



CAISSE AUTONOME D'AMORTISSEMENT DU CAMEROUN

25-00371
CALL FOR APPLICATIONS No. 25-00371 AC/CAA/DAG OF 05 JUN 2025
**FOR THE RECRUITMENT OF A COORDINATOR AND AN ADMINISTRATIVE
AND FINANCIAL MANAGER FOR THE 'NATIONAL CLIMATE CHANGE
ADAPTATION PLAN' PROJECT (PNACC)**

The General Manager of the Autonomous Sinking Fund (CAA), in collaboration with the Minister of Environment, Nature Protection and Sustainable Development (MINEPDED), is recruiting on behalf of the '**National Climate Change Adaptation Plan**' (PNACC) project, based in Cameroon for a period of 36 months:

- 1- A National Coordinator;**
- 2- An Administrative and Financial Manager.**

1. Background

The Government of the Republic of Cameroon, through the Ministry of Environment, Nature Protection and Sustainable Development has obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity for advancing National Adaptation Plan (NAPCC) process in Cameroon. The United Nations Environment Program (UNEP) is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

National context elements

The two objectives of the NAPCCs are to:

- 1) Reduce vulnerability to the impacts of climate change, by building adaptive capacity and resilience;
- 2) Facilitate the integration of climate change adaptation, in a coherent manner, into relevant new and existing policies, programs and activities, in particular development planning processes and strategies, within all relevant sectors and at different levels, as appropriate.

The project entitled "Capacity building to advance the national climate change adaptation plan process" will be implemented by a small project team headed by a National Project Coordinator based at the Ministry of Environment, Nature Protection and Sustainable Development. The NAPCC project will support multi-sectoral, medium-to long-term adaptation planning and budgeting in Cameroon and promote the integration of climate change adaptation aspects into development policies. Systems for developing and sharing climate risk and vulnerability information will be reinforced,

and sustainable financing mechanisms for climate change adaptation initiatives are set to be developed (to be adapted to the project).

TERMS OF REFERENCE

Position 1:

NATIONAL PROJECT COORDINATOR OF THE NATIONAL CLIMATE CHANGE ADAPTATION PLAN (NAPCC)

1. Scope of work

The National Project Coordinator for the NAPCC project will be responsible to lead the NAPCC process and preparation together with its accompanying sectoral adaptation plans. Specifically, the National Coordinator will be responsible for the achievement of the following outcomes as stated in the financing proposal approved by the GCF by the end of the project period:

- Improve governance and institutional coordination of adaptation planning, including the capacity to monitor, report and learn from the NAPCC process in Cameroon;
- Design evidence-based sectoral adaptation solutions for maximum impact; Catalyse private sector engagement in adaptation;
- Increase the mobilisation of adaptation financing at the national and international levels.

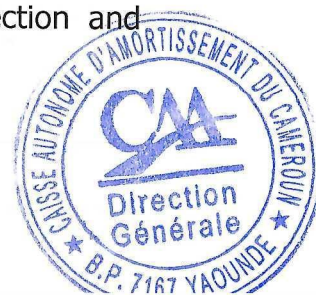
In addition, the National Project Coordinator will be responsible for ensuring that all the project resources (funds and consultant inputs) are effectively managed in accordance with the GCF-approved funding proposal and the tripartite Project Cooperation Agreement (PCA) between the Ministry of Environment, Nature Protection and Sustainable Development, the Autonomous Sinking Fund and the United Nations Environment Program (UNEP), and in accordance with the provisions of these agreements.

