



Certifié ISO 9001/2015

DIRECTION GENERALE / HEAD OFFICE

**CALL FOR EXPRESSION OF INTEREST
No. 002 /ASMI/FEICOM-AFD/ 2018 OF 11 APRIL 2018
FOR THE RECRUITMENT OF A CONSULTANT IN CHARGE OF CARRYING OUT FEICOM
STRATEGIC DIAGNOSIS STUDY IN ITS DUTY RELATING TO GRANTING OF LOAN TO
LOCAL PUBLIC SERVICE, IN THE PERSPECTIVE OF MANAGING NON-SOVEREIGN
LOANS**

I. BACKGROUND AND JUSTIFICATION

The Special Council Support Fund for Mutual Assistance (FEICOM) is an Administrative Public Establishment (APE) created in 1974 by the law organizing Councils, and placed under the technical supervision of the Ministry of Territorial Administration and Decentralization, and the financial supervision of the Ministry of Finance. Its main duty is to support Regional and Local Authorities (RLAs) in their development projects. FEICOM is therefore one of the main decentralization funding bodies in Cameroon.

In that capacity, FEICOM funds council and inter-council projects intended for improving the living conditions of the populations and redistributes to Councils and City Councils on a regulatory basis, Council Taxes Subject to equalization (CTSE), the Common Decentralization Fund (CDF), and other resources upon Government request.

However, these resources made available by FEICOM and all those from tax transfers and funds allocated by the State to RLAs, do not meet their ever-increasing needs, given the significant powers that have been devolved since 2010 within the framework of the decentralization process.

Following FEICOM restructuring in 2005 upon the decision of the Government, the role of FEICOM has been strengthened in the mobilization of resources intended for local development, through Presidential Decree of 31 May 2006, which empowers the institution to receive all resources from international cooperation or those whose management it has been assigned in the light of its missions.

In order to appraise its ability to carry out its missions, the institution has been subject to several international audits. The latest, which was carried out in 2011 with joint financing from the State of Cameroon, the French Development Agency (AFD) and the German Development Bank (KfW), clearly concluded that « *the institution met the conditions required to act as an intermediary for funding in the form of grants or loans* ».

The above conclusion increased the credibility of FEICOM towards a number of donors. Thus, KfW made available to the organization in the form of a grant, resources amounting 10 billion CFA francs for the financing of the FEICOM-Medium Cities Decentralization Programme (PDFVM), while the African Development Bank (ADB) financed through a handed-over grant amounting CFA F 12 billion, the implementation of Water Supply and Sanitation Projects in Rural and Semi Urban Areas (WSSP-RA, WSSP-SUA).

At the national level, FEICOM benefitted from a CFA F 10 billion credit line opened by Cameroon Housing Loan Fund (CFC) in 2014, in order to fund a programme for the improvement of housing facilities in Medium-sized Cities. In the very short term, the implementation of the Programme for the Economic and Social Development of Instability-prone Medium-sized Cities (PRODESV) will be financed by more than 20 million Euros by the European Union and KfW.

In the same vein, and in order to ensure compliance of its interventions with the requirements of national and international agendas and standards, FEICOM has developed a technical collaboration with organizations such as UN-HABITAT, UNICEF, GIZ and university and/or specialized institutions such as the Pan-African Institute for Development-Central Africa (PAID-CA), the Demographic Training and Research Institute (IFORD), the National Institute of Statistics (NIS) and the National Institute of Cartography (NIC).

Relying on its empowerment to look for additional resources for local development funding and its accreditation by the Minister of Finance as one of Cameroon's public establishments authorized to bid for AFD non-sovereign funding, FEICOM started talks with the said Agency. Thus, since 2015, AFD has provided to more than fifteen target enterprises, several awareness-raising sessions, dwelling namely on prerequisites and key points relating to its offer, with the support of international experts specialized in financial diagnosis and corporate governance.

These awareness-raising sessions were followed by bilateral meetings between FEICOM and AFD in order to better understand the role of FEICOM in the support to Regional and Local Authorities, its functioning, its products and its institutional enhancement.

Further to a request addressed by FEICOM, AFD considered the opportunity to grant a non-sovereign loan to the institution, in the form of credit line to Regional and Local Authorities, intended for funding of income-generating projects. It was agreed to carry out strategic diagnosis study of FEICOM for which the terms of reference were jointly prepared by both parties in order to appraise:

- Its financial soundness and the aspects to be taken into consideration in case of a non-sovereign loan or any other funding of which repayment may be the direct responsibility of FEICOM;
- Its degree of commitment in relation with the risk faced by the Government of Cameroon and the arrangements that may be made to mitigate the said risk;
- Its capacity to manage a credit line intended for income-generating projects in RLAs.

