
EUROPEAN FOREST INSTITUTE

TENDER SPECIFICATIONS

PROCUREMENT REFERENCE NUMBER 9_15.2_2020 REDD

SUPPORTING INCLUSIVE LAND-USE PLANNING IN CAMEROON

1. TERMS OF REFERENCE

1.1. Introduction

Deforestation in Cameroon is on the rise – largely driven by expansion of agroindustry, slash and burn agriculture, logging, fuelwood demands, mining and infrastructure development. Competition for productive land in Cameroon has increased, notably with foreign companies seeking large tracts of land for agricultural development. The Ministry of State Lands (MINDCAF) has engaged in a nationwide process to identify large areas of land to offer to future investors.

Multiple stakeholders have interests in this land, including local communities; migrant farmers; elite; private sector; and conservation organisations – each with diverging interests. Various land use options exist; however, the socio-economic and environmental implications of different land use options will depend on both what is feasible and the availability of finances to implement one or other scenario. Funding for implementation is likely to come from multiple sources (State, Reduction in Emissions from Deforestation and forest Degradation (REDD+) / carbon markets, and the private sector). In the absence of any guarantees of such financial support, business as usual land use options that favour rapid forest conversion are likely to remain predominant.

The European Forest Institute's (EFI) supported the Ministry of Economy, Planification and Land-use Planning (MINEPAT) in the development of a common mapping platform and methodology for local land use planning in Cameroon – implemented by a consortium led by LTS International Limited (LTS) – to address some of these challenges. It aimed to foster common understanding between relevant ministries, regional delegations, civil society and the private sector around the data required, methodology and decision support tools to prepare local land use plans. Such an approach is aligned with both the Voluntary Guidelines on the Responsible Governance of Tenure and REDD+ requirements, and helps to ensure that it is supported by the higher levels of planning that identify and prioritise national planning targets to guide local decision making.

The Common Mapping Platform (CMP), developed for MINEPAT during the first phase of funding, plays a central role in sharing information between stakeholders involved on land use planning. The development and testing of a methodology for municipal level land-use planning in Cameroon was completed in 2019: this methodology enables municipalities to develop a *Plan Local d'Aménagement et de Développement Durable du Territoire (PLADDT)* as foreseen in the 2011 Orientation Law on Land Management and Sustainable Development. Furthermore, in support to that process, EFI developed the [Land-use Planner](#) tool and allows more participatory and transparent analysis of the socio-economic and environmental implications of different land use options.

The action of EFI is aligned with the Cameroonian Government's objective to promote multi-sectoral land use planning in the context of the 2011 Orientation Law on Land Management and Sustainable Development, and the Rural Development Strategy (Ministry of Economy, Planning and Regional Development; MINEPAT; 2015). Land use planning aims to bring together multiple stakeholders to foster a common understanding and agreement on land uses, institutions/rules for future land management and activities necessary to achieve sustainable land management.

Various actors and initiatives have recently engaged, under the leadership of MINEPAT, on the strategic opportunity that represent the development of a PLADDT in certain places with pressing land use planning issues:

- IDH/WWF: Green Commodity Landscapes Program,
- The GIZ PropFE: restauration des paysages forestiers,
- The EU-funded programmes in North Cameroon,
- EBO local coalition,
- The GIZ-funded PADER program,
- The KfW funded PSMNR program,
- The AFD funded PASGIRAP,
- The World Bank-funded Projet d'Appui à l'Élevage (PRODEL).

IDH and WWF have initiated a Green Commodities Landscape Program (GCLP), that aims to support sustainable commodity production while contributing to forest protection and improving the livelihoods of farmers and their community, using cocoa production as an entry point to the landscape. It aims to pilot, at a landscape level, an innovative solution designed at a national level through the Roadmap to Deforestation Free Cocoa (DFC) in Cameroon.

Within the pilot area, the program seeks to implement IDH's *Produce Protect and Include* (PPI) approach, that brings together companies, governments, farmers, communities and civil society in a jurisdiction to build sustainable governance models that can help protect forests, ensure sustainable production and improve community livelihoods.

Within the framework of the "[PPI Approach](#)", the assignment for period 1 will involve the anchoring of the PPI with the development of a PLADDT for the target municipalities, to align the approach with Cameroon's legal framework on land use planning and ensure longer term sustainability to the landscape approach promoted in these municipalities. Each of the supported activity is discussed with IDH and WWF, ICRAF, and EFI to ensure alignment with the targets and objectives of the "PPI Approach" and "PLADDT methodology" (provided as appendix 1) and implementation.

