REPUBLIQUE DU CAMEROUN
Paix- Travail- Patrie

MINISTERE DE LA DECENTRALISATION
ET DU DEVELOPPEMENT LOCAL

SECRETARIAT GENERAL

PROJET GOUVERNANCE LOCALE ET
COMMUNAUTES RESILIENTES

PROLOG

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IDA Credit 72130-CM

REPUBLIC OF CAMEROON
Peace - Work - Fatherland

MINISTRY OF DECENTRALIZATION
AND LOCAL DEVELOPMENT

GENERAL SECRETARIAT

LOCAL GOVERNANCE AND RESILIENT
COMMUNITIES PROJECT

COUNTRY: **Republic of Cameroon**
PROJECT NAME: **Local Governance and Resilient Communities Project (PROLOG)**
IDA CREDIT: **No. 72130-CM**
MISSION TITLE: RECRUITMENT OF TECHNICAL CONSULTANTS TO SUPPORT 05 TARGET COUNCILS OF THE SOUTH-WEST REGION IN THE PREPARATION OF THEIR THIRD-GENERATION COMMUNAL DEVELOPMENT PLANS (CDPs)

REQUEST FOR EXPRESSIONS OF INTEREST
No. 69 /ASMI/MINDDEVEL/PROLOG/UGP/SPM/2026 OF 28 OCT 2026
FOR THE RECRUITMENT OF TECHNICAL CONSULTANTS TO SUPPORT 05 TARGET COUNCILS OF THE SOUTH-WEST REGION IN THE PREPARATION OF THEIR THIRD-GENERATION COMMUNAL DEVELOPMENT PLANS (CDPs)

1. Context and Rationale

The Government of the Republic of Cameroon has made significant progress in consolidating its decentralised institutional framework through Law No. 2019/024 of 24 December 2019 establishing the General Code of Regional and Local Authorities (CGCTD). Funded with the support of the World Bank under the technical supervision of MINDDEVEL, the Local Governance and Resilient Communities Project (PROLOG) targets 139 councils. For Wave 1, 70 priority councils have been selected. This mission concerns the recruitment of Technical Consultants to support Lot No. 6, comprising 05 councils of the South-West Region (Tiko, Eyumodjock, Limbe I, Mamfe and Ekondo-Titi) in the preparation of their third-generation Communal Development Plans (CDPs) (2027-2031). This mission incorporates the Community Action Plans (CAPs) and the Communal Geographic Information System (SIGCOM).

2. Overall and Specific Objectives of the Study

Overall Objective: To recruit highly qualified Technical Consultants to support the Municipal Executives and Steering Committees of the 05 councils of the South-West Region in the comprehensive implementation of the 8 stages involved in the preparation of their CDPs. To recruit highly qualified Technical Consultants to support the Municipal

Specific Objectives:

- ✓ Strengthen the local institutional framework (Steering Committee, Technical Team, UAP, Neighbourhood/Village Committees).
- ✓ Consolidate the Comprehensive Participatory Diagnosis by fully integrating the data from the CAPs and using the SIGCOM geographic databases.
- ✓ Conduct Communal Strategic Foresight workshops (2035 Scenarios and Shared Vision).
- ✓ Formulate the Strategic Choices in accordance with the budget programme template.
- ✓ Undertake costing (Activity-Based Costing) and structure the Priority Action Matrix (PAM) and the PIA.

- ✓ Develop the multi-year Financing Strategy and the Monitoring and Evaluation Framework.
- ✓ Provide support for adoption by the Municipal Council, prefectural approval and dissemination.

3. Expected Results

- One (01) Inception Report and Initial Framing Note validated for each council.
- One (01) Consolidated Participatory Diagnosis Report, including monographs and GIS maps for each council.
- One (01) Prospective and Strategic Choices Document for each council.
- One (01) Final CDP Dossier approved by the SDO, incorporating the costed Priority Action Matrix (PAM), the PIA, the Financing Strategy, the Communication Plan and the SIGCOM Mapping Atlas.

