



LA RÉFÉRENCE EN MATIÈRE DE BOIS TROPICAL

Project Owner

Delegated Project Owner

**Project to Support the Development of
Continuing Education in the Forestry and Wood
Sector in Central Africa – Phase 2 (ADEFAC 2) –
CZZ3922 01 L**

Consultant Selection

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Call for Expressions of Interest for the Recruitment of an International Consultant as Regional Project Manager ADEFAC 2 Project

French Development Agency



July 2026

CENTRAL AFRICA***Project to Support the Development of Continuing Education in the Forestry and Wood Sector in Central Africa – Phase 2 (ADEFAC 2)*****CONSULTING SERVICES****Expressions of Interest**

The Network of Forestry and Environmental Training Institutions in Central Africa (RIFFEAC) has received funding from the French Development Agency (AFD), and intends to use a portion of these funds to make payments for the services of the Regional Project Manager for the Project to Support the Development of Continuing Education in the Forestry and Wood Sector in Central Africa – Phase 2 (ADEFAC 2).

Overview of the ADEFAC 2 Project. The Project to Support the Development of Continuing Education in the Forestry and Wood Sector in Central Africa – Phase 2 (ADEFAC 2) is funded by AFD (Agreement CZZ3992, 5 million euros, 2026–2030) and implemented by RIFFEAC (Project Owner) in collaboration with ATIBT (Delegated Project Owner). Building on ADEFAC 1 (2020–2025), it aims to establish a high-quality continuing professional education (CPE) program, led by training institutions in Central Africa, to meet the needs of a forestry and wood sector undergoing profound change: a halt to log exports, increased local processing, legality and traceability requirements (RDUE), the development of domestic timber markets, and the growth of micro-enterprises, SMEs, and the artisan sector.

The project is being implemented in four priority countries—Cameroon, Gabon, Congo-Brazzaville, and the DRC (with a possible extension to the CAR and Equatorial Guinea)—and is structured around five components: (C1) strengthening training institutions, including eight pilot institutions; (C2) structuring CTP for the benefit of professional organizations and businesses; (C3) the joint development of sustainability mechanisms (thematic working groups involving training institutions, the private sector, and government for co-management, certification, and competency frameworks); (C4) cross-cutting activities (governance, gender, communication, and knowledge sharing); and (C5) project management. The National Project Manager hired will serve as the operational lead in their country. He or she will be supervised by the Regional Project Manager responsible for implementing the entire ADEFAC2 project and coordinating activities across the various countries.

The Candidate's responsibilities will include:

- **Operational coordination of the project team:** Ensure the day-to-day coordination of the National Project Managers, organize follow-up meetings, harmonize interventions across countries, and supervise field missions.

- **Planning, Monitoring, Evaluation, and Reporting:** Develop the Technical Action Plans (TAPs), monitor the indicators of the logical framework, prepare strategic meetings, and produce the project's technical and financial reports.
- **Administrative, Financial, and Compliance Management:** Verify that expenditures comply with the PTAB, deliverables, and the procedures manual; support procurement, audits, and budget monitoring.
- **Technical Implementation and Quality of Activities:** Support the four Country Project Managers, coordinate short-term expert assignments, ensure consistency across project components, and integrate a gender perspective, communication, and knowledge sharing.
- **Partner Engagement and Institutional Representation:** Represent the project to partners, engage stakeholders, maintain the flow of information, and identify synergies with other regional initiatives.

RIFFEEC and ATIBT invite candidates to express their interest in providing the services described above.

This Call for Expressions of Interest is open to individual consultants.

The eligibility criteria for AFD funding are specified in Article 1.3 of the "Guidelines for the Award of Contracts Financed by the AFD in Foreign Countries," available online on the AFD website: <http://www.afd.fr>.

Applicants may submit only one application in their own name.

RIFFEEC and ATIBT strongly encourage applications from women, in line with their commitment to gender equality and inclusion.

