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Terms of Reference: CALL for Expression of Interest

THE WORLD WIDE FUND FOR NATURE (WWF) CAMEROON IS LOOKING FOR A SERVICE PROVIDER FOR: CAPACITY BUILDING OF COCOA COOPERATIVE GROWERS ON GOOD AGRICULTURAL PRACTICES, CAPACITY BUILDING OF WOMEN COLLECTING NTFPs IN THE NTFP COOPERATIVE ON GOOD POST-HARVESTING PRACTICES, AND THE DEVELOPMENT OF A SIMPLIFIED MANUAL OF GOOD PRACTICES IN THE NDONGO AREA, MOLOUNDOU DISTRICT

WWF/CCO/LOG/DAO/FY25/003/40002730

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 Capacity building for cocoa cooperative growers on good agricultural practices, capacity building for women NTFP collectors from the NTFP cooperative on good post-collection practices, and the development of a simplified manual of good practices for each of the themes in the Ndongo area, Moloundou district, department of Boumba and Ngoko 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 the 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.

2. OBJECTIVE

2.1 General objective of the service

The objective of the service is to strengthen the technical capacities of the cocoa cooperative planters on good agricultural practices, strengthen the technical capacities of women collectors of NTFPs on good post-collection practices, and develop a simplified manual of good practices.



2.2 Specific objectives

- Develop simplified training modules for each of the themes.
- Strengthen the technical capacities of the cocoa cooperative planters twice a year on good agricultural practices in cocoa cultivation.
- Strengthen the capacities of women NTFP collectors on good collection practices, post-collection NTFP processes (improved drying, storage)
- Develop a simplified manual of best practices for each topic.

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

- Assessment of specific training needs.
- Development of practical training modules adapted to the local context.

3.2 Awareness and training phase

- Training of cocoa cooperative farmers on good agricultural practices 02 sessions of 04 days each per year
- Training of women NTFP collectors on good collection practices, post NTFP collection processes (improved drying, storage)

3.3 Follow-up phase

- Development of a simplified manual on good agricultural practices for cocoa farmers and another for women collectors of NTFPs.
- Regular monitoring of teams,

4. ACTIVITIES TO BE CARRIED OUT

- Development of simplified training modules for each of the themes;
- Strengthening the technical capacities of cocoa cooperative planters on good agricultural practices in cocoa cultivation 2 times a year;
- Capacity building for women NTFP collectors on good collection practices, post-NTFP collection processes (improved drying, storage)
- Develop a simplified manual of good practices for each topic

6. START DATE AND DURATION OF THE CONSULTATION

The start date of activities is set for **May 10, 2025**, and the service will take place in 02 phases:

- 1st phase = first training of cocoa producers on good agricultural practices in May 2025 (15 days).
- 2nd phase = second training of cocoa producers on good agricultural practices and training of women NTFP collectors on good collection practices, post NTFP collection process (improved drying, storage) between July – August 2025 (20 days).

7. PROVIDER PROFILE

The service provider must:

- Have proven expertise in capacity building in cocoa farming and NTFPs.
- Have at least 5 years of experience in supporting farmers' organizations.
- Have a good knowledge of the cocoa and NTFP sectors and preferably of the Moloundou area.
- Have expertise in cocoa plant silviculture, and in the management of certain NTFP plants such as Njansang, wild mango, etc.;
- Have good experience with village communities.
- Having worked in the locality of Moloundou will be an asset.



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8. DELIVERABLES

- a) Cocoa producer training report on good agricultural practices.
- b) Training report for women NTFP collectors on good collection practices, NTFP post-collection processes (improved drying, storage);
- c) Simplified manual on best practices for each theme available.

9. THE TECHNICAL PROPOSAL INCLUDES THE FOLLOWING DOCUMENTS:

- Cover letter: Brief description (one page max);
- Experience in providing similar services.
- Description of the approach that will be used to ensure ownership of training 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,
- 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 (mention and pricing of all expenditure items, conditions and payment methods)	10 points
Budget	10 points

11. LOGISTICAL CONDITIONS

The service provider must:

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

12. HOW TO APPLY

Interested candidates are requested to submit their offers in French or English/ electronic-copies be submitted to the email address: wwfcopprocurement@wwfcam.org or hard copies at the Reception 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, **“CAPACITY BUILDING (COCOA AND NTFP) NDONGO »**



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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: May 01, 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