

RÉPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie

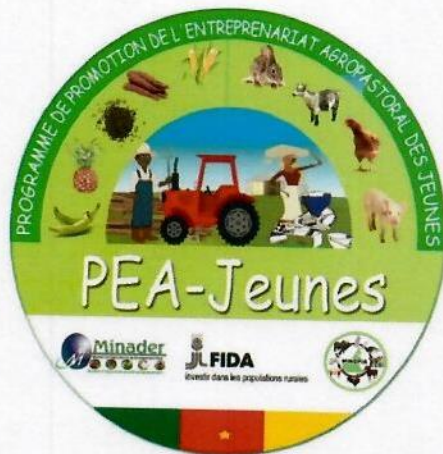
MINISTÈRE DE L'AGRICULTURE  
ET DU DÉVELOPPEMENT RURAL

MINISTRY OF AGRICULTURE  
AND RURAL DEVELOPMENT

Programme de Promotion de  
l'Entreprenariat Agropastoral des Jeunes  
(PEA-Jeunes)

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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  
Program (AEP-Youth)

Tél.: 222 20 90 90

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**CALL FOR APPLICATIONS No. 000003 / AC/MINADER-MINEPIA/PEA-JEUNES**  
**/SPM/RAF/ 2020 OF 08 APR 2020 FOR THE RECRUITMENT OF FIVE (05)**  
**INDIVIDUAL ASSISTANT MONITORING AND EVALUATION CONSULTANTS AT THE**  
**YOUTH AGROPASTORAL ENTREPRENEURSHIP PROGRAMME (AEP-Youth)**

*Loan Agreement N° 2000000758-CM - Additional loan N°2000001964*

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 five (05) assistant consultants in monitoring and evaluation at the Youth Agropastoral Entrepreneurship Promotion Programme (AEP-Youth), including one (01) at the national level who shall be posted to the National coordination Unit of the AEP-Youth Programme and assigned to the management of the database and four (04) others at regional level, who shall be posted to the regional units of Bamenda, Douala, Ebolowa and Yaoundé.
2. The Assistant Monitoring and Evaluation consultants shall have the following responsibilities:

The monitoring and evaluation experts, who shall be posted to the National Coordination and Management Unit (CNCG) in Yaoundé and to the Regional Supportive Counselling Units (URAC) of Bamenda, Douala, Ebolowa and Yaoundé, shall be responsible for monitoring and evaluation at regional or national level, managing the computerised application of the monitoring and evaluation system, the database of beneficiaries and the document archiving system of the project. They shall be expected to provide in real time, accurate, reliable, complete and traceable data necessary for the monitoring and evaluation system put in place.

**Specifically, the monitoring and evaluation assistant expert at regional level (URAC) shall be responsible for:**

- ✓ Developing, updating and monitoring the annual monitoring and evaluation plan of the project and the monitoring and evaluation procedures manual of the programme and producing monthly reports on their implementation;
- ✓ Collecting basic information corresponding to the indicators described in the logical framework of the Project to allow for the assessment of the effectiveness and efficiency of the activities carried out;

- ✓ Providing the information and documents needed to run the project at regional level;
- ✓ Effectively maintaining and updating the monitoring and evaluation tools recommended by the project: database tools, M&E software, GIS and georeferencing tools, scoreboard, etc. ;
- ✓ Providing information to the monitoring and evaluation database and software, retrieved from the data collected;
- ✓ Updating the digital archiving system for project documents and resources;
- ✓ Providing and updating the various scoreboards and other relevant information;
- ✓ Performing the first analysis of the data to ensure consistency and reliability;
- ✓ Performing data consolidation work;
- ✓ Proposing improvements on the data collection tools and methods;
- ✓ Designing tools for thematic surveys of beneficiaries;
- ✓ Ensuring regular and timely reporting of the situation of implementation of the project at regional level in view of consolidation at the national level;
- ✓ Controlling the data quality (accuracy, reliability, completeness and traceability) at regional level;
- ✓ Participating in regional planning, notably in the preparation of the regional Annual Budgeted Work Plan (ABWP) and reports of its implementation (activity reports), etc.
- ✓ Maintaining close communication with all partners involved in the M&E chain: project staff, regional supportive counselling service providers, local co-supervisory authority, target beneficiaries, etc. ;

**In addition to these attributions, the monitoring and evaluation assistant at national level (national coordination unit of the project), who is responsible for the management of the database, shall:**

- ✓ Develop, update, consolidate and monitor the annual monitoring and evaluation plan of the project and produce monthly reports on its implementation;
- ✓ Actively participate in the co-construction and ongoing maintenance of the database software and the functionality test
- ✓ Ensure that the monitoring and evaluation procedures manual of the Programme is operational, and that the database management software and the monitoring and evaluation software at the National Coordination Unit are functional;
- ✓ Extract useful information described in the monitoring and evaluation procedures manual (scoreboards, etc.) or any other data deemed useful by users;
- ✓ Regularly update the database.
- ✓ Make use of the IT tools associated with the administration of the database;
- ✓ Monitor regular forwarding of information by URACs in keeping with the defined tools or those to be designed;
- ✓ Assist in controlling the data quality (accuracy, reliability, completeness and traceability) at the regional and national coordination units;
- ✓ Regularly update the database at the national level;
- ✓ Train and support project teams in database management