The detailed scrutiny of the last aspect cited above will be the focus of this diagnosis study which will mainly aim at the duty relating to granting of loans to Regional and Local Authorities. While studying FEICOM within its institutional environment, it will prioritize variables on which the institution may act more directly, using so long as possible, «functional» approach.

To this effect, the General Manager FEICOM is publishing this Call for Expression of Interest (ASMI) to select a Consultant (firm, consulting firm, group of consultants, etc.) in charge of carrying out the strategic diagnosis study referred to above.

II. Purpose of the Call

The purpose of this Call for Expression of Interest (ASMI) is to recruit a Consultant in charge of carrying out a strategic diagnosis study of FEICOM aimed at appraising its ability to manage a non-sovereign loan intended for funding of RLAs', in accordance with the requirements of AFD.

III. Description of the services to be provided by the Consultant

While taking into consideration on-going studies, the services to be provided by the consultant as stated in the Terms de Reference of the study, will mainly include:

- diagnosis analysis of FEICOM in connection with its activity relating to funding of investment at the local level in the form of loans;

- identification of conditions and ways forward for the development of an activity relating to management of non-sovereign loans that meet the needs and the absorption capacities of Cameroonian RLAs, based on a sustainable economic model;
- identification and suggestion of ways forward for the development and better structuring of the duty of financial intermediation, in keeping with international financial partners;
- formulation of recommendations of priority capacity building actions for the exercise of duties relating to loans and financial intermediation.

IV. Duration of the mission

Duration of the mission is three (03) months, including the time-limits for validation of reports.

V. Participation

Participation in this call for expression of interest is opened to specialized national and/or international firms, consulting firms, groups of consultants, with at least **ten (10) year** experience.

VI. Criteria for qualification

1. Eliminary criteria:

- a) Incomplete administrative file ;
- b) False statement or forged document(s) ;
- c) Absence of the declaration of integrity signed by the duly authorized person;
- d) Absence of the authorization of verification of the declarations signed by the duly authorized person.

2. Essential criteria :

- a) General presentation of the offer;
- b) Relevance of the letter of expression of interest;
- c) Understanding of the mission and comments on the Terms of Reference (maximum 03 pages);
- d) Consultant's references in carrying out similar missions, in particular in the area of financing of Regional and Local Authorities (and especially credit to local authorities), ideally in the Africa Region, over the last five (05) years;
- e) Qualifications and references of key personnel.

VII. Application files

Candidates must provide the following documents, presented in two (02) volumes:

1. Volume 1 – Administrative documents

Volume 1 shall include the following administrative documents:

- a signed letter of interest showing the address and location of the applicant organization;
- proof of the legal existence of the Consultant or a solidarity commitment form (case of grouping of consultants) ;

2. Volume 2 – Technical documents

The technical file should include:

a) References in the requested field including:

- brochures on the presentation of the entity (case of a firm or consulting firm) ;
- the list of areas of specialization and the experience of experts in similar services;
- references in the fields selected for the missions;

To be validated, each reference must be justified by the following elements:

- a copy of the contract excerpt (presentation page, estimated and quantitative details pages and signature pages) ;

- a copy of the acceptance report, the final report or any other document deemed equivalent.

b) Personnel to be used for the mission

Each application must include a copy of the highest qualification (relating to the field of specialty) and a curriculum vitae less than three (03) months old and duly signed by each expert.

The Consultant in charge of the study will have to make available a team composed of:

- a senior financial profile expert, specialized in financing of local authorities and having a good command of the functioning of a public credit institution;
- a national expert specialized in decentralization, local development and local taxation with a good knowledge of the Cameroonian context;
- a specialist in public organizations, managerial issues and institutional development.

c) Authorization to verify declarations

This authorization, duly signed by the applicant, will enable FEICOM to carry out any verification deemed necessary to ensure the accuracy and veracity of the information presented.