2. Specific Tasks:

In order to achieve the expected Project Outcomes, Outputs and Deliverables, the National Project Coordinator/Manager will perform the following tasks:

a) Project Management:

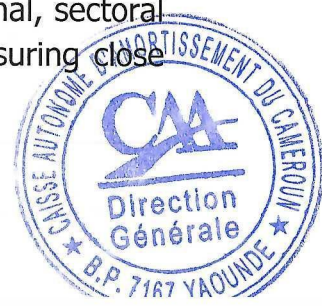
- Manage the day-to-day implementation of the project at national level and across sectors, including coordinating the delivery of activities and outputs (such as workshops, studies and publications);
- Ensure that project activities and results are delivered in accordance with the required quality standards and specified time and cost constraints;
- Coordinate the development of TORs and the identification, selection and recruitment /procurement of consultants or other service providers;



- Supervise, manage and provide technical review of the work and deliverables for both national and international consultants, as well as other service providers and partners;
- Supervise the Administrative assistant and Finance Officer to ensure that financial, procurement and human resource processes are managed in line with funding proposal and Project Cooperation Agreement provisions, and that records of project documents and assets/equipment lists, including financial and procurement documents, are maintained in accordance with audit requirements;
- Ensure the timely preparation of annual and semi-annual work plans, procurement plans and budgets for approval by the Project National Director and National Steering Committee on Climate Change (to be adapted to the project), with prior endorsement of the GCF Focal Point and the UN Environment Task Manager;
- Regularly monitor and report on project performance and delivery to the Project National Director, and the UNEP Task Manager, including quarterly progress reports, achievements, challenges encountered and proposed corrective actions;
- Prepare bi-annual project Interim Progress Reports for the GCF;
- Ensure timely preparation and submission of budget revisions, financial reports (including quarterly expense reports), and cash advance requests;
- Serve as Secretary to all NAPCC related committee meetings;
- Organize all NAPCC related meetings;
- Prepare all meeting documentations including quarterly progress reports and meeting minutes;
- Identify and resolve logistical and organizational issues under the guidance of the Project National Director, the GCF Focal Point and the UNEP Task Manager; and
- Undertake other NAPCC related tasks assigned by the National Project Director and/or the GCF Focal Point as part of the GCF NAPCC Project, and with concurrence of the UNEP Task Manager.

b) NAPCC Process Coordination:

- 1) Provide background information and inputs to studies, reports, policy briefs and other project outputs, and review draft deliverables;
- 2) Facilitate collaborative and consultative processes with all key stakeholders to ensure the involvement of government and other stakeholders (including national and local authorities, non-government organizations, academia, and private sector actors) in the development of project deliverables and results;
- 3) Ensure that Project Components and Deliverables are closely aligned to supporting the integration of climate change adaptation into national, sectoral and provincial strategies, plans and budgets. This will involve ensuring close working relationships with all key stakeholders;



- 4) Ensure that the UNFCCC's Guiding Principles for NAPCCs are applied in the Cameroon NAPCC elaboration, implementation and monitoring processes.

3. Deliverables:

The National Coordinator will be responsible for ensuring that by the end of the project period, all the project deliverables contained in the financing proposal are achieved, including:

- A summary document for political decision-makers, with preferred adaptation strategies;
- An approved and endorsed national adaptation plan;
- An action plan for financing adaptation;
- A roadmap for the national adaptation plan and a communication strategy;
- A stakeholder engagement strategy for the NAPCC process;
- Two GCF concept notes and associated pre-feasibility assessments;
- Ten (10) medium-scale (2050) and long-term (2100) climate projections and accompanying socio-economic scenarios for each agro-ecological region;
- Three (03) climate risk assessment and socio-economic evaluation reports for flooding in the Far North region, landslides in the West region and erosion and degradation in the Littoral region;
- Five (05) climate risk assessment reports at district level;
- A climate risk assessment report for target indigenous populations;
- An operational vulnerability and climate risk mapping tool.

4. Reporting

The National Project Coordinator will report on a day-to-day basis to the Project National Director, who is the Director of Conservation and Natural Resource Management of the Ministry Environment, Nature Protection and Sustainable Development. Under the delegated authority of the National Director, the National Project Coordinator will also liaise closely with the Autonomous Sinking Fund and the UNEP Task Manager regarding the implementation of the NAPCC process and the NAPCC Project's Project Cooperation Agreement (PCA). The National Project Manager will coordinate with the UNEP Task Manager the tasks and deliverables of International Consultants engaged by UNEP as part of the project.

