

RÉPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie

MINISTÈRE DE L'AGRICULTURE
ET DU DÉVELOPPEMENT RURAL

MINISTRY OF AGRICULTURE
AND RURAL DEVELOPMENT

Youth Agropastoral Entrepreneurship Programme
(AEP-Youth)

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REPUBLIC OF CAMEROON
Peace – Work – Fatherland

MINISTÈRE DE L'ÉLEVAGE, DES PÊCHES
ET DES INDUSTRIES ANIMALES

MINISTRY OF LIVESTOCK, FISHERIES
AND ANIMAL INDUSTRIES

Youth Agropastoral Entrepreneurship Programme
(AEP-Youth)

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**CALL FOR APPLICATIONS No. 000001/AC/MINADER-MINEPIA /PEA-JEUNES/2021 OF
18 MAR 2021 FOR THE RECRUITMENT OF TWO (02) JUNIOR BUSINESS
COUNSELLORS IN THE YOUTH AGROPASTORAL ENTREPRENEURSHIP PROGRAMME (AEP-
Youth)**

Loan Agreement No. 2000001694-CM

1. The Republic of Cameroon has secured funds from the International Fund for Agricultural Development (IFAD) under the Youth Agropastoral Entrepreneurship Promotion Programme (AEP-Youth). The Government of Cameroon intends to use part of these funds to recruit two (02) Junior Business Counsellors (JBC) to work under the AEP-Youth Regional Supportive Counselling Unit (URAC) for the Centre.
2. The Junior Business Counsellors, who shall work under the direct supervision of the National Supportive Counselling Unit (UNAC), shall have the following duties:
 - ✓ **Overall**, they shall accompany the business counsellors in the optimal execution of the Annual Work Plan and Budget (AWPB) for the region, spearhead and follow up the business coaching device at the regional level, significantly boost the granting of start-up funds and productive credits at the regional level, improve the survival rate of enterprises created or developed at the regional level, accompany the establishment and operationalisation of the network of young entrepreneurs at the regional level;
 - ✓ **Specifically**, the junior business counsellors shall:
 - ✓ Ensure the optimal execution of the activities earmarked in the Annual Work Plan and Budget (AWPB) for their region;
 - ✓ Assume responsibility for the proper management of the Programme's resources and assets;
 - ✓ Control the quality of the work done by the different actors involved in the implementation of the Programme;
 - ✓ Ensure consistency and functional and operational interrelations with other IFAD projects in the region;
 - ✓ Control the technical quality, consistency and conformity of the services provided by the partners and other operators;
 - ✓ Spearhead and monitor the business coaching system;
 - ✓ Participate in the coordination of the activities of the business incubators and Financial Service Providers (FSP) mobilised to support the development of the young entrepreneurs within the basin;
 - ✓ Prepare and monitor the performance of personalised business coaching contracts signed between the incubator and the young entrepreneur;
 - ✓ Boost the disbursement of start-up funds and productive loans in the region;
 - ✓ Improve the survival rate of businesses created in the region;
 - ✓ Monitor the contract, evaluate performance, control the services provided by the incubators/PSNF and FSPs;
 - ✓ Participate in the definition of criteria and analysis grids for the validation of projects for financing;

- ✓ Support the structuring and bringing together of young entrepreneurs into local and regional networks;
- ✓ Collect data from incubators and FSPs to feed the platform;
- ✓ Disseminate and relay information generated by the system at regional level.

3. This call for applications is open to all business coaches under contract with the partner incubation structures of the Youth Agropastoral Entrepreneurship Promotion Programme (AEP-Youth) and who have the following qualifications:

