



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) - CZZ3992 01 L**

Consultant Selection

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Call for Expressions of Interest for the Recruitment of a National Project Manager - Congo

Recruitment conducted by ATIBT (Delegated Project Owner), in collaboration with RIFFEAC (Project Owner)

Funding: Agence Française de Développement (AFD)



July 2026

CENTRAL AFRICA

Project to Support the Development of Continuing Education in the Forestry and Timber 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), the Project Owner, has received funding from the French Development Agency (the “AFD”) and intends to use a portion of this funding to make payments for the services of the National Project Manager for the Congo, as part of the ADEFAC 2 Project. The recruitment is being conducted by ATIBT—the International Tropical Timber Technical Association—in its capacity as Delegated Project Owner (MOD), following a procedure jointly developed with RIFFEAC, in accordance with Article 8.2 of the Project Ownership Delegation Agreement.

Overview of the ADEFAC 2 Project. The Project to Support the Development of Continuing Education in the Forestry and Timber 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:

- **Implementing activities in the country:** planning, deploying, coordinating, and supervising the activities of components C1 through C4 in the country of assignment in accordance with the PTAB; identifying and supporting beneficiary partners (pilot training institutions, professional organizations, companies, artisans, and government agencies).
- **Coordinating** short-term expert missions: welcoming and providing logistical support for short-term experts mobilized by ATIBT, contributing to the preparation of their Terms of Reference (ToR), monitoring the quality of deliverables, and capitalizing on the results.
- **Facilitation of sustainability mechanisms:** facilitate national Thematic Working Groups (TWGs), support certification efforts, promote the trades, and advocate with national authorities.
- **Monitoring, reporting, and administrative management:** producing monthly activity reports for the CPR, updating indicators, managing field expenses, and preparing supporting documents in accordance with AFD procedures and the Procedures Manual.
- **Partnership Coordination and Representation:** Maintain active relationships with training institutions, government agencies, and the private sector; represent the Project at national meetings and events; contribute to communications; and monitor other initiatives in the sector.

ATIBT, in collaboration with RIFFEAC, invites 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 AFD-Funded Procurement in Foreign Countries,” available on the AFD website: www.afd.fr.

Each applicant may submit only one application in their own name, for a single country.

ATIBT and RIFFEAC 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 these services. To this end, they must provide references for recent and similar projects. The similarity of the references will be assessed based on:

- **The scope of the assignments:** experience implementing development project activities of comparable scale, ideally funded by institutional donors;
- **The nature of the Services:** implementation and monitoring of field activities, facilitation of stakeholder networks, coordination of partners and expertise, on-the-ground administrative and financial monitoring, reporting, and support for continuing professional development;
- **Field and expertise:** experience in the forestry and timber sector and/or continuing professional training, capacity building, or rural development; ability to facilitate multi-stakeholder engagement;
- **Geographic context:** practical and recent knowledge of Cameroon (institutional framework, stakeholders in the forestry and wood sector and in training, relevant government agencies) and, more broadly, of Central Africa.

ATIBT and RIFFEAC will also assess the relevance of Expressions of Interest based on the candidate’s knowledge of institutional donor procedures (particularly those of AFD), the capacity to coordinate and facilitate in multi-stakeholder environments, the existence of local contacts and partners in the country, as well as the ability to conduct field missions in the country’s forest areas and throughout the subregion, including in contexts with logistical or security challenges.

Contents of the Expression of Interest

Expressions of Interest must include at a minimum:

- A signed cover letter (maximum 2 pages) outlining the candidate’s interest in the position and their understanding of the ADEFAC 2 context in the country;
- A detailed resume (maximum 3 pages) highlighting qualifications and relevant experience related to the assignment;
- A list of relevant references from the last ten (10) years, specifying for each assignment: the title, the client/employer, the country, the period, the donor (if applicable), the candidate’s exact role, and a brief description of the services provided;
- Contact information for at least three (3) recent professional references (name, position, organization, email, phone number);
- The completed and signed Declaration of Integrity, Eligibility, and Environmental and Social Responsibility (attached);
- Copies of relevant diplomas and certificates related to the assignment;
- Any documents that help assess the relevance of the experience presented (e.g., certificates of satisfactory performance, employment certificates, excerpts from deliverables, if available)

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

Evaluation Based on Application Materials

Expressions of Interest are evaluated based on the application materials. The six (6) highest-ranked candidates are shortlisted and invited to continue the process (a 3-page statement of motivation and an interview).

The main evaluation criteria for applications during the Call for Expressions of Interest are: general experience; experience implementing projects funded by international donors; knowledge of the country of assignment; skills in leading, facilitating, and managing multi-stakeholder relationships; educational background; and writing skills.

Particular attention will be given to a thorough knowledge of the country of assignment, an essential skill for the position.

ATIBT and RIFFEAC will draw up a shortlist of up to six (6) candidates, jointly approved by both parties, who will be invited to continue the process as part of the Request for Proposals.

Submission Guidelines

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 #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:

- Candidate registration: The candidate must first complete the registration form accessible via Link #1;
- 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 to this secure portal, designated for this purpose, after completing the application form.

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. Only complete applications will be reviewed.

Additional Information: Applicants may obtain information regarding this procedure from ATIBT (Training Manager: elise.mazeyrac@atibt.org), with a copy to RIFFEAC (Professor Félix KOUBOUANA (RIFFEAC Regional Coordinator), infos@riffecac.org), Monday through Friday.

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/Contract, signed¹ _____ (the “Contract”)

To: _____ (the “Project Owner”)

1. We acknowledge and agree that the French Development Agency (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 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 into any of the following categories:
 - 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 criminal proceedings, 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 the 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 of attaching 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) consider the sanction, conviction, or out-of-court settlement to be irrelevant to the Contract, if applicable);

¹ In the case of an already signed contract 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, the Judicial Agreement in the Public Interest (CJIP), a decision following a Plea of Guilt (CRPC), a negotiated settlement agreement, or any other similar form of settlement that brings the prosecution to an end.

- b) offenses 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 this disqualification measure to be considered irrelevant 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 made false statements when providing the information required by the Project Owner as part of this procurement and award process for the Contract.
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 or for the account of a person or entity subject to 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 measures imposed by the United Nations, the European Union, or France.

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

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 Be engaged in an intellectual services assignment that, by its nature, is or could be incompatible with the assignment envisaged 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 used in connection with the procurement procedure for this Contract, and which contain provisions likely to favor a bid, offer, 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 behalf², 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 behalf², 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 behalf², 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 being 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.
- 7.4 implement policies of non-discrimination and equal opportunity, 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 the

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

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 behalf², 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 due, 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 the power of attorney granted to them by said bidder, consultant, or candidate.