



A CALL FOR MANIFESTATION OF INTEREST N°004 IN RELATION TO THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE TRANSLATION OF PNPD DOCUMENTS IN ENGLISH AND IN FRENCH.

Context and justification

Conceived in three phases of four years each, PNPD is a Program put in place by the Government with the support of partners in the domain of development. It is an important tool for the implementation of the Cameroon Strategy Paper for Growth and Employment (DSCE).

The first two phases of the Program were implemented thanks to internal funds (HIPIC, PIB) as well as those of the World Bank, The French Development Agency within the framework of paying back a bilateral debt with France and a grant from the German Cooperation known as KfW. Added to these funds are those of the World Fund for the Environment and the Japanese Cooperation for the first phase only. The Program covered six Regions (Adamawa, Centre, North, West, South and Far - North) during the first phase and extended to the rest of the Regions so that all the 10 Regions are now covered as from the inception of the 2nd phase of the Program.

These first two phases were run to the satisfaction of the beneficiary population, Donors and the Cameroon Government. The following results are gotten by the Program till date : (i) over 3 800 socio-economic micro-projects have been realised, which have enabled to improve on the livelihood of closed to 2 000 000 direct beneficiaries, (ii) 328 Council Development Plans (CDP) have been elaborated at the local level by the supervisory Authority. The CDP is a recognised local planning tool which helps in the transfer of competences to Councils and used since 2012 for the preparation of the Public Investment Budget at the national level, (iii) over 600 officers have been recruited by councils, that is two per council, one is in charge of technical aspects and the other takes care of finances. This recruitment has incited an increase in the level of the recovery of council funds.

With the Closing of the loan on IDA Funds of the World Bank, fresh negotiations were engaged which led to the signing of a Credit Agreement for PNPD III on the 3rd of February 2016. The objective of this 3rd phase is to reinforce the management of public funds as well as the participatory process in a bid to ensure the supply of sustainable and quality infrastructure. It is segmented into the following three components, the 1st bears on support to local development, the 2nd, on institutional support and capacity building, and the 3rd on coordination, management, monitoring and evaluation and communication.

Apart from its own Funds and those of the World Bank, the Republic of Cameroon through PNPD has equally benefited from the French Development Agency (AFD) funds as well as those of the European Union, for the funding of specific projects.

Being a Government Program, PNPD, in addition to International Donors procedures, respects and applies national regulations in force within the framework of the execution of its activities. With reference to law n°2019/019 of the 24th of December 2019 bearing on the promotion of official languages in Cameroon, PNPD intends to recruit an individual consultant, who will be in charge of translating internal as well as external documents in English and in French.

2. Objective of the activity

The main objective of this consultation is to have PNPD documents in English and In French. In a specific manner, it would entail that the consultant translates documents as the case may be in French or in English. Without being exhaustive, It will have to do with the translation of :

- Manuals ;
- Guides ;
- Calls for manifestation of interest;
- Calls for candidatures ;
- Communiqués ;
- Service contracts ;
- Correspondances ;
- Terms of reference ;
- Activity reports ;
- All other PNPD documents for which translations will be required.

3. Expected results

The consultant shall be expected to translate documents as the case may be, in French or English.

4. Supplies

The consultant shall have to each time produce hard and soft versions of translated documents. He/she will also be required to produce an activity report putting together all translations done at the end of each quarter.

5. Dateline and period of realisation

The consultant shall render such services within a period of twelve (12) months, eventually

renewable if and only if the evaluation of the consultant's contract is judged satisfactory.

6. Consultant's profile

The work shall be done by an Individual Consultant with a post graduate Diploma (BAC+4) in Translation. He/she will have to :

- Justify at least 8 (eight) years of general experience;
- Justify at least 05 referees in the domain of the translation of documents;
- Justify at least 05 pertinent referees in the domain of the translation of documents in recognised administrations;
- Justify at least 02 pertinent referees in the domain of translation from French to English and English to French ;
- Show proof of a good mastery of information technology.

An experience in the domain of translation in Programs/Projects funded by International Donors shall be an added advantage.

7. Recruitment modalities

For a candidate's file to be considered complete for opening and analysis, the following documents will have to be submitted :

- A letter of motivation ;
 - A detailed curriculum vitae dated and signed, highlighting the required qualifications and experience ;
 - A certified copy of the required diploma or attestation ;
 - Documents justifying references for similar jobs (Reception Minutes, contracts (1st and signature pages), work attestations, etc.). Only original or true certified copies of justifying documents shall be taken into consideration ;
 - Presentation of the file in five (05) copies, that is 01 original and 04 copies.
- PNPD reserves the right to verify the authenticity of the information provided.

8. Evaluation criteria

The following are evaluation criteria :

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| • Presentation of file: | 5 pts |
| • Main Qualifications : | 20 points ; |
| • Professional Experience : | 65 points and |
| • Complementary Qualifications: | 10 points. |

The National Coordinator of the National Community Driven Development Program invites qualified national individual consultants to manifest their interest for the job described above. Interested Consultants must provide information proving that they are qualified to do the job (evaluation concerning the execution of analogue contracts, experience in similar conditions, etc) and that they have successfully provided similar services, (job done to the end without any issues).

A consultant shall be selected following the method of the selection of individual consultants as prescribed in the Directives for the Selection and Employment of Consultants by the Borrowers of the World Bank within the framework of the BIRD Loans as well as Loans and Grants of IDA, January 2011, revised version July 2014 (« Directives of Consultants »).

Written Manifestations of Interest (one original and four copies) should be submitted at the address mentioned below, latest by March 16th, 2020 at 5pm (local time) and must have the following inscription « A Call for the Manifestation of Interest n°004 in relation to the recruitment of an individual consultant for the translation of PNPD documents in English and in French».

Interested Consultants can get more information on the subject of this call for manifestation of interest at the following address :

PNPD National Coordination Unit, situated at pont-dragages, after the Ivory Coast Ambassador's residence not far from the offices of UNESCO and the United Nations Development Program -UNDP.
BP: 660 Yaoundé - Cameroon
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The National Coordinator,