Interested candidates must provide information demonstrating that they are qualified and experienced to perform the Services in question. To this end, they must provide evidence of recent and similar projects.

The similarity of the references will be assessed based on:

- **The scope of the contracts**

Experience in managing or coordinating development projects of comparable scope, ideally multi-component, multi-country projects funded by institutional donors;

- **The nature of the Services**

Coordination and management of international cooperation projects, operational planning and monitoring, supervision of project teams, administrative and financial monitoring, technical and financial reporting, preparation of technical and budget plans (PTAB), monitoring and evaluation, support for procurement, preparation of audits, and verification of expenditure compliance;

- **Field and Technical Expertise**

Proven experience in managing development projects, preferably in the sectors of continuing professional education, capacity building, institutional development, the forestry and wood sector, or related fields; experience coordinating multidisciplinary teams and managing the finances of projects funded by technical and financial partners;

- Geographic Context

Experience in Central Africa, particularly in one or more of the project's target countries (Cameroon, Gabon, Congo, DRC), and knowledge of institutional contexts, stakeholders in the forestry and timber sector, and regional cooperation mechanisms.

RIFFEAC and ATIBT will also assess the relevance of Expressions of Interest based on the following criteria:

- ***Internal expertise and capacity in project coordination, monitoring and evaluation, financial management, procurement, gender mainstreaming, communication, and knowledge sharing;***
- ***Ability to mobilize and supervise short-term experts, as well as to provide technical support to teams deployed in the countries of operation;***
- ***Knowledge of institutional donor procedures, particularly those of AFD or equivalent institutions (European Union, World Bank, etc.);***
- ***Experience working with institutional and professional partners in the subregion, including government agencies, educational institutions, professional organizations, and regional platforms;***
- ***The presence of local contacts, partners, or liaisons in the countries where the project is implemented is considered an asset;***
- ***Internal quality assurance procedures and, where applicable, relevant certifications in project management, quality assurance, or organizational management;***

Given the regional scope of the ADEFAC 2 Project and the missions that may be carried out in several Central African countries—including in sensitive logistical or security contexts—RIFFEAC and ATIBT will assess the candidate's ability to work in multi-country environments and to conduct field missions in the subregion.

In this regard, particular attention may be given to:

- the candidate's experience in conducting professional assignments in Central Africa or in comparable contexts;
- their ability to organize and ensure the safety of their business travel in complex institutional and logistical environments;
- their knowledge of the operational constraints associated with field missions in the subregion;

- their ability to apply the safety and security guidelines defined by RIFFEAC, ATIBT, and the project partners.

Expressions of interest must include **at a minimum**:

- **A signed letter of interest or cover letter**, outlining the candidate's interest in the assignment and their understanding of the position;
- **A detailed resume** highlighting the candidate's qualifications, general experience, and relevant experience related to the assignment;
- **The Declaration of Integrity, Eligibility, and Environmental and Social Responsibility**, completed and signed;
- **A list of relevant references** from the last ten (10) years, specifying for each assignment:
 - the title of the assignment;
 - the client/employer;
 - the country;
 - the period of execution;
 - the funding source, if applicable;
 - the candidate's exact role;
 - a brief description of the services provided;
- **Contact information for at least three (3) recent professional references** (name, position, organization, email, and phone number), including at least one from a project funded by an institutional donor;
- **Copies of relevant diplomas and certificates** related to the assignment;
- **Any documents that help assess the relevance of the experience presented**, including certificates of satisfactory performance, employment certificates, contracts, or excerpts from deliverables, if available.

Any application that does not meet any of these requirements will be rejected.

RIFFEAC and ATIBT will draw up a shortlist of up to six (6) candidates, preselected based on the applications received, to whom they will send the restricted international request for proposals for the provision of the required services.

