



**CALL FOR EXPRESSION OF INTEREST FOR THE RECRUITMENT OF A  
CONSULTANT IN CHARGE OF DEVELOPING RISK MAPPING FOR  
"MAINTENANCE" AND "INVESTMENT" WINDOWS OF THE ROAD FUND.**

**I – BACKGROUND /RATIONALE FOR THE MISSION**

In order to promote and consolidate sustainable economic growth, the Government of the Republic of Cameroon has created, with the support of development partners, a special Public Administrative Establishment referred to as the "Road Fund". This institution, which has been operational since 1 January 1999, is under the financial supervision of the Ministry in charge of finance and the technical supervision of the Ministry in charge of roads.

The Road Fund is a permanent mechanism for financing programmes aimed at protecting the national road assets, ensuring road safety and maintenance, as provided for by Law 96/07 of 8 April 1996. Law 2004/021 of 22 July 2004 has extended these missions to road rehabilitation and development within the framework of a Window that is distinct and independent from the one intended for maintenance.

Therefore, while the "Maintenance" Window ensures the financing and payment of services provided by contractors and falling under the maintenance of classified priority interurban road network, rural and urban road networks and road safety, as well as the protection of the national road assets, the "Investment" Window for, its part, guarantees the financing and payment of services provided by contractors and related to the development and rehabilitation of roads.

Specifically, the activities of the Road Fund aim at (i) mobilising resources, (ii) securing resources allocated to road maintenance and (iii) securing payment of services to contractors.

In order to fulfil its missions, the Road Fund relies:

- at the strategic level, on a Management Committee made up of the representatives of the State of Cameroon, the representatives of Road Users and that of Regional and Local Authorities. The Road Fund missions are laid down in the decree that set out its organisation;
- In practical terms, this Administration consists of three operational divisions (DET, DAF, and DCO) and support services.

On a daily basis, the Fund interacts with its authorising officers (MINTP, MINH DU, MINT and RLAs), its service providers, the regulators of the road maintenance system (CONAROUTE, MINMAP, ARMP etc.) as well as with the State's control bodies.

The Road Fund's interactions with its stakeholders are likely to bring about a range of potential risks, both internal and external ones, which could jeopardise the fulfilment of its missions.

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The purpose of this consultation is to establish a shortlist of consultants to be proposed to the Road Fund Administrator for the mapping of the above-mentioned risks concerning activities under both its "Maintenance" and "Investment" Windows. This applies both to operations related to its own functioning and to those arising from its various missions.

## **II – OBJECTIVE OF THE MISSION**

### **II.1 GENERAL OBJECTIVE**

The objective of the mission is to provide the Road Fund with an updated risk mapping for "Maintenance" and "Investment" Windows.

### **II.2 SPECIFIC OBJECTIVES**

Specifically, the purpose is to:

- identify all potential internal and external risks inherent in its activities;
- - assess its current risk management system;
- - prioritise its residual risks.

## **III – SCOPE OF THE MISSION**

This mission will consist of three main parts:

### **1 – An inventory of internal and external risks ingrained in its activities**

The aim here is to identify potential risks that could prevent the Road Fund from smoothly carrying out its duties which consists in mobilising and securing its resources, paying the services provided by the contractor and rendering accounts. This activity can be conducted as follows:

- providing precise description of the operational processes;
- providing a detailed analysis of possible malfunctions in each process;
- providing proven previous incidents or malfunctions;
- making use of such collection tool as "brainstorming".

### **2 - Assessment of the current risk management system**

The risks therefore identified must be evaluated and prioritised based on the probability of their occurrence and the severity or magnitude of the damage that the organisation would suffer in the event they occur on the one hand, and to determine the level of their control by evaluating the existing internal control system, on the other hand.

### **3 – Prioritisation of residual risks:**

This activity will consist, firstly, in having a detailed inventory of the vulnerabilities of the organisation in all its dimensions (Authorising Officers, Financial Controller, Paymaster) and, secondly, in defining the residual risks that should first be dealt with, according to the limits of risk acceptability set by the Road Fund.

## **IV- BACKGROUND DOCUMENTS**

The Road Fund will provide the Consultant with all the internal documentation necessary for the proper fulfilment of its mission, including:

- Law No. 96/07 of 8 April 1996 on the protection of the national road assets;
- Law No. 2004/021 of 22 July 2004;



- Decree No. 2005/239 of 24 June 2005 to lay down the organisation and functioning of the Road Fund;
- Decree No. 2012/173 of 29 March 2012;
- the annotated organisation chart of the Road Fund;
- auditors' reports;
- internal audit reports;
- current risks mapping;
- the administrative, accounting and financial procedures manual.

The Consultant shall, however, supplement this documents with useful materials.

## **V- DELIVERABLES**

The deliverables of the mission shall be found in a report that systematically addresses each component of the mission's scope.

Both the hard and soft copies of this report shall be transmitted.

## **VI- DURATION OF THE MISSION**

The estimated duration of the mission shall be three (3) months.