1.2. Objective

The overall objective of this assignment is to support the MINEPAT and other partners in Cameroon in implementing inclusive land use planning in the context of the implementation of the 2011 Orientation Law on Land Management and Sustainable Development through:

- Period 1 (January 2021, March 2022) : Developing a PLADDT in two municipalities where the GCLP will be implemented to anchor the "PPI Approach" into the legal mechanism for land-use planning (PLADDT) for its long-term sustainability, in full coordination with IDH, WWF and national and local authorities;
- Period 2 (April 2022, June 2023): Developing a PLADDT in other municipalities covered by some of the programs mentioned in Task 2 (see below);
- Periods 1 & 2: Supporting the coordination amongst stakeholders implementing programs involving land-use planning at local level under the leadership of MINEPAT.

1.3. Tasks

Task 1: Develop a PLADDT in full coordination with the implementation of the GCLP in two pilot municipalities (Period 1) and other municipalities (Period 2)

The contractor will perform this task, in two steps.

- Step 1: Preparatory work needed for the official launch of the PLADDT process in the municipalities (see phase 1 of the “PLADDT methodology”).
- Step 2: Development of the PLADDT until its official submission at a municipal council session (see phases 2 to 6 of the “PLADDT methodology”).

Step 2 is triggered only if step 1 is fully completed (meaning acceptance by EFI of all step 1 deliverables), with an official launch of the PLADDT process in the municipalities. The tentative duration of Step 1 is 2 months, while Step 2 is 13 months.

In addition to the implementation of the “PLADDT methodology”, this task also covers (Period 1):

- Participating in the relevant meetings/workshops organized by IDH/WWF on GCLP from local level to national level, and convene additional meetings as necessary to make progress on the PLADDT development in coordination with the above partners,
- Assessing the data gaps between the information gathered through the “PPI Approach” process and the needs for the PLADDT and submit the necessary data analysis and spatial analysis to relevant stakeholders,
- Documenting the process along the way to facilitate replication of the experience in other municipalities and to share eventual lessons that can enrich or adjust the “PLADDT methodology”,
- Advising MINEPAT and EFI on ways to handle/reduce the complexity of the PLADDT process if necessary.

This would be the first completed PLADDTs at municipal level in Cameroon since the completion of the “PLADDT methodology”; this explains the interest in having, in this specific case, the contractor to lead directly on the 6 first phases of the PLADDT development to ensure quality and fidelity to the “PLADDT methodology” validated by MINEPAT.

Deliverables in Step 1:

- Inception report including work plan with travel and operational expenditure forecast for the first quarter and external communication products dedicated to Step 2,
- Presentation of the chosen approach to implement the “PLADDT methodology”, in ways suited to the stakeholders in the two different contexts and articulated with the “PPI approach”, (to be included through a PowerPoint presentation in 1st quarterly progress report, Period 1 only),
- Minutes of workshop attended including objectives, challenges, conclusions, next steps, list of participants (to be included in 1st quarterly progress report),
- Administrative act published by the respective mayors of the two municipalities regarding the official launch of the PLADDT process including i) a synthesis of the mayor’s and council appreciation on the start of a PLADDT process and ii) setting up the coordination and development bodies (steering committee; multidisciplinary technical team; technical support group including definition of their roles, responsibilities, and members). To be included in 1st quarterly progress report.

Deliverables in Step 2:

- Quarterly progress reports on the development of the two PLADDT, including in annexes the deliverables foreseen in the “PLADDT methodology” (see “Results / Indicators” of phases 2 to 6),
- Communication products to be identified in Step 1, including at least, the publication, in the form an illustrated briefing/story of 6 to 12 pages (Period 1 only), documenting the process of developing the PLADDT with local testimonies of its strategic importance for stakeholders,

- Final report including i) documentation of the overall process to facilitate replication of the experience in other municipalities and ii) recommendations to MINEPAT and EFI on ways to handle/reduce the complexity of the PLADDT process if necessary.

Task 2: Support to MINEPAT on the coordination amongst stakeholders implementing programs using land-use approaches

The programs include (non-exhaustive list):

- IDH/WWF: Green Commodity Landscapes Program
- The GIZ ProPFE: restauration des paysages forestiers
- The EU-funded programmes in North Cameroon
- EBO local coalition
- The GIZ-funded PADER program
- The KfW funded PSMNR program
- The AFD funded PASGIRAP
- The World Bank-funded Projet d'Appui à l'Élevage (PRODEL)

This task covers:

- Participating in relevant meetings/workshops organized by MINEPAT related to local land-use planning and facilitate specific sessions upon request,
- Presenting the "PLADDT methodology" and tools related during these meetings/workshops, as well as lessons emerging from the PLADDT implementation in the two municipalities (from task 1),
- Providing technical support on the methodology, tools and experience in PLADDT development for a specific strategic opportunity outside the pilot municipalities included in task 1 (e.g. high tensions around the new allocation of land and request for a PLADDT process from local authorities in another commune), upon request from national and local authorities and validation by EFI.
- Communication activities in support of the PLADDT implementation, including the migration of PLADDT content from the EFI land use planning website to an official website in Cameroon identified with MINEPAT (Period 1).