Expressions of Interest must be submitted exclusively electronically, via the two (2) secure links below, no later than **August 25, 2026, at 5:00 p.m. (Cameroon Time)**:

- Link No. 1 – Candidate Registration: [RECRUITMENT OF TECHNICAL IMPLEMENTATION TEAM - ADEFAC 2 – Fill out the form](#)

- Link No. 2 – Submission of the Expression of Interest (EOI): [Bidder Registration – AFD Contracts – Fill out the form](#)

The submission process consists of two mandatory steps:

1. Candidate registration: The candidate must first complete the registration form accessible via Link #1;
2. Submission of the Expression of Interest: After registration, the bidder must use **Link No. 2** to trigger the email delivery of access to their secure submission portal. They will then submit all documents required for their application through this secure portal, which is provided for this purpose.

Please note that the candidate's registration via **Link No. 1** does not constitute submission of an application. Only the complete submission of the Expression of Interest and the required documents to the secure submission portal, accessible via the procedure described above, will be considered a valid application.

No Expression of Interest submitted via email, in person, or through any other channel will be accepted.

The date and time recorded by RIFFEAC's electronic procurement management system will serve as proof for determining compliance with the submission deadline.

Interested applicants may obtain additional information regarding this procedure from the **RIFFEAC Regional Coordination Office**, for the attention of **Professor Félix KOUBOUANA**, at the following email address: infos@riffecac.org , Monday through Friday, from **9:00 a.m. to 5:00 p.m. (Cameroon time)**.

Appendix to the Expression of Interest
(To be submitted signed with the application, without any changes to the text)
Declaration of Integrity, Eligibility, and Environmental and Social Responsibility

Title of the Bid/Proposal/Signed Contract¹ _____ (the

"Contract") To: _____ (the "Project Owner")

1. We acknowledge and agree that the Agence Française de Développement (the "AFD") finances the Client's projects only on its own terms, which are set forth in the Financing Agreement binding the AFD directly or indirectly to the Client. The Project Owner retains sole responsibility for the preparation and implementation of the contract award process and for the performance of the Contract. Consequently, there can be no legal relationship between the AFD and our company, our consortium, or our subcontractors. Depending on whether the contract involves construction work, supplies, equipment, professional services (consultants), or other services, the Project Owner may also be referred to as the Client, Contractor, or Purchaser.
2. We certify that neither we, nor anyone acting on our behalf², nor any member of our consortium, nor any of our subcontractors, falls under any of the following circumstances:
 - 2.1 Being in a state of, or having been subject to, bankruptcy, liquidation, judicial settlement, receivership, or cessation of business, or being in any analogous situation resulting from a proceeding of the same nature;
 - 2.2 Having been subject, within the past five years, to a final administrative sanction, a final conviction handed down by a competent authority, or any other out-of-court resolution³ that, in particular, has the effect of extinguishing public prosecution, whether (i) in the country in which we are established, (ii) in the country where the Contract is to be performed, (iii) in connection with the award or performance of a contract financed by AFD, (iv) issued by an institution of the European Union, or (v) issued by a competent authority in France, for:
 - a) acts constituting Prohibited Practices, as defined in Article 6.1 below, or for any offense committed in connection with the award or performance of a contract (in the event of such a sanction, conviction, or out-of-court settlement, we have the option to attach additional information to this Integrity Statement, such as a compliance program, to demonstrate that we (or the person acting on our behalf, a member of our consortium, or our subcontractor)

¹ In the case of a contract that has already been signed and is to be refinanced.

² Officers (including, in particular, any person who is a member of the administrative, management, or supervisory body or who has powers of representation, decision-making, or control), employees, or agents (whether declared or not).

³ Including, in particular, Judicial Agreements in the Public Interest (CJIP), decisions following a Plea Agreement (CRPC), negotiated settlement agreements, or any other similar form of transaction that brings legal proceedings to an end.

