

Call for Expression of Interest

Emergency preparedness and response program implemented by local front-line players in North-West and South-West Cameroon.



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Section 1. Overview

Introduction

Cameroon has been experiencing longstanding grievances in the anglophone community in North-West and South-West (NWSW) regions due to the political and social marginalisation of the 2 regions. Tensions escalated into the emergence of numerous non-state armed groups (NSAGs) fighting for separation from the Francophone part of Cameroon. Since 2017, clashes between the military and the separatist forces intensified insecurity, leaving approx. 188,954 people internally displaced and 233,450 returnees in the NW, and about 169,463 people internally displaced and 226,156 returnees in SW (UNHCR, April 2024). Families often face multiple displacements, and many leave their communities daily to avoid conflict and sleep in the bush, thus being at increased risk of protection violations. Meanwhile, the conflict translates into general strikes, lockdowns, and constant threat of violence, paralysing the regions' economies.

The Danish Refugee Council (DRC) has been present in the in the South-West region since 2017 to implement humanitarian response assisting Internally Displaced Persons (IDPs) as well as host families in the region. By partnering up with Civil Society Organizations (CSOs), DRC's interventions focus on provision of multi-purpose cash assistance (MPCA), emergency food, shelter and essential non-food items; protection services (including child protection); income generating activities; and reinforcement of community-based social cohesion. DRC is now active in the South-West region in the divisions of Fako, Meme, Ndian and Kupe-Manenguba and aims to continue expanding towards Manyu, Lebialelem and the North-West region.

Rationale for the partnership

The purpose of this Call of Interest is to identify Cameroonian CSOs with a proven presence and community acceptance in the targeted regions to co-design and implement an emergency preparedness and response program. The proposed intervention will be piloted as a consortium, comprising DRC, Bioforce and CSOs operating in North-West and South-West regions. The subsequent collaboration is sought to be strategic and long-term (minimum 24 months duration), based on mutual added value and complementarity of the partners, and an additional focus on technical, operational and organisational capacity development with the support of Bioforce's expertise.

This call contributes to DRC's localization strategy as well as commitments within the **Grand Bargain** in general for the reach of emergency response and protection assistance through strong coordination and efficient provision of assistance in SWNW regions of Cameroon. Thus, the partnership will be guided by **DRC's Global Civil Society Engagement Strategy** (Annex C), reflective of DRC's overall civil society partnership/engagement approach. The partnership will also be grounded in DRC's values, objectives and programme strategies, which govern DRC's selection and approach to implementing partners.

The object of the call for expressions of interest concerns the selection of local actors to co-design and implement activities within these following areas of implementation:

Applicants will have to submit an Expression of Interest (Eoi) for each of the respective package. Thus, applicants that wish to submit to several packages are requested to submit individual Eoi for each of the packages.

Package 1: Emergency preparedness	Package 2: Emergency response	Package 3: Resilience
<ul style="list-style-type: none"> - Pre-positioning of supplies (essential relief items) and logistics planning - Early Warning systems (monitoring, communication protocols) - Engagement in coordination mechanisms - Contingency Planning 	<ul style="list-style-type: none"> - Multisectoral Rapid Needs Assessment - Protection Rapid Needs Assessment - Multi-Purpose Cash/Voucher Assistance - Emergency response in-kind - Psychological First Aid - Emergency GBV Response - Individual Protection Assistance (IPA) 	<ul style="list-style-type: none"> - Economic Recovery (income generating activities, village saving and loans associations) - Awareness raising - Civil documentation - Positive parenting - Psychosocial Support

Section 2. Eligibility Criteria

To be considered eligible, applicants shall be able to demonstrate the following criteria:

- a. Demonstrate ability and experiences in providing emergency and post emergency assistance in at least one of DRC’s key sectors which are in line with the above packages.
- b. Be formally registered to work in Cameroon, specifically in North-West and South-West.
- c. Have an active presence and proven capacity (evidence of previous/ current activities) to access in one or more of the following divisions: (1) Mezam, (2) Ngo-Ketunjia, (3) Bui, (4) Boyo in the Northwest Region and (1) Libialem (Menji), (2) Manyu in the Southwest region.
- d. Have a sufficiently consolidated management to independently manage human resources, financial accounting and logistical processes.
- e. Have salaried staff with clear job descriptions and duty segregation on key positions.
- f. Have well-developed Standard Operating Procedures (SOPs) to guide implementation of activities in place or be willing to develop some.
- g. Have their own Code of Conduct, PSEA policy and Child Protection Policy that all staff members and volunteers sign or be willing to strengthen or develop their policies and practices in accordance with DRC standards.

This call for expressions of interest prioritizes **humanitarian principles** and partners’ ability to deliver emergency and post emergency assistance in an impartial manner. As such, the following organizations are ineligible:

- a. Private businesses or other for-profit entities.
- b. Groups associated with parties to the ongoing crisis in the NWSW regions.
- c. Organizations banned from receiving resources or support from major institutional donors.
- d. Organizations run by individuals whose name appear on sanctions lists.

- e. Political parties or groups whose affiliation with political parties compromises the impartiality of assistance.

Section 3. DRC Commitments

DRC is driven by the principles of *equitable partnerships when engaging with local actors, and is also aiming at developing strategic partnerships*. Therefore, DRC engage with local partners based on mutual added value and complementarity, for achieving a greater joint impact on vulnerable population.

Local actors will thus be selected on their complementary expertise in a particular sector, access to specific areas or beneficiaries, connections to local networks, and/or in-depth knowledge of local contexts and needs.

On the other hand,

- a. The local actors will benefit from transfer of technical and organisational skills and resources through various means (in-house trainings, coaching, accompaniment, support for developing SOPs and policies, provision of overheads and targeted material support operationalising its policies), to support both their capacity to deliver quality emergency and post-emergency programming and to develop their organisational structure towards more sustainability and autonomy.
- b. DRC will promote the reciprocity of relations, fair sharing of decision, and local ownership of programme by establishing a partnership joint governance model in collaboration with the local partner.
- c. DRC will ensure that partners is engaging in equitable and strategic partnerships, through the co-design of critical budgeted programmatic activities and that such partners assume increasing responsibility for programmatic design and implementation over the course of the partnership.
- d. DRC will favour transformative partnerships to give input to DRC's strategy and decision-making process in the country of operation.
- e. DRC will promote the partner's access to funding opportunities, including innovative funding models.
- f. DRC will ensure to contribute to the partner's advocacy efforts by enhancing its access to advocacy forums and external coordination meetings.

Section 4. Partner's Commitments

If selected, partners notably commit to:

- Put community participation and accountability towards affected population at the center of their action and mobilize resources accordingly.
- Have open and direct communication with DRC.
- Comply with donors and DRC requirements including quality and timely reporting (training and orientation from the DRC on donor compliance will be provided).

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- Participate in technical and organisational capacity development activities, based on a capacity development plan developed jointly with DRC (following Due Diligence results and participatory organisational capacity assessment).
- Willing to support in gathering key information related to emergency monitoring when required.
- Demonstrate willingness to be involved in the mid-term and end-line evaluations, as requested.
- Agree to participate in DRC or donors' visibility activities.

Section 5. Partners Selection Process

Organizations meeting the criteria mentioned above and wishing to apply to become a strategic partner of DRC Cameroon should submit the **Annex A** along with **all required annexes listed under Annex B** to the following email address partner.cmr@drc.ngo, with the subject heading "CMR_Local Partnership_2024" before Monday 5th of August 2024.

Applications received after the date and time may not be accepted for consideration.

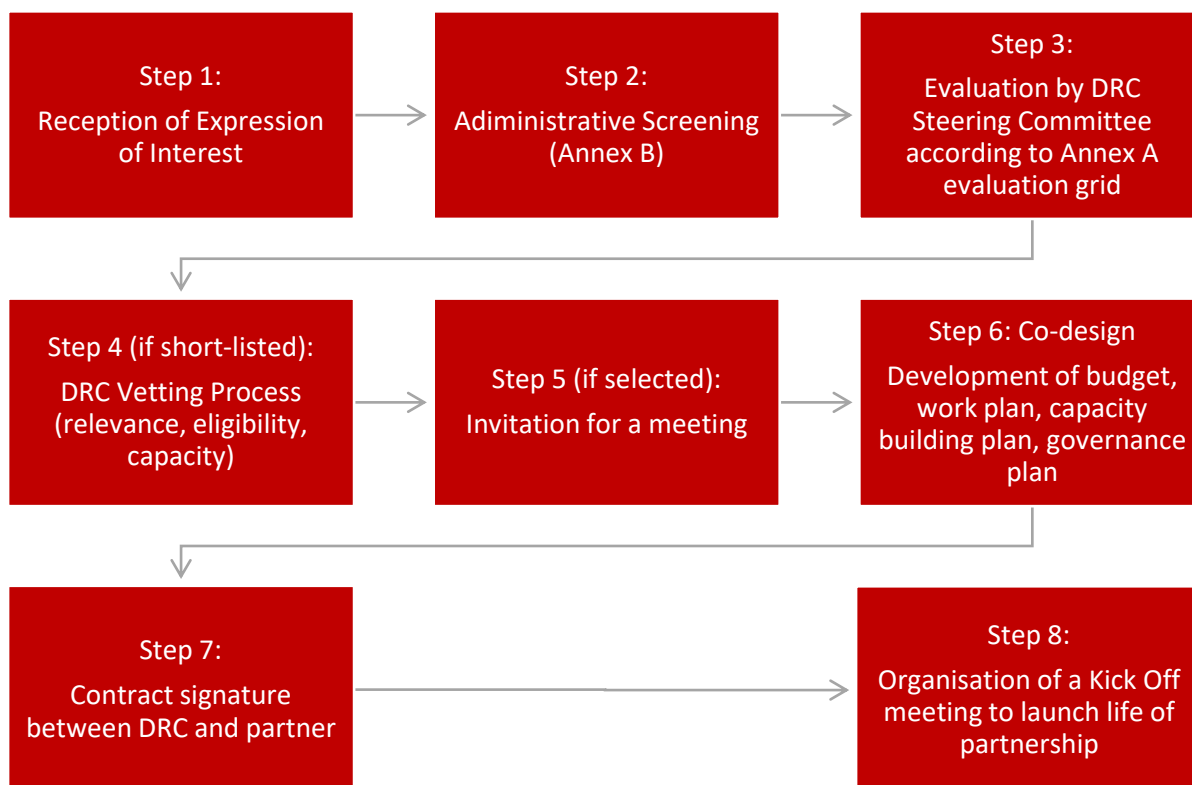
Applications must be submitted in English.

Each application must cover at least one package (either all or some of the suggested activities within the package). Applications to more than one package are accepted; however, applicants are requested to submit individual EoI to the respective package.

DRC Cameroon does not commit to engage with partners submitting EoI and is under no obligation to initiate a partnership with any of the applicants.

Upon receipt of the above information from prospective implementing partners, DRC's local partnership Steering Committee will review the Expressions of Interest for placement on a short-list based on the scoring established in Annex A as well as reception documents listed in Annex B. Short-listed candidates will be contacted by mail before Monday 9th of September to take part in DRC Vetting Process including the filling of a relevance tool, a due diligence tool and a capacity assessment tool.

The below diagram summarises the 8-steps partnership initiation process:



Annex A. Local Partners Application: Implementing Partner Profile for Pre-Selection – 20 points in total

GENERAL INFORMATION		Scoring
Name of Organization:		4 points
Year Established in Cameroon:		
Office Address:		
Areas of expertise:	<i>List up to 3.</i>	
Are you Registered in Cameroon and implementing in Southwest and Northwest	<i>[Yes / No] If Yes – please shared copy of registration documents If No – please provide information on actions to secure registration and expected date of completion</i>	
Have you previously worked with the DRC (in Cameroon or Other):	<i>[Yes / No] If Yes – please provide summary of relationship with the DRC</i>	
Where is your main office/HQ based:		
Where do you have offices in Northwest/ Southwest:		
Please provide the number of salaried staff in Northwest/ Southwest, as well as number of community focal points/community workers (if applicable).		
Provide link to website/ social network pages.		
Head of Office (HoO)	Contact For Partnership (if different from HoO):	
Name: Title: Phone: Email:	Name: Title: Phone: Email:	
RELEVANCE		Scoring
Why are you interested in partnering with DRC?	<i>Respond in max 200 words.</i>	2 points
Please describe the strategy of your organisation for the next 3 years.	<i>Respond in max 200 words.</i>	2 points
What complementarity do you see with DRC regarding your programming?	<i>Respond in max 200 words.</i>	2 points
How do you ensure to have access to vulnerable population in front-line areas ? (please describe briefly your access and acceptance strategy)	<i>Respond in max 200 words.</i>	2 points
Could you briefly describe your risk-analysis approach?	<i>Respond in max 200 words.</i>	2 points

OPERATIONAL PRESENCE IN CAMEROON (Please only include where you currently have programming)					Scoring	
Region	Division/Sub-Division/community Presence	Programming Sectors	Current Funding \$	Number of Staff	3 points	
PROGRAMMING EXPERIENCE IN CAMEROON					Scoring	
Have you received Funding (any donor/UN agencies/INGOs) in Cameroon before:		[Yes / No] If Yes – please provide summary of up to 5 of the most recent funding below			3 points	
Donor	Funding Amount	Location of Response	Dates of Response	Technical Sector		Achievements

Vetting Approval: As outlined above, if your organization is pre-selected by DRC’s selection committee, DRC will need to conduct a “vetting” process of your organization in line with DRC’s partnership policy.

This vetting is designed to ensure smooth and transparent collaboration and avoid any unnecessary disruptions to the partnership. This next step of the selection process will be guided by DRC's Policy on Implementing Partners. This policy is an integral part of DRC's Operations Manual and defines nine quality standards and corresponding minimum operational requirements (i.e., (1) assessment and selection of implementing partners; (2) contractual basis of the partnership; (3) strategic involvement of implementing partners; (4) capacity development; (5) safety and security; (6) donor compliance; (7) monitoring, evaluation, and learning; (8) accountability and core humanitarian principles; and (9) documentation and record keeping.

The vetting ensures that DRC has a strong understanding of your organization before entering into a partnership to maximize the prospects of a successful partnership. By signing the below, we authorize DRC to conduct this vetting, should your application be taken to the next step.

Signature:

Date:

Signatory Name:

Signatory Title:

Annex B. partnership Application: Required Annexes

In addition to the completed and signed application, applicants must also submit as annexes the following information.

#	Annexes (required to be short-listed)
1	Annual Budget detailing different donor/ own fund shares of funding (current budget, not a forecast)
2	Annual Accounts
3	Organizational chart
4	Copy of provisions of legal status of the NGO in Cameroon

Annex C. DRC's Implementing Partners Guidance



Global-Civil-Society-Engagement-Strategy.pdf