VIII. Criteria for evaluating the file

1. Eliminatory criteria

- Incomplete administrative file or non-compliant document;
- False statement or forged document;

2. Essential criteria

The evaluation of the expression of interest will focus on the following essential criteria on 100 points:

No.	Criteria	Points
1.	Relevance of the letter of expression of interest	05
2.	References acquired over the past five years by the tenderer in the performance of services similar to those envisaged	30
3.	Understanding of the mission and relevance of comments on the terms of reference (maximum 03 pages)	15
4.	Qualification and experience of the personnel expected to perform the services envisaged (copies of diplomas and curricula vitae signed)	45
5.	Presentation of the file for Expression of Interest	05
Total points		100

Only applicants who have obtained a **technical score of at least seventy (70) points out of one hundred (100)** following technical evaluation will be selected to participate in the restricted invitation to tender.

IX. Submission of bids

Each bid, drafted in English or French, in four (04) copies, including one (01) original and three (03) copies labelled as such and sealed, shall be deposited at the Cooperation Department of FEICOM, latest the **17th may 2018 at 2 :00 p.m. (local time)**, and shall be labelled as follows:

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« TO BE OPENED ONLY DURING THE TENDER OPENING SESSION ».

N.B: Interested applicants may obtain the Terms of Reference for the consultation from the Cooperation Department of FEICOM (Secretariat of the Director), at the following email address: feicom@feicom.cm or the Website: www.feicom.cm upon publication of the call for expression of interest.

X. Opening of bids

Bids will be opened in the conference room of FEICOM on **the 17th may 2018 at 3:00 p.m.**

XI. Further information

Further information may be obtained, during working hours, from the Cooperation Department of FEICOM at 381, Rue 4561 MIMBOMAN, YAOUNDE IV, Cameroon, **Tel. (237) 222 23 51 64 / (237) 222 22 27 28 - Fax. (237) 222 23 17 59** Extension 185 or by writing to the following electronic address: feicom@feicom.cm with the following subject « **ASMI FEICOM Strategic Diagnosis Study _ Further Information** »

The General Manager of FEICOM

Annex 1 - Declaration of Integrity, Eligibility and Environmental and Social Responsibility

Title of the offer or proposal: _____(the "Contract"1)

A : _____(the "**Contracting Authority**")

1. We acknowledge and accept that the French Development Agency ("AFD") finances the Owner's projects only on its own terms and conditions that are determined by the Financing Agreement that directly or indirectly binds the Contracting Authority. Therefore, there can be no legal relationship between AFD and our company, our group, our suppliers, contractors, consultants and subcontractors. The Contracting Authority bears sole responsibility for the preparation and implementation of the procurement process and their execution. Depending on whether it involves works contracts, supplies, equipment, intellectual services (consultants) or other services, the Contracting Authority may also be called Client or Purchaser.

2 We certify that we are not, and that none of our members, suppliers, contractors, consultants or subcontractors are in any of the following circumstances :

2.1 Be in a state or have been the subject of a bankruptcy, liquidation, judicial settlement, safeguard, cessation of activity, or any similar situation resulting from a procedure of the same nature ;

2.2 Having been the subject of :

a. A conviction pronounced less than five years ago by a judgment having the force of res judicata in the country of execution of the Contract, for fraud, corruption or any offense committed in connection with the award or execution of a contract (in the event of such a conviction, we have the possibility of attaching to this Declaration of Integrity additional information that would make it possible to consider that this conviction is irrelevant in connection with the Contract) ;

b. An administrative sanction pronounced less than five years ago by the European Union or by the competent authorities of the country in which we are established, for fraud, corruption or any offense committed within the framework of the award or execution of a contract (in the event of such a sanction, we may attach to this Declaration of Integrity the additional information that would make it possible to consider that this sanction is not relevant in connection with the Contract) ;

c. Of a sentence pronounced less than five years ago by a judgment having the force of res judicata, for fraud, corruption or for any offense committed

Where this Declaration of Integrity is required under a contract that is not classifiable as a "procurement" within the meaning of local law, the term "contract (s)" is hereby replaced by the term "service(s)" and the words "tenderer or consultant "are hereby replaced by the term "applicant" in connection with the award or execution of a contract financed by AFD;

2.3 To appear on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, particularly in the fight against the financing of terrorism and breach of international peace and security;

2.4 Having been subject of termination for our exclusive wrongs in the last five years due to a serious or persistent breach of our contractual obligations in the performance of a previous contract, provided that this sanction has not been the subject of an appeal on our part or having given rise to a court decision reversing the termination to our exclusive wrongs;

2.5 Not having fulfilled our obligations relating to the payment of our taxes according to the legal provisions of the country where we are established or those of the Country of the Contracting Authority;

2.6 Be subject to an exclusion ruling issued by the World Bank and be included in the list published at <http://www.worldbank.org/debarr> (supposing such exclusion decision, we may attach to this Declaration of Integrity the additional information that would make it possible to consider that this exclusion decision is not relevant in the context of the Contract);

2.7 To have produced false documents or to have been guilty of false declaration(s) in providing the information required by the Contracting Authority as part of this procurement and award of contract process.

3. We certify that we are not, and that none of the members of our group or our suppliers, contractors, consultants or subcontractors, are in any of the following conflict of interest situations :

3.1) Shareholder controlling the Contracting Authority or subsidiary controlled by the Contracting Authority, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction.

3.2) To have business or family relations with a member of the services of the Contracting Authority involved in the process of awarding the Contract or supervision of the resulting Contract, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction;

3.3) Control or be controlled by another tenderer or consultant, be under the control of the same firm as another tenderer or consultant, receive grants from another tenderer or consultant or award grants to another tenderer or consultant directly or indirectly, having the same legal representative as another tenderer or consultant, directly or indirectly maintain contacts with another tenderer or consultant allowing us to have and to give access to the information contained in our respective offers or proposals, to influence them, or to influence the decisions of the Contracting Authority;

3.4 To be engaged for a mission of intellectual services which, by its nature, may be incompatible with our missions on behalf of the Contracting Authority;

3.5) In the case of a procedure for awarding a contract for works, supplies or equipment:

i Have prepared ourselves or have been associated with a consultant who has prepared specifications, plans, calculations and other documents used within the framework of the procurement procedure ;

ii. Being ourselves, or one of the firms to which we are affiliated, recruited, or to be recruited by the Contracting Authority to supervise or control the work under the Contract.

4. If we are a public institution or a public company, to participate in a competitive bidding process, we certify that we have legal and financial autonomy and that we are managed according to the rules of commercial law.

5. We undertake to communicate without delay to the Contracting Authority, who will inform AFD of any change in the situation with regard to points 2 to 4 above.

6. With regard to the award and execution of the Contract :

6.1) We have not committed and will not commit an unfair manoeuvre (action or omission) to intentionally deceive others, to intentionally conceal anything from them, to surprise or vitiate their consent or to circumvent legal or regulatory obligations and/or violate its internal rules in order to obtain an illegitimate profit.

6.2) We have not committed and we will not commit an unfair manoeuvre (action or omission) contrary to our legal or regulatory obligations and/or our internal rules in order to obtain an illegitimate profit.

6.3) We have not promised, offered or granted and we will not promise, offer or give, directly or indirectly, to (i) any Person holding a legislative, executive, administrative or judicial office within the State of the Contracting Authority, whether appointed or elected, whether permanent or not, whether paid or not and regardless of their hierarchical level, (ii) any other Person who performs a public function, including for a State body or a public enterprise, or which provides a public service, or (iii) any other Person defined as public official in the State of the Contracting Authority, an undue advantage of any kind, for himself or for another person or entity, to perform or refrain from performing an act in the performance of his official duties.

6.4) We have not promised, offered or granted and we will not promise, offer or give, directly or indirectly, to any Person who directs or works for any private sector entity, in any capacity whatsoever, an undue advantage of any nature, for itself or for another Person or Entity, to perform or refrain from performing an act in violation of its legal, contractual or professional obligations.

6.5) We have not committed and we will not do anything that could influence the procurement process to the detriment of the Contracting Authority and, in particular, no anti-competitive practices that have the purpose or effect of preventing, restricting or distorting competition, in particular by limiting access to the market or the free exercise of competition by other enterprises.

6.6) We, or any member of our grouping, or any of our subcontractors will not acquire or provide equipment and will not be involved in UN embargoed areas, or European Union or France.

6.7) We commit ourselves to respect and make sure all our subcontractors comply with the environmental and social standards recognized by the international community including the fundamental conventions of the International Labour Organization (ILO) and the international conventions for the protection of the environment, in line with the laws and regulations applicable in the country of execution of the Contract. In addition, we are committed to implementing environmental and social risk mitigation measures provided in the Environmental and Social Management Plan provided by the Contracting Authority.

7. We, the members of our grouping, our suppliers, contractors, consultants and subcontractors, authorize AFD to examine the documents and accounting documents relating to the award and execution of the Contract and to submit them for scrutiny to auditors appointed by AFD.

Name : _____ Status : _____

Duly authorized to sign on behalf of : _____

Signature : _____

Date : _____