



together possible.

Terms of Reference: CALL for Expression of Interest

THE WORLDWIDE FUND FOR NATURE (WWF) CAMEROON IS LOOKING FOR A SERVICE PROVIDER/CONSULTANT FOR THE STRUCTURING OF 02 COOPERATIVES (01 FOR COCOA AND 01 FOR NTFP), ACCORDING TO THE OHADA UNIFORM ACT AND THE STRENGTHENING OF THE ORGANIZATIONAL AND MANAGERIAL CAPACITIES OF THEIR LEADERS: IN THE NDONGO AREA, MOLOUNDOU DISTRICT

WWF/CCO/LOG/DAO/FY25/002/40002730

Do you want to make a positive difference for the future of people and our common home, the Earth? Working with WWF could be the opportunity of a lifetime.

Around the world, people are waking up to the growing crisis of nature loss. They increasingly realize that nature is our life support system. No one will be spared the consequences of its disappearance. At WWF, we are helping to address this enormous global challenge.

Our employees come from diverse backgrounds and skill sets, ranging from human resources and finance to advocacy and conservation science. We welcome applications from anyone who believes they can help us create a better future for people and wildlife.

What we do:

We are an independent conservation organization working to preserve the natural world for the benefit of people and wildlife. Whether individuals, communities, businesses, or governments, we are part of a growing coalition calling on world leaders to put nature on a path to recovery by 2030. Together, we seek to protect and restore natural habitats, halt the mass extinction of wildlife, and ensure that our production and consumption patterns are sustainable.

As part of the implementation of the CIBEL project (Inclusive Conservation of Biodiversity and Ecosystems by Local Communities), WWF is looking for a Consultant for the structuring of 02 cooperatives (one for CACAO producers and one for NTFP collectors) according to the OHADA uniform act and the strengthening of the organizational and managerial capacities of their leaders in the Ndongo area, Moloundou district, Boumba and Ngoko department in the East region of Cameroon.

1. CONTEXT AND JUSTIFICATION

The CIBEL Project (Inclusive Conservation of Biodiversity and Ecosystems by Local Communities) whose overall objective is to establish in Madagascar and the Congo Basin inclusive and sustainable protection systems for natural environments and biodiversity for the benefit of the environment and populations, allows the implementation in the Cameroon part (Ndongo zone), 06 themes namely: Zero deforestation cocoa, Strengthening of NTFP and fishing value chains, Promotion of community forests (the three community forests in the area), Establishment of community forests, Biomonitoring and Strengthening of local governance.

In a context of global biodiversity collapse, local communities living near threatened ecosystems are seeing their vulnerability increase daily. To ensure the effectiveness and improve the social acceptability of conservation programs, it is important to involve these communities in the measures implemented, so that they can derive socio-economic benefits through access to natural resources or the maintenance of ecosystem services. In three countries in the Congo Basin, through the CIBEL project, WWF France, WWF Gabon, WWF Cameroon, and WWF Congo will support populations in preserving forest resources, promoting sustainable economic activities, and strengthening the voice of civil society and local communities in decision-making regarding natural resources.



together possible.

Terms of Reference: CALL for Expression of Interest

2. OBJECTIVE

2.1 General objective of the service

Support the transformation of existing CACAO producer associations and women collectors of NTFPs into cooperatives in accordance with the OHADA Uniform Act, and strengthen the technical, organizational and managerial capacities of their leaders.

2.2 Specific objectives

- Raise awareness and train existing producer organizations on OHADA law for cooperative societies.
- Support the legal and administrative process of transformation into a cooperative.
- Establish governance bodies in accordance with the OHADA Uniform Act.
- Train managers on their roles and responsibilities, on the administrative and financial management of a cooperative.

3. INTERVENTION METHODOLOGY

The service provider will have to adopt a participatory and inclusive approach adapted to the local context of Ndongo:

3.1 Preparatory phase

- Organizational diagnosis of existing producer organizations in the localities of Ndongo, Leke, Mindourou and Adjala up to Legoué;
- Assessment of specific training needs.