5. Profile required:

The successful candidate for the National Project Coordinator position should have the following profile and should submit in addition to his/her Curriculum Vitae, any document confirming his/her academic qualifications as well as his/her professional experience along with their references:



a) Academic qualifications

A postgraduate degree in climate change, Environment and Natural Resources Management; and an additional a postgraduate degree in project planning and management, and/or public administration would be an added advantage.

b) Professional Experience

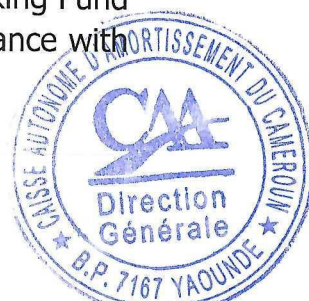
- At least ten (10) years of proven professional postgraduate work experience in climate change adaptation.
- Experience in the following areas will be an added advantage: understanding of wetland and forest ecosystems and their services in support of livelihoods and adaptation; national and sector policy development and analysis and public sector planning and budgeting; integration of environment into sub-national and national development planning and budgeting processes; institutional assessment and capacity building in relation to environment and natural resources management and sustainable development; monitoring and reporting;
- Demonstrate good understanding and clear knowledge of the relevant national plans, policies, laws and strategies in climate change, environmental protection, Natural resources management and agriculture (including international conventions, protocols and standards).
- Excellent communication and organization skills in written and oral English.
- Experience working with the Government of Cameroon on donor funded projects.
- Excellent skills and experience in stakeholder engagement and facilitation;
- Experience in program design, implementation, monitoring and evaluation, and reporting.
- A professional experience in the United Nations system would be an advantage.

Position 2:

ADMINISTRATIVE AND FINANCIAL MANAGER OF THE NATIONAL CLIMATE CHANGE ADAPTATION PLAN (NAPCC)

1. Objectives

Under the direct supervision of the National Coordinator of the NAPCC project, the Administrative and Financial Manager is responsible for carrying out the administrative operations and executing financial and accounting operations of the Cameroon NAPCC Project in a timely manner and in accordance with the GCF funding proposal and the Project Cooperation Agreement (PCA) between the Ministry of Environment, Nature Protection and Sustainable Development (MINEPDED), the Autonomous Sinking Fund (CAA) and the United Nations Environment Program (UNEP), and in accordance with the provisions of these agreements.



2. Tasks

Under the direct supervision of the National Coordinator of the PNA project, the Administrative and Financial Manager is responsible for carrying out administrative and financial activities such as drafting correspondence, travel formalities for staff and visitors, managing office supplies, managing routine office and utility maintenance, maintaining project accounts, performing bank reconciliations, preparing quarterly and annual expense reports, preparing budget revisions and advance payment requests, and preparing budgets for group meetings. The Administrative and Financial Manager will be based in the Project Management Unit located at the headquarters of the Autonomous Sinking Fund (CAA) and will work closely with CAA staff and the UNEP Project Director. More specifically, the Administrative and Financial Manager will be responsible for:

A- Project management

- 1) Assisting the National Coordinator in planning and coordinating the implementation of project activities and deliverables by developing concept notes and agendas for workshops, training sessions and other relevant meetings, and liaising with the Autonomous Sinking Fund and Ministry staff and other national and sub-national stakeholders in the NAPCC;
- 2) Support the National Coordinator by contributing to climate impact and risk assessments, adaptation planning and integration into sectoral policies, national and subnational planning and budgeting processes;
- 3) Assist the National Coordinator in ensuring the timely preparation of annual, semi-annual and activity reports in accordance with the reporting requirements of the government, the GCF and UNEP.