Deliverables:

- Reports on the events in which the contractor took part,
- Presentations (related to the "PLADDT methodology" and implementation) that will have been made by the contractor on the occasion of these events,
- Internet address where the PLADDT materials (methodology, links to tools, technical documents, communication products, generic presentations) will have been uploaded in an existing or new website to be identified with MINEPAT (Period 1).

1.4. Timing and deliverables

The contractor will perform the tasks over two periods of up to 15 months each, starting in January of 2021. The second (optional) period will start in April 2022 only after written confirmation from EFI. The contractor will be mobilizing:

- **One Team Leader/ Senior Facilitator (Expert)** for a minimum of 72 days,
- **One Program Coordinator / rural development Expert** for up to 275 working days,
- **One Geographic and Information System (GIS) Expert** for a minimum of 72 days.

The assignment will start with an internal kick-off virtual meeting to refine expectations and working modalities. EFI will provide the contractor with a first set of documents, bibliography, including methodologies, to facilitate the overall assignment.

Field missions and organisation of workshops are foreseen.

Regular follow-up calls are foreseen between EFI and the contractor. These will be organized twice a month with the Program Coordinator, or more frequently as deemed necessary by EFI and/or the contractor. The organization of the follow-up calls will be discussed in detail at the kick-off meeting.

A more detailed calendar for the assignment will be discussed and agreed upon at the kick-off meeting, in consultation with the contractor.

Reporting programme Period 1	Jan 21	Mar 21	Jun 21	Sept 21	Dec 21	Feb 22	Mar 22
Reporting programme Period 2	Apr 22	Jun 22	Sept 22	Dec 22	Feb 22	May 23	Jun 23
1. Inception report: kick off meeting report and definition of the 1 st quarterly work plan with travel and operational expenditure forecast for the next 3 months	X						
2. Quarterly progress report: Short description of progress (technical and financial) regarding activities and deliverables defined in quarterly work plans, and planned work with travel and operational expenditure forecast for the next 3 months		X	X	X	X		
3. Draft final report: Description of achievements regarding overall deliverables, including problems encountered and recommendations.						X	
4. Final report: Description of achievements regarding overall deliverables, including problems encountered and recommendations ¹							X

All reports/deliverables are to be produced in French and the final reports will take into account comments provided by EFI on the draft reports. Following submission of the final report, EFI will arrange editing and the contractor will need to respond where clarifications may be required during this editing process.

Final report will be submitted in electronic version (MS Word and pdf format, with any data tables in Excel format to provide a clear understanding of the analyses done, and with all pictures, charts etc. from the report and annexes also provided separately in their original file format). When preparing graphs, charts and maps, attention should be paid to the colours and patterns selected so that they can be read in non-colour printouts. Where maps are included in reports, care should be taken to show internationally accepted borders between countries. Sources and references for information, data and statistics used should be properly cited. All tables, maps and graphs should include titles in English.

For implementation of the assignment a “work plan budget” of EUR 36,000 is made available by EFI for each period of implementation, which is directly managed by the contractor. These provisions should be integrated as such in the financial proposal as part of the total financial proposal (Fo - See 3.2.B in “Evaluation of tenders and award of the contract”). It is meant for in country travel costs (including field mission transport and per diems) and operational costs (office costs, workshops, publications, etc.). Use of the work plan budget needs a prior approval from EFI on quarterly basis. Apart from resources included into “work plan budget”, The applicant is invited to present a financial offer, which should include, separately to the experts’ fees, if relevant, reimbursable costs for covering eventual experts expatriation cost (international travels, visas, per diems and accommodation).

APPENDIX 1: Methodological guide for the development of Local Land-use & Sustainable Development Plans (PLADDT) -Summary.

2. TENDER DOCUMENTATION

2.1. Administrative Documentation

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Experts form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

2.2. Technical Proposal

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

1) A **nomination** of the following Experts to carry out the tasks in the Terms of Reference:

- **One Team Leader/ Senior Facilitator (Expert)**
- **One Program Coordinator / rural development Expert**
- **One Geographic and Information System (GIS) Expert**

The Technical Proposal shall include CV's of the nominated Experts.

The Tenderer shall be able to certify the information contained in the CV's for the nominated Experts at EFI's request.

