

PUBLIC TENDER NOTICE 83387338 FOR THE RECRUITMENT OF A CONSULTING FIRM TO ELABORATE THE ACCELERATOR PROGRAMME OF THE SMALL AND MEDIUM SIZE ENTERPRISES DEVELOPMENT CENTRE (CDPME) OF GICAM

1. Context

The Skills Initiative for Africa (SIFA) is an initiative of the African Union and AUDA-NEPAD in conjunction with the EU and the BMZ with the main objective of promoting occupational prospects of young Africans through skills development for employment. SIFA works with private sector organizations, associations, TVET institutions, etc as indispensable players in handling the skills deficiency and unemployment problematic from a supply side. Within the framework of the implementation of SIFA's activities in Cameroon, the programme works very closely with the Employers' Union of Cameroon (GICAM) as the oldest, largest and most important private sector association in Cameroon which also doubles as an executive committee member of Business Africa.

Given the overwhelming influence of SMEs in the skills and employment ecosystem in Cameroon, SIFA since 2020, started rolling out market tailored, and demand driven support to GICAM via its Small and Medium Size Enterprises Development Centre (CDPME). This support took the form of the full equipment of CDPME by SIFA for it to act as space for SMEs development in all the aspects of their operations. As a logical follow-up to that support, SIFA is keen on seeing a valorisation of that centre through the development of concrete activities and programmes which will help foster the core objectives of CDPME. To this end, GICAM through the support of SIFA has developed a list of activities which would be realized through a consultancy firm assignment to set the ball rolling for the centre's accelerator programme.

It is important to reiterate that CDPME is the specialised body of GICAM that supports SMEs and supports trainings and entrepreneurship activities as an entry point for young TVET graduates into the job market. Specifically, the centre offers capacity development and trainings to graduates of TVET institutions to facilitate their entry into the job market. It offers well-defined services to businesses, SMEs, women entrepreneurs, project holders, the diaspora and future retirees. The CDPME is broadening its areas of intervention and getting even closer to its members and SMEs. It will also be able to listen to members and respond more quickly to their needs.

2. Objectives of the Assignment

This project is co-funded by the European Union and the Federal Ministry for Economic Cooperation and Development



The Acceleration Programme of CDPME of GICAM aims to improve the competitiveness of SMEs through capacity building of their staff, access of TVET students to SME services to arm them with the skills to be employable via direct jobs or through entrepreneurship. In order to achieve this, CDPME via the accelerator programme intends to work to promote a more SME-friendly institutional environment via the strengthening of the capacities of its members, thus enabling them to better benefit from several advantages in the macro-economic environment such as trade liberalisations, a wide national and regional market, including that resulting from the promotion of their know-how, and to stimulate economic growth and job creation.

3. Geographic Areas of Intervention

The headquarters of GICAM
SMEs of the CDPME.

4. Period of execution of the assignment

The assignment will run for the period between the **15 september 2021** and **15 december 2021**, with **40 expert/days**.

5. Profiles and Competences Required

For an effective delivery of this assignment, we expect the consultancy firm to put at the disposal of SIFA and GICAM resource persons with the following profiles:

i. Principal Consultant

The principal consultant shall possess the following minimum qualifications and skills:

- Master's degree in Management, Strategy, Business Administration or related fields
- At least 12 years of professional experience in private sector organizations at the national and international levels
- Prior experience in incubator models nationally and in other parts of Africa
- Tried and tested expertise in business plan development
- Advanced aptitudes in corporate communications
- Good mastery of monitoring and evaluation tools
- Mastery of the functioning of the Cameroonian private sector
- Prior reference of delivering similar assignments to the GIZ or similar internal organizations in Cameroon
- Familiarity with the problematic of skill development, entrepreneurship, SMEs development and youth employment in Cameroon is highly desired
- Excellent mastery of computer and Microsoft office packages such as Word, Excel, Power Point, Publisher, etc.
- Prior experience working with GIZ projects and programmes as consultant will be an added advantage.

ii. Junior Consultants

- A bachelor's degree in Statistics, Management, Project Management, Business Administration or related fields
- At least 7 years of professional experience in the field of SMEs development, trainings, entrepreneurship, TVET and youth employment in Cameroon

- Good understanding of monitoring and evaluation tools
- Good understanding of the work of GIZ in Cameroon
- Familiarity with the problematic of skill development, entrepreneurship, SMEs development and youth employment in Cameroon is highly desired
- Mastery of the structure of the Cameroonian private sector

Good mastery of computer and Microsoft Office packages such as Word, Excel, Publisher, PowerPoint, etc.

6. The tender submission file must be made in PDF format and must be composed of 3 files, prepared in English or French, and duly signed by the responsible party:

- Administrative file (certificate of incorporation/ Valid tax documents (Attestation of matriculation, ANR), Bank Account details (RIB), localisation plan, signed and dated CVs of proposed Consultants.
- Technical File (Refer to the ToR and technical assessment grid for its composition)
- Duly signed and dated detailed financial offer based on the budget framework in the ToR.

NO FINANCIAL INFORMATION SHOULD APPEAR ANYWHERE ELSE OTHER THAN IN THE FINANCIAL OFFER.

7. Evaluation of the offers and choice of the company

The technical evaluation will be based on the criteria set out in the scoring grid.

NB: Only bidders with a minimum technical score (NT) of 70 points out of 100 will be retained for further processing.

The technical score is determined according to the following formula:

Technical score (NT) = (Number of points obtained) / (Best number of points) × 70

Financial evaluation:

Following correction of arithmetical errors, the financial offers will be weighted as follows:

Financial Score (NF) = (Lowest amount) / (Bidder's amount) × 30

8. Working Languages

The consultants are expected to be proficient in both English and French and shall deliver the report in both languages to GICAM and to GIZ.

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9. Submitting a bid

Bids in English or French must be submitted no later than **24th august 2021 at 23: 59 pm** by e-mail to the following address: CM_Quotation@giz.de

The subject of the mail bearing your tender **MUST** be labelled as follows:

- « **DAOP N° 83387338 –GIZ-SIFA_ACCELARATOR PROGRAMME OF THE SMALL AND MEDIUM SIZE ENTERPRISES DEVELOPMENT CENTRE (CDPME) OF GICAM_ NAME OF THE BIDDER**»

A tender must be made in **PDF** format and must be composed of 3 files, prepared in English or French, and duly signed by the responsible party. Each file must be named as follows:

DAOP N° 83387338 + name of file (administrative, technical or financial offer). If the capacity of the attachments exceeds 15MB, kindly submit your tender in separate mails, clearly labeling each mail.

10. Requesting complete tender file – additional information

The current public tender equally consists of:

- a) The complete version of the Terms of Reference (ToR) including the budget framework.
- b) The technical assessment grid.

For the above-mentioned documents and any additional questions, kindly write to the following address: CM_Quotation@giz.de from the date of publication of this tender until **17th august 2021 at 11: 00 am**.

11. Additional tender conditions

Kindly note that your participation in this public tender does not create any obligation whatsoever between GIZ and the potential bidder. GIZ is not liable for any cost incurred by the bidders in this tender.

The non-respect of any of the conditions of the current tender will result in the automatic disqualification of your bid.

The absence of any element, document or file, as well as the presentation of an expired or non-authentic document shall result in the rejection of your bid.

GIZ reserves the right to:

- *Cancel or modify the current public tender at any time.*

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GIZ Management



Done in Yaounde, August 1st, 2021