- ✓ Update the digital archiving system for project documents and resources;
  - ✓ Provide and update the various scoreboards and other relevant information;
  - ✓ Propose improvements on the data collection tools and methods;
  - ✓ Design and test the tools used for thematic surveys of beneficiaries.
3. This call for applications is open to all Cameroonians of both sexes, who are able to perform the services described above, are willing to be recruited for any of the positions of responsibility and are holders of the following qualifications:

**For the regional monitoring and evaluation assistant:**

- ✓ Be of Cameroonian nationality and hold a university degree GCE A/L (BAC) + at least 3 years of studies in economics / statistics / agro-economics / geography, development projects or studies, or any other diploma recognised as equivalent with practical knowledge in database design, monitoring and management;
- ✓ Justify at least five (05) years of practical professional experience in the monitoring and evaluation of rural development programmes funded by donors: data collection, analysis, etc. An experience with the monitoring and evaluation system of IFAD-funded projects would be an added advantage;
- ✓ Have proven experience of at least three (03) years in the management of databases and statistical analysis softwares, as well as office automation software (word processing, presentations, spreadsheets);
- ✓ Having practical experience in using rapid survey tools, georeferencing and/or the GIS would be an asset;
- ✓ Have practical experience or the ability to establish good working relationships with the management staff of the programme, support staff and service providers
- ✓ Have the ability to communicate effectively in French and / or English, with a good working knowledge of the other language;

**For the monitoring and evaluation assistant at the national coordination unit:**

- ✓ Be a Cameroonian and have a level of education of at least the GCE A/L + 3 years of training in economics / statistics / agro-economics / geography / programming / computerised database management or any other equivalent discipline with additional training in related fields of computer science or in an area related to project monitoring-evaluation or planning;
- ✓ Have an experience of at least five 05 years' experience in the monitoring and evaluation of rural development programmes funded by donors, specifically in the management of databases and statistical analysis softwares including but not limited to the following: Microsoft SQL Server, Microsoft Access, SPSS as well as office automation software (word processing, presentations, spreadsheets) in development projects funded by donors;
  - ✓ Have knowledge in the development of web applications,
  - ✓ Have a sound knowledge of the server environment, the basic notions of common operating systems and networks,
  - ✓ Be able to implement IT storage and security procedures;

- ✓ Have a proven professional experience of at least three (03) years in monitoring and evaluation of rural development projects funded by multilateral donors. Having an experience with IFAD would be an added advantage;
- ✓ Have the ability to communicate effectively in French and / or English, with a good working knowledge of the other language
- ✓ Have the capacity to work under pressure, to write clear and concise reports and complete tasks on time
- ✓ Have practical experience in using rapid survey tools, georeferencing and/or the GIS;

4. Recruitments to the work positions indicated in this call for candidates will be done in accordance with the selection procedures set out in the Procurement Guidelines for IFAD-financed projects and programmes, adopted by IFAD's Executive Board at its 100<sup>th</sup> session in September 2010.

Nevertheless, the recruitment procedure shall include the following steps:

- A call for applications
- An assessment of the CVs in keeping with the following scoring criteria:
  - ✓ A cover letter of the applicants for the assignment ..... 5 marks
  - ✓ Certificates ..... 10 marks
  - ✓ General experience .....30 marks
  - ✓ Specific experience relevant for the assignment ..... 50 marks
  - ✓ Working language .....05 marks
- A written test;
- An oral test (interview).

The minimum technical score required to be pre-selected and to pass the written and oral test before the final selection is 75 marks out of 100.

The selection report and CV of the candidate selected at the end of the recruitment process will be approved by IFAD.

- 5. The contract will be for a fixed term of one year renewable on the basis of a satisfactory annual performance evaluation.
- 6. The application file of the candidate shall comprise the following documents: **a cover letter addressed to the National Coordinator of the AEP-Youth Programme, a detailed CV, dated and signed, a certified true copy of the required certificates, a certificate of non-conviction less than 3 months old, copies of certificates or attestation of effective presence at the place of service and / or employment contracts.**
- 7. Interested persons who meet the requirements can consult the terms of reference (ToR) and obtain additional information at 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 four (04) copies, including one original and three (03) 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 fourteen (14) days after the date of publication of this call for applications bearing the words:

**CALL FOR APPLICATIONS No. 000003 /AC/MINADER-MINEPIA/PEA-  
JEUNES/SPM/RAF/ 2020 OF 08 APR 2020 FOR THE  
RECRUITMENT OF FIVE (05) INDIVIDUAL ASSISTANT MONITORING AND  
EVALUATION CONSULTANTS AT THE YOUTH AGROPASTORAL  
ENTREPRENEURSHIP PROGRAMME (AEP-Youth)**

**“Only to be opened in the bid opening session”**

8. 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, FAO Office entrance, telephone number: 222 20 90 90, Fax: 222 21 91 87, E-mail: [adpeajeunes@gmail.com](mailto:adpeajeunes@gmail.com)

08 APR 2020

Yaounde, on the

THE NATIONAL COORDINATOR

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*Delu Toma*  
Ingénieur des Industries Animales  
Coordonnateur National  
PEA - Jeunes

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