- ✓ Hold a university degree GCE A/L + at least 5 years of studies or an equivalent certificate in management, financial analysis of enterprises, marketing, trade, business management or rural development;
- ✓ Have an experience of at least three (3) years in the follow-up of business start-ups or in business management in the private sector and/or in development projects. Having an experience in the follow-up and management of enterprises along the value chains of the agropastoral sectors will be an asset;
- ✓ Have an experience in the economic and financial evaluation of business creation and takeover projects, and/or in the diagnosis of enterprises and in the preparation of business plans;
- ✓ Have an experience in analysing the economic environment and in producing relevant financial information for management, management control, analytical accounting, risk assessment, arbitration, construction and management of budget estimates;
- ✓ Have marketing and trade skills: development and implementation of commercial policy, performance development, sales coaching and commercial negotiation. Being able to keep a watch on competitors would be an asset;
- ✓ Strong organisational skills for business development: operational support to trades, support in defining processes and ability to improve these processes;
- ✓ Ability to communicate effectively in French and / or English, with a good working knowledge of the other language;
- ✓ Ability to establish good working relationships with the management staff, support staff and service providers of the programme;
- ✓ The capacity to work under pressure, to write clear and concise reports and to complete tasks on time;
- ✓ The quality of the performance indicators on the business coach's portfolio shall be considered as an important asset for the candidates

4. The recruitment of the Junior Business Counsellors will be done in accordance with the simplified procedure approved by IFAD ANO No. 0011915/AEP-Youth/12513 of 19 February 2021 without prejudice to the Procurement Guidelines of IFAD-financed projects and programmes adopted by IFAD's Executive Board at its 100th session in September 2010.

Nevertheless, the procedure shall include the following steps:

- ✓ **A call for applications;**
- ✓ **An evaluation of the CVs according to the following criteria:**
 - *Applicants' cover letter:* 05 marks;
 - **Certificates:** 10 marks;
 - *General experiences:* 20 marks;
 - *Specific experiences relevant to the assignment:* 40 marks;
 - *Quality of the portfolio:* 20 marks;
 - *Working language:* 05 marks.
- ✓ **A written test;**
- ✓ **An oral test (interview);**

The minimum technical score required after the evaluation of the CVs to be short-listed for the written test and the oral test before the final selection shall be **75 marks out of 100**.

The selection report and CVs of the selected candidates at the end of the recruitment process will be

approved by IFAD.

- The employment contract will be for a fixed term of one year renewable on the basis of a satisfactory evaluation of the annual performance of the employee.
- The application files of the candidates shall comprise the following documents: ***A cover letter addressed to the National Coordinator of the Youth Agropastoral Entrepreneurship Promotion Programme (AEP-Youth), a detailed CV, dated and signed, a certified copy of the required certificates signed within the last three months, copies of certificates or attestations of effective presence at the place of service and/or employment contracts, the coaching performance barometer relating to the portfolio signed by the Head of the employer Incubation Structure (the updated form shall be made available by the Programme).***

Note: FEMALE CANDIDATES ARE STRONGLY ENCOURAGED.

- Interested persons who meet the requirements can consult the terms of reference (ToR) and obtain additional information from the National Coordination and Management Unit of the AEP-Youth Programme at the address indicated below, between 9 a.m. and 3 p.m. local time.
- Complete files, written in French or in English, in five (05) copies, including one original and four (04) copies, indicated as such and placed in a sealed envelope shall be received, against a deposit receipt, at the National Coordination and Management Unit (CNCG) of the AEP-Youth Programme in Yaoundé, **not later than ten (10) working days after the date of publication of this call for applications** at 3 p.m. prompt bearing the words:

CALL FOR APPLICATIONS No. 000001/AC/MINADER-MINEPIA /PEA-JEUNES/2021 OF
18 MAR 2021 **FOR THE RECRUITMENT OF TWO (02) JUNIOR BUSINESS COUNSELLORS**
IN THE YOUTH AGROPASTORAL ENTREPRENEURSHIP PROGRAMME (AEP-Youth)

"Only to be opened in the bid opening session

- The contact address for the deposit of the documents is the ***"National Coordination and Management Unit (CNCG) of the Youth Agropastoral Entrepreneurship Programme (AEP - Youth) located at the Bastos Road Junction opposite the Meumi Palace Hotel , telephone number: 222 20 90 90, Fax: 222 21 91 87, e-mail: contact@pea-jeunes.org ».***

Done at Yaoundé, on 18 MAR 2021

THE NATIONAL COORDINATOR

Mr. BELA TOMO Alfred
Animal Industries Engineer

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