3.2 Awareness and training phase

- Information sessions on the OHADA Uniform Act in the local language if necessary.
- Training on cooperative principles with local examples

3.3 Legal structuring phase

- Support in drafting statutes;
- Support the holding of constituent general meetings.
- Assistance with administrative formalities in Moloundou and Bertoua for the creation of cooperatives.

3.4 Capacity building phase

- Capacity building on good governance, administrative and financial management

4. ACTIVITIES TO BE CARRIED OUT

- Organization of awareness sessions on the OHADA Uniform Act.
- Legal support for transformation into cooperatives.
- Establishment of governance bodies
- Training of members on their role and responsibility, on administrative and financial management of the cooperative
- Development of simplified management tools.

5. EXPECTED RESULTS

- The existing cocoa producer organizations and women NTFP collectors in the Ndongo area and its surroundings are transformed into OHADA cooperatives (legally constituted and registered)
- Leaders are trained in managerial and organizational aspects.
- Governance bodies are established and operational.
- An internal control / internal audit mechanism for each cooperative is established and operational
- Management tools are available and mastered by managers.

6. START DATE AND DURATION OF THE CONSULTATION

The start date of the activities is set for May 2025, and the service will last forty-five (45) days.



together possible.

Terms of Reference: CALL for Expression of Interest

7. PROVIDER PROFILE

The service provider must:

- Have proven expertise in structuring OHADA cooperatives.
- Have at least 5 years of experience in supporting farmers' organizations.
- Have a good knowledge of the cocoa and NTFP sector and preferably of the Moloundou area;
- Have good experience with village communities.
- Having worked in the locality of Moloundou will be an asset.

8. DELIVERABLES

- a) Report on the transformation of producer organizations into OHADA cooperatives.
- b) Leader Training Report ;
- c) Report on the establishment of government bodies.
- d) Report on the implementation of the internal control / internal audit mechanism.
- e) Report on the implementation of management tools.
- f) Final mission report

9. THE TECHNICAL PROPOSAL INCLUDES THE FOLLOWING DOCUMENTS:

- Cover letter: Brief description (one page max);
- Experience and expertise in providing similar services.
- Description of the approach that will be used to ensure ownership of cooperatives by local communities.
- Schedule for the completion of the service.
- Follow-up plan.
- Detailed methodological note adapted to the context of Ndongo
- Intervention Schedule
- Consultant's CV
- Similar references particularly in rural areas
- National identity card of the manager, and if it is a firm, have a tax file (tax compliance certificate)
- The RIB,
- The NIU,
- A financial offer

10. CRITERIA FOR EVALUATING OFFERS

Eligible proposals will be evaluated on the basis of full and open competition, in strict compliance with the combined score method, where the proposed technical proposal will be weighted at 80%, and combined with the price offer, which will be weighted at 20%.

It should be noted that failure to comply with the constituent elements of the bid offer is a disqualification criterion.

Technical Proposal	80%
Expertise and experience	25 points
Description of the method of providing the service	30 points
Schedule for the delivery of the service	15 points
Monitoring plan	10 points
Financial proposal	20%
Complete offer (mentioning and pricing of all expenditure items, conditions and payment methods)	10 points
Budget	10 points

11. LOGISTICAL CONDITIONS

The service provider must:



together possible.

Terms of Reference: CALL for Expression of Interest

- Provide your own transport to Ndongongo and travel to the villages (to be included in the budget)
- Have equipment adapted to local conditions (training material);

10. HOW TO APPLY

Interested candidates are requested to submit their offer in French or English to the email address: wwfcopprocurement@wwfcam.org or at the WWF Cameroon offices in Yaoundé – Bastos, located behind the Bastos factory. Contacts: (237) 222217084/83, 222007703, 677500035, 699503621

Please indicate in the subject of the message, "**COOPERATIVE STRUCTURING (COCOA AND NTFP) NDONGO**»

We thank you in advance for your interest in this call for expressions of interest. If you are not contacted three (03) weeks after the deadline for submitting applications, please consider that your offer has not been accepted.

Deadline for receipt of service offers: 01 May 2025 before 5:00PM

For any further information, please write to the address: wwfcopprocurement@wwfcam.org

***WWF is an equal opportunity employer and is committed to having a
Diverse workforce***