



**CALL FOR EXPRESSION OF INTEREST No. 001/AMI/CCIMA/2024
FOR THE RECRUITMENT OF A SERVICE PROVIDER-FACILITATOR AT THE PILOT INCUBATION
CENTER (PIC) OF THE CAMEROON CHAMBER OF COMMERCE, INDUSTRY, MINES AND CRAFTS
(CCIMC) LOCATED AT BWADIBO.**

I. CONTEXT AND JUSTIFICATION

With a view to developing incubation activities and facilitating the integration of unemployed and motivated young people, whether graduates or not, through the creation of small industrial units for processing agricultural products, the Pilot Incubation Centre of the Cameroon Chamber of Commerce, Industry, Mines and Crafts (PIC-CCIMC) on August 23, 2023 signed a partnership agreement with the Ministry of Small and Medium-sized Enterprises, Social Economy and Handicrafts (MINPMEESA).

Also, as part of the implementation of the said partnership agreement with regard to support through incubation of young business project holders, and possibly specific support for set-up, the CCIMC is organising the incubation of fifty (50) young people over the course of 2024, divided into two (2) cohorts of twenty-five (25) business entrepreneurs, with ten (10) on the waiting list.

The main objective is to nurture the entrepreneurial spirit of young project bearers by encouraging the creation of viable, profitable and sustainable small businesses in the agri-food processing value chain.

The main beneficiaries of this first call for applications for the first session of the 2024 program are young Cameroonians aged between 21 and 40, who may or may not have already invested in agricultural activities, but who have projects to create or develop Very Small Enterprises (VSE), Small Enterprises (SE) or Medium Enterprises (ME) in the agro-pastoral sector. **Women are highly encouraged to apply.**

The analysis of this target group (young Cameroonians aged between 21 and 40) shows it to be quite heterogeneous, particularly in terms of age, level of education, level of initial training, type of business project and the entrepreneur's motivation for engaging in agro-pastoral activities. Moreover, the diversity of young people's socio-professional backgrounds and their experiences in searching for or holding a job or profession, particularly in the agropastoral sector, contribute to a greater diversity of situations, which argues in favour of tailor-made responses in terms of guidance and support for setting up their business.

II. OBJECTIVES OF THE MISSION

The main objective of the service provider-facilitator (NGO OR FIRM) is to identify, characterize and propose young entrepreneurs in line with the system and eligible for PIC support.

Specifically, this will include:

- raising awareness about the PIC support system and eligibility requirements;
- identifying eligible Business Project Holders;
- nurturing young people's project ideas;
- drawing up their baseline diagnosis;
- preparing them for the PIC support system;

III. EXPECTED RESULTS

The service provider-facilitator is expected to provide the following:

- Potential young beneficiaries are made aware of the PIC's support activities, as well as eligibility requirements;
- Potential young beneficiaries are trained to use the resources made available to them for their deployment under the project;
- Young potential beneficiaries see their project ideas refined and matured with a view to successful socio-professional integration through the PIC support system;
- Potential young beneficiaries each have their own baseline status, the current starting point for their support;
- A directory of potential young beneficiaries is drawn up, with full details of their characteristics and profiles, and made available to the PIC.

IV. QUALIFICATION CRITERIA

The service provider-facilitator must be a consulting firm or any other organization with a tax record, a team dedicated to the project and proven expertise in entrepreneurship and a facilitation approach to young project holders in the Littoral region. Experience in identifying and selecting young people, maturing their projects and preparing them for financial and non-financial support programs (such as AFOP, PEA-JEUNES) would be of interest. These qualifications apply either to the organizations themselves, or to their resource personnel.

V. APPLICATION FORM

The NGOs OR FIRM wishing to express their interest in carrying out the services covered by this Call for Expression of Interest must provide the following documents presented in two (2) volumes:

V.I. Volume 1 (administrative file)

Volume 1" will include the administrative documents dated less than three (3) months prior to the date of submission of tenders in original or certified copies:

1. an expression of interest ;
2. certificate of non-bankruptcy issued by the Chamber of Commerce, Industry, Mines and Crafts or by the Court of First Instance with territorial jurisdiction over the tenderer's place of residence;
3. a certified copy of the tax clearance certificate;
4. a valid certificate of registration with the Cameroon Chamber of Commerce, Industry, Mines and Crafts;
5. a certificate of non-exclusion from public contracts issued by the Public Contract Regulatory Agency;
6. a certificate of bank domiciliation;
7. a certificate issued by the National Social Insurance Fund (NSIF) attesting that the tenderer has met his obligations to the said Fund;
8. plan and certificate of location;
9. a grouping agreement, if applicable.

In the case of a consortium, each member of the consortium must provide the above-mentioned documents. In this case, the group's representative must be formally designated by a document attached to the present file.

Please note that the absence or invalidity of any of the above documents will result in the elimination of the application.