B) Administration (in close collaboration with the Project Coordinator)

- 1) Maintain accurate administrative records in electronic and paper format of all project-related information for documentation, clarification and presentation to management purposes;
- 2) Support the organization of all project meetings, workshops and training sessions, including the preparation of agendas, supporting documents and invitations, and contribute to the drafting of minutes, reports and summaries of these workshops and training sessions;
- 3) Prepare the necessary documentation to liaise with key stakeholders in order to facilitate the engagement of consultants, conduct field missions and organize meetings with key stakeholders;
- 4) Assist the National Coordinator in providing secretarial support to the project steering committee by organizing meetings, coordinating meeting documents and drafting meeting minutes;



5) Assist the National Coordinator, in close collaboration with the staff of the Autonomous Sinking Fund, in coordinating the identification and purchase of goods and services to enable the successful implementation of the project, and maintain an inventory of non-consumable equipment;

6) Perform any other tasks related to the PNA project assigned to him/her by the National Coordinator of the PNA project.

C) Finance

1) Prepare, in consultation with the National Project Coordinator and with the agreement of the UNEP Project Director, the semi-annual, annual and any other required project budgets and budget revisions in accordance with the financial rules, format and accounting requirements of UNEP and the GCF;

2) Regularly monitor the financial implementation of the project within the approved budget and in accordance with UNEP provisions and the provisions of the financing agreements;

3) Ensure the proper implementation of project accounting activities, including (but not limited to): accurate and timely bank reconciliations, purchase order (PO) management, organization of timely payments to consultants, contractors or suppliers, monitoring of expenditure levels against the budget and funding obligations, financial projections and submission of financial reports;

4) Prepare quarterly reports on expenditure and finances, analyses and recommendations on financial issues relevant to the project;

5) Maintain complete and orderly accounting records for the project, both electronically and on paper, in accordance with United Nations international accounting standards and procedures;

6) Organize and archive accounting records appropriately in accordance with the United Nations Manual on International Accounting Standards and Procedures and the provisions of the financing agreements;

7) Conduct the year-end inventory (fixed assets, stocks, depreciation);

8) Prepare and facilitate the conduct of annual project audits, and improve internal control procedures taking into account audit recommendations;

3. Required profile

The successful candidate for the position of Administrative and Financial Manager should have the following profile and should submit in addition to his/her Curriculum Vitae, any document confirming his/her academic qualifications as well as his/her professional experience along with their references:



- Hold a Master's degree or equivalent in business administration, business management, or project management from an accredited higher education institution. A post graduate/professional qualification in a related field will be an added advantage;
- Basic knowledge of climate change would be an asset;
- At least five (05) years of professional experience in administration or program management within a government or donor program or project; previous professional experience within the United Nations system would be an asset;
- Excellent proven written and oral communication skills (French and English);
- Proven excellent computer skills and good knowledge of Microsoft Office applications (including Word, Excel, Outlook and PowerPoint), virtual meeting applications (e.g., Zoom and MS Teams) as well as finance/accounting software (E.g., Sage, QuickBooks);
- Knowledge and experience in applying procurement processes of Government of Uganda and UN is preferred;
- Be proactive and a team player;
- Have excellent organizational skills;
- Ability to work under pressure, with short lead times.

4. Reporting

The Administrative and Financial Manager will report daily to the PNA Project Coordinator. Under the authority of the National Coordinator, the National Administrative and Financial Manager will also liaise closely with the Autonomous Sinking Fund, the UNEP Task Manager and UNEP Finance Management Officer and, if necessary, the Ministry of the Environment, Nature Protection and Sustainable Development regarding the implementation of the Project Cooperation Agreement (PCA) and to coordinate the tasks and deliverables of the international consultants hired by UNEP for the project.

APPLICATION DETAILS

Interested candidates who meet the requirements set out in these terms of reference should submit signed letters of application for the desired position, accompanied by copies of diplomas and a Curriculum Vitae, to **the General Manager of the Autonomous Sinking Fund, Boulevard du 20 Mai, P.O. Box: 7167 Yaoundé**, or by email to the following addresses: caa@caa.cm no later than 05 JUL 2025 at 4 pm.



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05 JUIN 2025

Noah Ndongo Adolphe