## **VII- QUALIFICATIONS OF CONSULTANTS**

The mission shall be carried out by a team of experts led by a qualified Chartered Accountant registered with the Order of Chartered Accountants and certified CEMAC, Expert on risk management, representing the accounting firm with a minimum of five years of professional experience, having led similar missions.

The number of points awarded for each evaluation criterion and sub-criterion is as follows:

- Experience of Experts: 65 points
- Consultant's references: 15 points
- References in similar fields: 15 points
- Presentation of tender: 5 points.

### **A. Experience of Experts:**

**On 65 points**

The firm shall mobilise a team consisting of:

- a Chartered Accountant or Risk Management Expert, representing the Accounting Firm **(20 points)**:
  - qualified Chartered Accountant or holder of GCE A/L + 5 years in risk management (10 pts);
  - five (5) years of professional experience in internal audit (5 pts: 1pt per year);
  - experience as a Head of Mission in risk mapping (2 pts: 1 pt per mission);
  - experience in road maintenance system (1pt);
  - references in the public sector would be an asset (2 pts: 1 pt per mission).

- a Senior Internal Auditor, holder of GCE A/L + (5) years **(on 15 points)**:
  - o holder of GCE A/L + 4 years in internal audit or accounting (5 pts);
  - o five (5) years of professional experience in internal audit (5 pts: 1pt per year);
  - o having participated as a Senior Auditor in missions of similar scope and magnitude (5 pts: 2.5 pts per mission).
  
- a Tax Lawyer, holder of GCE A/L + 4 years **(on 10 points)**:
  - o holder of GCE A/L + 4 years in taxation (5 pts);
  - o five (5) years of professional experience in taxation (0.5 pt per year);
  - o references as a tax specialist in missions of similar scope and magnitude (2.5 pts: 1.25 pts per reference);
  
- a Computer Engineer, holder of GCE A/L + 4 **years(on 10 points)**:
  - o holder of GCE A/L + 4 years in computer science (5 pts);
  - o five (5) years of professional experience in computer science (0.5 pt per year);
  - o references as a Computer Engineer in missions of similar scope and magnitude (1.5 pts: 0.75 pt per reference);
  - o sound and proven expertise in database administration and in setting up documentary databases (1 pt: 0.5 pt per reference).
  
- Expert on Civil Engineering, holder of GCE A/L + 5 years **(on 10 points)**
  - o holder of GCE A/L + 5 years in civil engineering (5 pts);
  - o five (5 ) years of experience in projects management (0.5 pt per year);
  - o references in missions of similar scope and magnitude (1.25 pts per reference).

**B. Experience of the Consultant:**

**On 15 points**

For a firm, they must have carried out at least three (3) risk management process mapping and analysis missions. Each of these missions must have lasted at least two (2) months (copy of contract and certificate of the services provided).

**C. References in similar fields or auditing: On 15 points**

It consists in presenting the supporting documents for missions of similar scope, that is, 3 references:

**D. Presentation of file:**

**On 5 points**

- Presentation (dividers, cover, binding, etc.): 3 points
- Legibility of the documents presented: 1 point
- Compliance with the forms (CV, etc.): 1 point

The minimum qualification score shall be 80/100

## VIII – APPLICATION FILE

The Road Fund therefore invites interested Consultants to express their interest in undertaking the mission. The Consultant shall provide the files in sextuplicates (6) including one (1) original and five (5) copies, all placed in one envelope.

### Volume 1: Administrative File

The Consultant's up-to-date administrative and fiscal file (ONECA Agreement, attestation of non-indebtedness, attestation of the Social Insurance Fund, attestation of non-Bankruptcy, certified copy of the location plan, attestation of taxpayers registration).

### Volume 2: Technical File

- a) CVs of the Experts in accordance with the model to be collected from the Road Fund;
- b) The consultant's references and supporting documents in accordance with the model to be collected from the Road Fund.

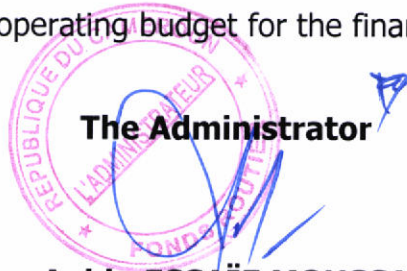
## IX – DATE AND PLACE OF SUBMISSION OF APPLICATIONS

The single sealed envelope containing the expression of interest including volume 1 and volume 2 in sextuplicate (6) shall bear the following label: **"Call for applications for the selection of a Consultant for risk mapping for "Maintenance" and "Investment" Windows of the Road Fund, TO BE OPENED ONLY DURING THE BIDS OPENING SESSION"**. It shall be filed **no later than 23 February 2023 at 15:00 hours** at the following address:

**SNI building, 12th floor, Rooms 12-21 - Mail service  
PO Box: 6221 Yaounde - CAMEROON  
Tel.: (237) 22 22 47 52**

## X - FINANCING

The mission shall be financed by the Road Fund's operating budget for the financial year 2023.

  
**The Administrator**  
**Aubin ESSAÏE MOUSSA**