4. Methodological Approach

The approach will be rigorously structured around eight (08) key steps:

a. Process Preparation and Institutional Framing (orders, framing note, launch workshop, capitalisation of CAP/SIGCOM).
b. Multi-Level Participatory Diagnosis & Consolidation of Existing Achievements (DIC, DEUC, DNV through the capitalisation of CAPs, SIGCOM spatial validation, SWOT analysis).
c. Strategic Foresight and Formulation of the Shared Vision (MICMAC analysis, future scenarios, Vision 2035).
d. Formulation of Strategic Choices & Global Logical Framework (strategic priorities, alignment with NDS30, SDG tagging, logical framework).
e. Cost Assessment, Budgetary Framing and Action Matrix (activity-based costing (ABC), financial retrospective analysis, PAM, PIA, PPBS chain).
f. Implementation, Monitoring and Evaluation Arrangements & Support Strategies (financing, communication plan, M&E framework, risk management).
g. Validation, Adoption by the Council and Prefectural Approval (validation workshop, vote by the Municipal Council, prefectural approval order).
h. Dissemination, Popularisation and Data Digitisation (feedback workshop, professional publication, SIGCOM data reintegration).

5. Contractual Deliverables

- ✓ Deliverable 1 (Month 1 - 20%): Inception Report & Initial Framing Note.
- ✓ Deliverable 2 (Month 3 - 30%): Consolidated Participatory Diagnosis Report.
- ✓ Deliverable 3 (Month 4 - 30%): Prospective & Strategic Choices Document.
- ✓ Deliverable 4 (Month 6 - Balance 20%): Final Approved and Digitised CDP File.

6. Duration of the Mission

The overall duration of the support mission for the 05 councils is set at six (06) calendar months, starting from the date of notification of the service order to commence the services.

7. Profile of the Technical Consultants and Team of Experts

Profile of the Technical Consultants: A consulting firm or consortium of consulting firms under Cameroonian or international law, specialised in spatial planning, decentralisation, local public finance and GIS. Demonstrating at least 10 years of general experience and having successfully

carried out at least five (05) similar missions for the preparation of CDPs/Urban Development Plans (UDPs) over the past 7 years.

Minimum Key Team:

- 01 Team Leader (Senior Local Planning Expert): Master's degree (GCE A/L + 5 years of professional training) in Economics, Spatial Planning, Social Sciences or Project Management; at least 15 years of experience; recognised expert in the national methodology and the PPBS chain.
- 01 Associate Expert in Statistics and Geomatics/GIS: Master's degree (GCE A/L + 5 years of professional training) in Geomatics, GIS, Statistics or Demography; at least 10 years of experience; excellent command of SIGCOM, PostgreSQL/PostGIS and QGIS.
- 10 Resident Multidisciplinary Consultants (02 per council): Master's degree (GCE A/L + 5 years of professional training) in Local Development, Socio-Economics, Management or Public Law; at least 5 years of field experience.

8. Selection Process

The selection will be conducted in accordance with the Quality and Cost-Based Selection (QCBS) method, as defined in the applicable guidelines (September 2025 edition).

9. Detailed Composition of Application Documents

Expressions of interest must be submitted by email no later than **fourteen (14) days from the date of publication** of this notice in the Cameroon Tribune daily newspaper, i.e. 13 NOV 2025 at 3:30 p.m. (local time), by email (PDF file), and shall comprise the following documents:

- **File No. 1: Administrative Documents**
    - Valid administrative documents required for national or international firms (certificate of non-bankruptcy, certificate of non-exclusion from public contracts, trade registration certificate, etc.).

- **File No. 2: Technical Documents (Profile and References of the Firm)**
    - A presentation note on the firm (articles of association, organisational structure, logistical and material resources).
    - Detailed and signed CVs of the proposed key experts, accompanied by copies of the required diplomas.
    - **Strict requirement for supporting evidence of references:** Each reference for a similar mission presented by the firm must imperatively be supported by the joint submission of:
        1. The **duly signed contract** between the parties (specifying the contract amount, scope of services and implementation dates).
        2. The **provisional/final acceptance certificate** or a **certificate of satisfactory completion** issued by the Project Owner or the final client. *(Any project presented without these two supporting documents jointly submitted will not be taken into account in the technical evaluation.)*

- **File No. 3: Financial Documents (Indicative / Statement of Intent)**

- A financial approach proposal.

N.B: **for validation, each reference must be justified by the following elements:**

- Copy of the first page and last page signed. These references must be clear and legible;
- Photocopies of acceptance reports or completion certificates issued by the Project Owner or his services, or certificates of release of retention guarantee.

In order to carry out this study, interested firms must demonstrate proven skills and experience in the field.

Consultants will be invited to develop their own methodology, as well as their plan for mobilising experts, the level of effort and working method for carrying out the assignment.

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

In addition, all consultants must demonstrate:

- Strong knowledge of data analysis and the detailed presentation of results;
- Proven experience in providing support;
- Good writing and synthesis skills.

A good knowledge of the Cameroonian context is an asset.

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

And bear the mention:

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THE NATIONAL COORDINATOR

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