Reception and Liaison Officer, that is, four (04) Reception and Liaison Officers in total.

I. ROLES AND RESPONSIBILITIES

Under the direct supervision of the Regional Administrative and Financial Officer, the Reception and Liaison Officer shall be primarily responsible for:

- Processing, tracking and forwarding mail;
- Archiving all documentation received by the Coordination Unit (electronic and hard copies);
- Receiving visitors and handling telephone calls and messages for the Coordination Unit;
- Handling day-to-day logistics (minor errands);

- Ensuring the routine maintenance of PROLOG equipment and furniture;
- Welcoming and directing visitors and users;
- Answering, screening and transferring telephone calls;
- Handling general information requests;
- Providing information on PROLOG's services, products and activities;
- Ensuring liaison between PROLOG and its partners (delivery of documents and messages, accompanying visitors);
- Maintaining the visitors' register;
- Performing any other tasks consistent with his/her professional skills that may be assigned by his/her superiors;

II. REQUIRED CANDIDATE PROFILE

The candidate shall meet the following requirements:

- Have significant experience (at least 03 years) in this field;
- Hold at least the BEPC (or GCE Ordinary Level) or an equivalent qualification;
- Be able to communicate in at least one of the two official languages, French and/or English;
- Be able to work under pressure, as part of a team and in difficult conditions;
- Pass an aptitude test organized by the Project Management Unit (PMU);
- Be punctual, respectful and able to maintain the confidentiality of information;

III. CONTRACT DURATION AND DUTY STATION

The selected candidates will be recruited under a fixed-term contract in accordance with the provisions of Decree No. 2021/7341/PM of 13 October 2021 laying down the rules governing the creation, organization, functioning, monitoring and closure of development programmes and projects. In accordance with the provisions of the same Decree, the Project will recruit the Reception and Liaison Officers at a remuneration consistent with the salary scale applicable to Category 1 projects.

A probationary period of four (4) months shall apply prior to confirmation.

The position is open for a period of one (01) year, renewable, but not exceeding the duration of the Project.

The duty station shall be the RCU of the Region selected by the candidate from among the following four:

- North RCU;
- North-West RCU;
- South-West RCU;
- Adamawa RCU.

N.B.: Each candidate shall clearly indicate in his/her letter of expression of interest the RCU for which he/she is applying; failing this, the application will not be considered.

IV. EVALUATION CRITERIA

Applications will be evaluated on the basis of the candidates' experience and qualifications, in two stages:

Stage 1: Review of applications: Applications will be evaluated on the basis of the CVs and supporting documents.

Stage 2: Interviews

Candidates shortlisted at the end of the first stage will be invited for an interview.

The purpose of the interviews will be to:

- Get to know the candidates, their personality and their motivation for the position;
- Verify the information provided in the application (experience, qualifications, skills, etc.);
- Ascertain the suitability of the interviewed candidate in relation to the needs and expectations of the Project set out in Sections II and III above;

- Rank the candidates in decreasing order of qualification and relevance against the pre-established criteria, so as to identify the candidate best suited to support the Project.

V. APPLICATION REQUIREMENTS

Applications must be submitted exclusively in electronic form (PDF format) by email and shall comprise three files as follows:

PDF File 1:

- A detailed cover letter specifying the RCU applied for and highlighting the candidate's specific abilities that will enable him/her to carry out the assignment successfully and to collaborate with key stakeholders.

PDF File 2:

- A signed curriculum vitae (CV) of the candidate, highlighting similar experience and providing full contact details (P.O. Box, telephone, email, etc.);

PDF File 3:

- Scanned copies of diplomas, employment or consultancy contracts, and any other documents demonstrating the candidate's skills/qualifications;
- A scanned copy of the National Identity Card (NIC) or PASSPORT.

NB: No hard-copy applications will be accepted at the PMU or at the RCUs. Only electronic applications complying with the format indicated above will be evaluated.

GENERAL PROVISIONS

- Candidates will be selected in accordance with the "Selection of Individual Consultants" method as described in paragraph 7.36 of the "World Bank Procurement Regulations for IPF Borrowers - Goods, Works, Non-Consulting and Consulting Services", Seventh Edition, revised in September 2025.
- 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, that is, on 28 OCT 2026 at 3:30 p.m. (local time).

and shall bear the following subject line:

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Yaoundé, 12 OCT 2026

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