



The World Wide Fund for Nature (WWF) Cameroon is recruiting a company specialised in the provision of staff and temporary workers on behalf of WWF Cameroon.

Want to make a positive difference to the future of people and our one shared home the Earth? Working with WWF could be the opportunity of a lifetime:

All around the world, people are waking up to the deepening crisis of nature loss. A growing realization that nature is our life-support system. Nobody will be spared from the impacts of its loss. Here at WWF, we are helping to tackle this enormous global challenge.

Our people come from hugely diverse backgrounds and with a variety of expertise, ranging from HR 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, striving to sustain the natural world for the benefit of people and wildlife. From individuals and communities to businesses and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainably.

We are looking for a company specialized in the provision of staff and temporary workers on behalf of WWF Cameroon.

1. Context and justification

The World Wide Fund for Nature (WWF) in Cameroon is involved in biodiversity conservation and sustainable natural resource management programs in several critical landscapes. These areas of intervention extend to the Central (where its national office is based), Eastern, Southern and South-Western regions, often in rural and isolated areas.

The operational effectiveness of these programs depends on the rapid, flexible and compliant mobilization of qualified human resources for permanent or temporary needs. To ensure rigorous administrative management and maintain a high degree of flexibility in the field, WWF Cameroon wishes to contract with a specialized third-party company (staffing agency).

The partner will not only be responsible for personnel administration, but also for setting up a proactive and effective monitoring structure that can integrate the logistical and social specificities related to the conservation environment and WWF's areas of operation.

2. Objectives of the service

The main objective of these terms of reference is to select a specialized company for the provision, administration, social management, proactive monitoring of staff and temporary workers on behalf of WWF Cameroon, ensuring quality of service, full legal compliance and an effective presence in all areas of operation.

3. Scope of the mission and responsibilities

The selected company will be solely responsible for the personnel provided and must cover the following aspects:

i. Recruitment, selection and mobilisation:

- Identify, pre-select and propose qualified candidates for vacant positions (permanent and temporary) based on the job profiles provided by WWF.
- Ensure the rapid mobilisation of selected personnel, including integration formalities.

ii. Administrative, legal and financial management

- Draw up employment contracts or internship agreements in strict compliance with the Cameroonian Labour Code.
- Ensure the complete management of payroll, declaration and payment of social security contributions (CNPS) and taxes within the legal deadlines.



together possible.

- Ensure the management of leave, absences, accidents at work and disputes involving seconded staff.

iii. Operational and proactive monitoring of landscapes

The company must demonstrate a structural capacity to monitor human resources at WWF Cameroon's remote operating sites, particularly in the East, South, South-West and Central regions. This responsibility includes:

- Establishing a mechanism for periodic supervision and monitoring in the field.
- Proactive management of staff needs (logistics, conflicts, contract renewals).
- Ensuring regular reporting on staff attendance, performance and social well-being.

4. Types of positions concerned

The mission will cover the provision of staff in all categories, including, but not limited to:

- **Logistics, security and general services:** drivers, security guards/watchmen, maintenance workers, gardeners.
- **Administrative support:** secretaries, administrative assistants, receptionists.
- **Technical and programs:** project assistants, field technicians (wildlife, forestry), monitoring officers.
- **Skills development:** interns (all disciplines).
- **Temporary and specialized:** experts for short assignments, investigators

5. Profile and eligibility criteria for candidate companies.

Interested companies must meet all of the following criteria:

❖ Solid expertise and experience

- Demonstrate proven expertise of at least five (05) consecutive years in providing personnel on behalf of third parties (NGOs, development projects, multinational companies).
- Provide credible references, ideally with organizations operating in remote areas or with international organizations.

❖ Structural capacity and geographical coverage

- Have proven logistics and HR organization in place to ensure the effective management and monitoring of personnel in the four key regions (East, South, South-West, Centre).
- Be able to implement effective and appropriate tools (HRIS, reporting).

❖ Robust financial capacity

- Present certified financial statements for the last three (03) years (balance sheets and income statements) attesting to a sound and sufficient financial capacity; to safely meet the payroll and social/tax obligations of a staff portfolio that may become significant depending on the operational needs of the organization.

❖ Knowledge of the conservation sector

- Demonstrate a good understanding of conservation and environmental issues in Cameroon. Previous experience of working with conservation or natural resource management stakeholders.

6. Performance Monitoring & Evaluation (KPI)

The partnership will be governed by a service level agreement (SLA) and performance will be assessed periodically based on the following Key Performance Indicators (KPIs):

Assessment area	Performance Key Indicator (KPI)	Minimum Expected Target
Recruitment mobilization	& Average time required to provide staff.	Maximum 10 working days (for non-specialised positions) after WWF expresses its need.
Compliance administration	& Documentary and legal compliance rates (contracts, CNPS, taxes).	All resources made available are affiliated with the CNPS, with their taxes and contributions paid on time. All resources



Assessment area	Performance Key Indicator (KPI)	Minimum Expected Target
		benefit from health insurance for themselves and their dependents under the age of 18.
Proactive landscape monitoring	Frequency of staff supervision visits to remote sites.	Minimum of one physical visit per quarter (with report)
Social management	Resolution rate for HR/social issues at the first level.	Resolved within 7 days
Retention	Undesirable turnover rate of temporary staff.	Annually

7. Contents of the application file

Interested companies are requested to submit a complete application file including:

- Administrative and legal documents:** letter of interest, articles of association, commercial register, bank account certificate, tax compliance certificate, CNPS certificate valid at the time of submission, the ID card of the person in charge and the location plan (**eliminatory criterion**).
- Financial file:** a financial offer (list and prices of all expenditure items, terms and conditions of payment) as well as certified balance sheets and income statements for the last three (03) years (**eliminatory criteria**).
- Technical file:**
 - o Proof (certificates of satisfactory performance) of at least 05 years' expertise.
 - o Detailed methodological note on how to ensure recruitment, payroll administration and, above all, proactive monitoring of resources in the target areas (East, South, South-West) (**eliminatory criterion**).
 - o References and evidence of knowledge of the conservation sector.
 - o A summary presentation of the structure.
 - o A schedule/calendar for the performance of services.

8. Submission guidelines

Bids must be submitted in French or English to the following email address wwfcprocurement@wwfcam.org.

Please indicate in the subject line: '**SELECTION OF A COMPANY SPECIALISED IN THE PROVISION OF STAFF AND TEMPORARY WORKERS ON BEHALF OF WWF CAMEROON'**

Submission deadline: 11 January 2026 at 12:00 a.m.

WWF is an equal opportunity employer, committed to building a diverse and inclusive workforce. We encourage applications from all qualified individuals, regardless of gender, race, religion, experience, or background.

The publication of any job, consultancy or service provider opportunity and any subsequent communications, interviews or discussions does not constitute a binding commitment by WWF. No contractual or financial obligation shall arise on the part of WWF until a formal written contract has been duly signed by both Parties following completion of the selection process.

All stages of this process remain part of the negotiation phase and are subject to WWF's internal validation and administrative approvals. WWF reserves the right, where necessary, to modify, postpone or cancel the process at any stage prior to formal engagement, without incurring any liability toward applicants or third parties.