V.2. Volume 2 (technical offer)

The technical offer will include:

1. Human resources

To this end, the company must demonstrate its ability to mobilize key personnel for the mission. They include:

- a. A supervisor residing in the Littoral-region with a minimum profile of GCE A-Level + 5 years of higher education in project management, entrepreneurship or other equivalent, with a good experience (3 years minimum) in the conduct and supervision of the aforementioned missions;
- b. At least 2 Facilitators residing in the region, with profiles of at least A-Level + 3 years of higher education in entrepreneurship, anthropology, social sciences, etc. and a minimum of 2 years of experience in conducting the aforementioned missions;
- c. 1 Accountant residing in the region, with a minimum profile of GCE A-Level + 3 years of higher education in economic management and accounting, and a minimum of 2 years experience.

For all personnel, this list must be accompanied by the following supporting documents dated less than three (3) months old:

- a Curriculum Vitae (CV) dated and signed by the person concerned;
- A certificate of presentation of the original of the highest diploma;
- a document attesting to the availability of each staff member.

N.B.: Failure to provide any of these documents will result in a zero (0) score for the staff concerned.

2. Methodological approach

The tenderer will provide a methodological approach deemed coherent with the mission.

3. Company references for similar services

Applicants must provide a list of references, specifying:

- The number of years of experience in the field concerned by the service;
- Similar assignments already completed.

To be taken into account in the evaluation, each reference for similar services must be supported by an extract from the contract, including the first and last pages, the joint signature pages and the corresponding certificates of completion or acceptance issued by the project owner. All documents must be clear and legible.

4. Understanding the terms of reference (ToR)

The tenderer will provide a detailed description of his understanding of the ToR.

5. Logistical, technical and material resources.

The tenderer will present the technical and material resources he intends to use to carry out the service. To this end, he must produce:

- logistical resources (vehicles, etc.);
- material resources (computers, printers);
- desks, cupboards, filing cabinets, etc. at the organization's head office, indicating the date of acquisition (provide supplier invoices).

For all equipment, proof of ownership (certified photocopies of vehicle registration documents or invoices) must be provided. The location of the said equipment must be specified, it being understood that the project owner if necessary may carry out verifications).

VI. EVALUATION CRITERIA

VI.1 Eliminary criteria

- incomplete or non-compliant administrative file ;
- false declaration and falsified documents ;
- technical score below 75 points out of 100.

VI.2 Essential criteria

The technical file will be evaluated out of 100 points according to the following criteria:

Criteria	Points
Presentation of the expression of interest file	5
Company references for similar projects	20
Understanding the ToR	10
Methodological approach	20
Expert qualifications/experience	30
Company equipment	15

Only NGOs or FIRMS with a technical score of at least seventy (75) points out of one hundred (100) will be pre-qualified to take part in the Restricted National Tender.

VII. APPLICATION FILES

Application files drawn in English or French in seven (7) copies, one (01) original and six (6) copies marked as such, addressed to the President of the Cameroon Chamber of Commerce, Industry, Mines and BONANJO-DOUALA, Phone: 233 42 68 55 - fax: 233 42 55 96 Email: siege@ccima.cm must be submitted before 12 pm on**10 AVR 2024**....., bearing the mention:

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(TO BE UNSEALED ONLY DURING THE OPENING SESSION)

VIII. TENDER VALIDITY PERIOD

Tenders received shall be valid for three (3) months from the date of submission of the said tenders.

IX. PERFORMANCE DEADLINE

The services covered by this mission will run for a maximum period of one (1) year, renewable if necessary after evaluation of performance over the previous period, from the date of notification of the order to start service.

X. PLACE OF PERFORMANCE

The mission will be carried out in the LITTORAL and SOUTH-WEST regions.

- For the Littoral region, the program will be deployed in the areas of: Mungo (Njombe, Penja, Loum, Manjo, Nkongsamba and Melong); Wouri (Douala and Dibombari suburbs) ;
- and Sanaga Maritime (Pouma and Ndom).
The Buea area for the South-West region.

The selection of the consultant will therefore be based on the latter's representation in the region concerned, in order to ensure his or her mastery of the region's socio-economic business environment.

XI. ADDITIONAL INFORMATION

Further information can be obtained from the Executive Director of CCIMC's Pilot Incubation Centre at Bwadibo, Tel: 674 03 79 69, Email: ytefack@gmail.com.

XII. PUBLICATION OF RESULTS

Following the evaluation of tenders, results will be made known to bidders via the press and/or notice board. Pre-qualified NGOs or FIRMS will be invited to participate in the Restricted National Tender in accordance with Cameroon's contract procedures.

Douala, 25 MARS 2024

PRESIDENT OF THE CCIMC

Christophe EKEN

Cc:

- CIPM/CCIMC Secretariat
- ARMP (JDM publication)
- SSI (publication on CCIMC website)
- Notice board CCIMC; PIC