The CV shall have all the information as in the EuroPass CV
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

Optionally

- **One or more additional Experts relevant for the implementation of the service**

The Technical Proposal shall include CV's of the nominated Experts.

The Tenderer shall be able to certify the information contained in the CV's for the nominated Experts at EFI's request.

2) A **description** of no more than two pages, **making reference to the Terms of Reference and the previous experience of the Expert(s)** showcasing understanding of the aims and the context of the tasks **and addressing the following topics:**

- Land-use planning context, issues and perspectives in Cameroon
- "PPI Approach" and related Green Commodities Landscape Programme

- 3) A presentation** of no more than five pages on the Tenderer’s methodology for the assignment – building upon the Terms of Reference and the experience of the Experts – addressing the following elements:
- Approach to develop each phase of the “PLADDT methodology” in the two pilot municipalities taking account the variety of local contexts
 - Approach to support the MINEPAT in PLADDT development beyond the two pilot municipalities
 - Approach to communicate on the progress and results of the mission, beyond the publication of the illustrated briefing/history mentioned above
 - Approach to align targets and objectives of the “PPI Approach” and “PLADDT methodology” and implementation
 - Timing and sequence of activities and tasks, indicating the approximate allocation of time per nominated Expert for each task with analysis of risks and mitigation measures in relation to eventual COVID-19 impact on the implementation of the service.

2.3. Financial Proposal

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1. Minimum Criteria

The **Tenderer** nominated must meet the following criteria:

N°	Criteria description
M.I.	Experience in collaborating with central administration or (sub)national institutions in charge of land-use planning in Cameroon and/or Congo river basin region
M.II.	Experience from last three (3) years of implementing one or several contracts with an overall individual budget of at least EUR 50,000.

The **Team Leader/Senior Facilitator** nominated must meet the following criteria:

N°	Criteria description
M.III.	Master's degree or engineer in governance and/or ecology and/or natural resources management and/or forestry and/or environmental policy and/or a relevant, directly related discipline
M. IV.	Ten (10) years' demonstrated experience leading and coordinating projects and teams on land-use planning and/or, local governance and development and/or sustainable agriculture and/or forestry in Cameroon and/or Congo river basin region
M.V.	Understanding, speaking, and writing French and English as demanded with respect to all tasks covered by the Terms of Reference in this Tender.

The **Program Coordinator / rural development Expert** must meet the following criteria:

N°	Criteria description
M.VI.	Degree of higher education, at least 3 years of study, in agronomy and/or forestry and/or ecology and/or natural resources management and/or environmental policy and/or a relevant, directly related discipline.
M. VII.	Seven (7) years' demonstrated experience in the field of rural development and/or land-use planning and/or natural resource management and/or forest and/or land-use governance in Cameroon and/or Congo river basin region
M. VIII.	Demonstrated field experience in facilitating multiple stakeholder's concertation at sub-national and/or local level in the field rural development and/or land-use planning and/or natural resource management and/or forest and/or land-use governance
M.IX.	Spoken and written fluency in French and English.

The **GIS Expert** must meet the following criteria:

N°	Criteria description
M.X.	Master's degree or engineer in geomatics and/or a relevant, directly related discipline.
M. XI.	Five (5) years' demonstrated experience in GIS field (i.e. database management, mapping)
M.XII.	Demonstrated experience in supporting the implementation of rural development and/or land use planning and/or agronomic and/or forestry projects

Tenders not fulfilling the minimum criteria will be rejected.

3.2. Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	30
i.	Land-use planning context, issues and perspectives in Cameroon	15
ii.	“PPI Approach” and related Green Commodities Landscape Programme	15
A.II.	Proposed methodology for the implementation of the tasks	45
i.	Approach to develop each phase of the “PLADDT methodology” in the two pilot municipalities taking account the variety of local contexts	10
ii.	Approach to support the MINEPAT in PLADDT development beyond the two pilot municipalities	10
iii.	Approach to communicate on the progress and results of the mission, beyond the publication of the illustrated briefing/story mentioned above	10
iv.	Approach to align targets and objectives of the “PPI Approach” and “PLADDT methodology” and implementation	10
v.	Timing and sequence of activities and tasks, indicating the approximate allocation of time per nominated Expert for each task with analysis of risks and mitigation measures in relation to eventual COVID-19 impact on the implementation of the service.	5

The Technical component (TC) is calculated according to the following formula:

$TC = A.I. + A.II.$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR 200,000 (including the work plan budget) will not be considered further. The maximum value for period 1 is EUR 100,000 and for period 2 EUR 100,000.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (F_{min} / F_o) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and absence conflict of interest
Annex 4	Nomination of Experts form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract