CALL FOR APPLICATIONS

The Support Council for the Realisation of Partnership Contracts (CARPA), P.O. Box: 33745, Yaoundé, Cameroon, is recruiting the ***Coordinator of the Technical Secretariat*** whose duty will be to provide consultancy, assessment, technical and financial structuring for major public service infrastructure projects.

1 *Coordinator of the Technical Secretariat's* Duties

Reporting to the President of the CARPA, the Coordinator of the technical Secretariat will be specifically responsible for:

- Supervising the team of technical experts and the administrative staff of CARPA's Technical Secretariat.
- Coordinating the support of public stakeholders (public administrations, regional and local authorities, public institutions and public companies) in selecting, preparing and implementing PPP contracts in Cameroon.
- Coordinating public stakeholders' capacity-building initiatives.
- Coordinating preliminary assessments and contractual monitoring of signed PPP contracts.
- Coordinating CARPA's participation, alongside public stakeholders, in the negotiation of PPP contracts.
- Preparing CARPA's budget, action plans, activity reports, accounts and financial statements, which it submits to the Steering Committee for its approval and decision.
- Submitting proposals to the President of CARPA for administrative staff's recruitment.
- Preparing the Steering Committee's deliberations.
- Providing secretarial services during Steering Committee's meeting.

2 Skills Requirements:

The applicant must:

- Possess a comprehensive understanding of national strategies and policies implemented to develop Public-Private Partnerships.
- Demonstrate an in-depth familiarity with the current PPP regulations and procedures in Cameroon.
- Exhibit proficiency in structuring, evaluating, and monitoring PPP projects, as well as negotiating PPP contracts.

- Acquire thorough insight into the plans and strategies adopted and implemented to bolster Cameroon's economic and social sectors.
- Demonstrate a good mastery of risk analysis and simulation software (@risk, Opture or MathWorks).
- Display expertise in facilitating adult training workshops.
- Possess a high sense of responsibility and irreproachable moral integrity;
- Be able to work effectively with both public and private sectors, as well as technical and financial partners.
- Be rigorous and able to work under pressure.
- Showcase leadership and management skills.
- Excel in collaborative teamwork.
- Be proficient in Microsoft Office suite (Word, Excel, PowerPoint)..

3 Educational Requirements

The applicant must:

a) Hold at least a 5-year degree in project analysis
b) Hold the World Bank's "Certified Public Private Partnership" certification.
c) Be certified in contract drafting.
d) Be certified in financial analysis.

4 Required Professional Experience

The applicant must have:

a) At least fifteen (15) years of general professional experience in infrastructure projects.
b) At least ten (10) years of general professional experience in PPP project contracting.
c) References in structuring and evaluating PPP projects.
d) References in PPP tendering and monitoring process.
e) References in the mastery of risk analysis and simulation software (@risk, Opture, MathWorks...)
f) References in PPP capacity building.

5 Application Materials

The application must include:

- A cover letter from the applicant.
- A presentation of the applicant's opinion on PPPs in Cameroon (maximum 4 pages);
- A detailed curriculum vitae indicating the following information for each candidate:
    - Contacts and a brief presentation of the candidate
    - Skills
    - Training qualifications
    - Certifications
    - Professional experience (employer, position, responsibilities, length or period of employment)

- Experience in a similar position
- Experience in managing PPP projects

- A photocopy of the applicant's national identity card.
- A certificate from the last employer.
- Certified true copies of university certificates.
- Copies of certifications in PPP, contract drafting and financial analysis.

To corroborate the experience outlined in the CV, each candidate must provide copies of supporting documents pertaining to the relevant experience.
Five (5) copies of the application file must be placed in a closed and sealed envelope and sent to the following address:

Support Council for the Realisation of Partnership Contracts,
P.O. Box: 33745 Yaoundé
USSR Blvd, Bastos

The submission deadline is 17 MAI 2024 at 3.30 P.m
The envelope should only be labelled "Call for Applications for the Recruitment of the Coordinator of the Technical Secretariat ".

6 Evaluation of Applications

6.1. Rejection criteria

- Non-compliance with the application deadline.
- Lack of a certificate from the training institution for the highest diploma or non-compliance of the training with the required specialisation and level.
- Lack of the international PPP certification copy (Foundation, preparation, execution).
- General experience lesser than fifteen (15) years.
- Be over 55 years old on January 1, 2025

6.2. Evaluation criteria

		Criteria	Score
Educational Requirements	Initial training	Availability of a certified copy of the certificate (at least a 5-year degree in project analysis) – **3.a**	10
	Specialised training	Availability of an APMG PPP Certification copy (Foundation, Preparation, execution) – **3.b**	5
		Availability of a Contract Drafting Certification copy – **3.c**	5
		Availability of a Financial Analysis Certification copy – **3.d**	5
Professional experience	General professional experience in infrastructure projects – **4.a**	Availability of a certificate of employment or any other document proving that the number of years of experience is at least 15 years.	If the relevant experience is equal to 15 years: 8 points - If the relevant experience is between 16 and 19 years: 9 points - If the relevant experience is at least 20 years: 10 points

		Criteria	Score
	General professional experience in delivering PPP projects – **4.b**	Availability of a certificate of employment or any other document ensuring that the number of years' experience in the field of PPPs is at least 10	If the relevant experience is equal to 10 years: 6 points - If the relevant experience is between 11 and 12 years: 8 points - If the relevant experience is at least 13 years: 10 points
	Experience in structuring and evaluating PPP projects – **4.c**	Availability of documents showing the applicant's experience in structuring and assessing PPP projects	3 points per supporting document for a maximum of 15 points
	Experience in PPP tendering and monitoring process – **4.d**	Availability of documents proving the applicant's experience in the PPP tendering and monitoring process.	1 point per supporting document for a maximum of 10 points
	Experience in the mastery of risk analysis and simulation software (@risk, Opture, MathWorks...) – **4.e**	Availability of documents proving the candidate's mastery of risk analysis and simulation software	1 point per supporting document for a maximum of 5 points
	Experience in capacity building – **4.f**	Availability of documents proving the candidate's experience in PPP capacity building	1 point per supporting document for a maximum of 5 points
Overall points			80

The top three (3) candidates, ranked in order of merit and achieving a minimum score of **60/80**, will be invited to an interview, marked out of 20 points.

The interview will cover in particular:

- Proficiency in Cameroon's official languages.
- Content of the submitted application file.
- Knowledge of Public-Private Partnerships and major infrastructure projects.
- Candidate's personality.
- Vacant position
- Salary expectations, etc.

Following the interview, the candidate with the highest ranking in the order of merit, based on a combination of scores from the application and the interview, out of a maximum of 100 points, will be appointed Technical Secretariat Coordinator of CARPA.

7 Contract Duration

The Coordinator of The Technical Secretariat will be appointed on a five-year contract, possibly renewable once, starting on **2 January 2025**.

REPUBLIQUE DU CAMEROUN Paix Travail Patrie
Le Président
BP: 33745 YDE
CONSEIL D'APPUI A LA REALISATION DES CONTRATS DE PARTENARIAT

Bondoma Yokono Dieudonné