- (we consider that the penalty, conviction, or resolution is not relevant to the Contract, if applicable);
- b) acts involving participation in a criminal organization, terrorist offenses or offenses related to terrorist activities, child labor, or other offenses related to human trafficking;
 - c) having established an entity in a different jurisdiction with the intent to evade tax, social security, or any other legal obligations applicable in the territory where its registered office, central administration, or principal place of business is located, or (ii) for being an entity established with the intent to evade such obligations;
- 2.3 Having been subject to termination for its sole fault within the last five years due to a serious or persistent breach of its contractual obligations during the performance of a contract, provided that such termination has not been contested by the entity in a proceeding currently pending or has not resulted in a court decision overturning the termination based on the entity's sole fault;
- 2.4 Be subject to a disqualification measure imposed by one of the multilateral development banks that are signatories to the Mutual Recognition Agreement of April 9, ²⁰¹⁰⁴ (in the event of such a disqualification measure, we may attach to this Integrity Statement additional information that would allow us to consider that such ineligibility measure is not relevant in the context of the Contract), if applicable;
- 2.5 Failure to fulfill our obligations regarding the payment of taxes or social security contributions in accordance with the legal provisions of our country of establishment or those of the Project Owner's country;
- 2.6 To have submitted false documents or to have made false statements when providing the information required by the Project Owner as part of this procurement and contract award process.
3. We certify that neither we, nor anyone acting on our behalf², nor any member of our consortium, nor any of our subcontractors, nor our direct or indirect shareholders, nor our subsidiaries, acting with our knowledge or consent:
- 1. is directly or indirectly subject to, controlled by, or acting on behalf of a person or entity subject to individual sanctions adopted by the United Nations, the European Union, and/or France;
 - 2. is not directly or indirectly subject to, controlled by, or acting on behalf of a person or entity subject to

⁴ World Bank, Inter-American Development Bank, African Development Bank, Asian Development Bank, and European Bank for Reconstruction and Development.

sectoral sanctions adopted by the United Nations, the European Union, and/or France;

3. is not ineligible to carry out the project due to any other international sanctions imposed by the United Nations, the European Union, or France.
4. We certify that neither we, nor anyone acting on our behalf², nor any member of our consortium, nor any of our subcontractors, are [or have been (*in the event of refinancing of a contract already awarded*)] in any of the following situations involving a conflict of interest:
 - 4.1 Being a controlling shareholder of the Project Owner or a subsidiary controlled by the Project Owner, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction;
 - 4.2 Having business or family ties with a member of the Project Owner's staff involved in the contract award process or the supervision of the resulting contract, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction;
 - 4.3 Control or be controlled by another candidate, bidder, or consultant; be under the control of the same company as another candidate, bidder, or consultant; receive grants from another candidate, bidder, or consultant or award grants to another candidate, bidder, or consultant, directly or indirectly; have the same legal representative as another candidate, bidder, or consultant; maintain, directly or indirectly, contacts with another candidate, bidder, or consultant that would allow us (i) to have provided, and/or to provide access to information contained in our respective applications, bids, or proposals that could distort competition, (ii) to influence them, or (iii) to influence the decisions of the Project Owner;
 - 4.4 Being engaged in a professional services assignment that, by its nature, is or could be incompatible with the proposed assignment on behalf of the Project Owner;
 - 4.5 To have personally prepared, or to be or have been associated with a natural or legal person who has prepared, specifications, terms of reference, and other documents that were used in the procurement process for this Contract and that contain provisions likely to favor a candidacy, bid, or proposal;
 - 4.6 Have access or have had access to, have personally prepared, or be or have been associated with a natural or legal person who has access, has had access to, or has prepared specifications, plans, calculations, studies, and other documents that were not disclosed to all candidates, bidders, or consultants in connection with this procurement process, and which thereby confer an undue competitive advantage;
 - 4.7 In the case of a procedure for the award of a contract for construction, equipment, or supplies, to be hired, or to be scheduled to be hired (or for any of the companies with which we are affiliated to be hired or scheduled to be hired), to supervise or monitor the services provided under the contract.

5. If we are a public institution or a public enterprise, in order to participate in a competitive bidding process, we certify that we enjoy legal and financial autonomy and that we are managed in accordance with the rules of commercial law.
6. In connection with the award and performance of the Contract:
 - 6.1 Neither we, nor anyone acting on our behalf⁵, nor any member of our consortium, nor any of our subcontractors, has committed or will commit any Prohibited Practice as defined in the document titled "AFD Group's General Policy on Preventing and Combating Prohibited Practices," available on the AFD website⁵.
 - 6.2 Neither we, nor anyone acting on our behalf⁵, nor any member of our consortium, nor any of our subcontractors, will acquire or supply [have acquired or supplied (*in the case of refinancing of a contract already awarded*)] equipment or operate [have operated (*in the case of refinancing of a contract already awarded*)] in sectors subject to United Nations, European Union, or French embargoes.
7. We undertake, and we ensure that anyone acting on our behalf⁵, any member of our consortium, and any subcontractor undertakes, to:
 - 7.1 comply with internationally recognized environmental standards, including international conventions for the protection of the environment, and in particular to take all reasonable measures to prevent or limit negative impacts on vegetation, biodiversity, soil, groundwater, and surface water, as well as on people and property, resulting from pollution, noise, vibrations, traffic, and other impacts resulting from our activities, in accordance with the laws and regulations applicable in the country where the Contract is being carried out.
 - 7.2 implement environmental and social risk mitigation measures as specified in the environmental and social management plan provided by the Project Owner, and ensure that emissions, surface discharges, and effluents generated by our activities comply with the limits, specifications, or requirements applicable to the Contract.
 - 7.3 respect workers' rights regarding wages, working hours, rest periods and vacations, overtime, minimum age, regular payments, compensation, and benefits in accordance with internationally recognized standards, including the fundamental conventions of the International Labor Organization (ILO), consistent with the laws and regulations applicable in the country where the Contract is performed; set forth these provisions in a document attached to our employees' employment contracts and made available to the Project Owner; and respect and facilitate workers' rights to organize and establish a grievance management mechanism for direct and indirect workers.

⁵ For your information, this policy is available via the following link: <https://www.afd.fr/fr/lutte-contre-la-corruption>

- 7.4 implement non-discrimination and equal opportunity practices, and ensure the prohibition of child labor and forced labor.
- 7.5 Maintain a file for each local staff member documenting the hours worked by each person, the type of work, wages paid, and training completed, and ensure that these files are available at all times so that they may be reviewed by the Project Owner and authorized government representatives, in compliance with the laws and regulations applicable to the protection of personal data in the country where the Contract is being carried out.
8. We, anyone acting on our behalf⁶, the members of our consortium, our subcontractors, our direct or indirect shareholders, and our subsidiaries, authorize the AFD to conduct investigations, and in particular to examine documents and accounting records relating to the award and performance of the Contract, including, but not limited to, our internal processes and procedures related to compliance with international sanctions imposed by the United Nations, the European Union, and/or France, and to have them verified by auditors designated by AFD.
9. We declare that we have paid, or will pay, commissions, benefits, fees, gratuities, or expenses in connection with the Contract award process or the performance of the Contract to the following third party or parties (such as an intermediary or agent)(*) :

Name of the beneficiary	Contact Information	Reason	Amount (Specify currency)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(*) If no amount has been paid or is to be paid, indicate "None."

10. We undertake to promptly notify the Project Owner, who will in turn inform the AFD, of any change in circumstances regarding the foregoing points, including in the event of any sanctions or embargoes adopted by the United Nations, the European Union, and/or France that occur after our signature of this Declaration.

Name: _____ In the capacity of: _____

Duly authorized to sign for and on behalf of⁶: _____

Signature: _____

Date: _____

⁶ In the case of a consortium, enter the name of the consortium. The person signing the bid, proposal, or application on behalf of the bidder, consultant, or candidate must attach to it the power of attorney granted by said bidder, consultant, or candidate.