



Call for Expression of Interest (AMI)

Recruitment and Retention of Service Provider Partners for 2025

Publication Date: 3rd March 2025

Deadline for Submission of Offers: 25th March 2025

Country of Intervention: Cameroon

Introduction

Well Grounded, an international civil society organisation dedicated to promoting environmental, social, and climate justice, is issuing a Call for Expression of Interest (AMI) to recruit and retain service provider partners for 2025. We work with civil society organisations and the local communities they support, with the goal of promoting sustainable, inclusive, and equitable development.

Through this call, we are seeking competent and responsible service providers in Cameroon, with whom we can establish partnerships based on transparency, ethical principles, and shared responsibility.

Types of Services Requested

We are looking for service providers for the following services:

1. **Provision of Ground Transport**
 - Rental of passenger vehicles
 - Rental of utility vehicles (4x4) for missions in difficult terrain
 - Rental of high-capacity transport vehicles (18 seats)
2. **Provision of Air Transport**
 - Organisation of air travel for staff, partners, and beneficiaries, in coordination with our logistical needs.
3. **Provision of Equipment and Materials**
 - Delivery and installation of office equipment, IT equipment, office furniture, and other necessary materials for activities.
4. **Other Specific Services**
 - Any other services that could contribute to the effective implementation of projects (Insurance, Audits, Audiovisual services, Accommodation, Meeting and conference rooms, etc.).

Well Grounded is a registered charity, number 1176051, and a registered company limited by guarantee, number 7269647, in England & Wales, with a registered address at 483 Green Lanes, London, England, N13 4BS.

Well Grounded is also formally authorised within Cameroon, in line with Order n°00000109/A/MINATD/SG/DAP/SDLP/SAC dated 09 May 2017.



Selection Criteria

We place particular importance on the following criteria:

1. **Integrity and Transparency:**
We advocate for collaboration based on solid ethical principles, where the absence of corruption and favouritism is imperative.
2. **Ability to Provide Quality Services:**
Meeting deadlines, adhering to quality standards, and maintaining a results-oriented approach are essential. Service providers must demonstrate prior experience in delivering similar services with measurable outcomes.
3. **Security and Compliance with Standards:**
Security is considered a prerequisite for any collaboration. Providers must ensure compliance with prevailing security standards, whether related to data, people, property, or sensitive information.
4. **After-Sales Service and Continuous Improvement Process:**
Providers must ensure quality after-sales service and commit to a continuous improvement process, considering feedback and observations from field teams or country offices, depending on the scope of the service.
5. **Ability to Develop Fair Partnerships:**
We favour equitable partnerships based on mutual respect, shared responsibility, and sustainability. We seek providers who share this vision and are willing to work collaboratively with a long-term commitment.
6. **Tax and Legal Compliance:**
Service providers must be compliant with tax and legal requirements in Cameroon. This includes the submission of the following documents:
 - Unique Identification Number (UIN)
 - Tax Compliance Certificate
 - Good Standing Certificate (if applicable for individual services)
 - Any other relevant document proving compliance with Cameroonian legal requirements.
7. **Value for Money:**
We aim to ensure the highest cost-effectiveness while maintaining quality standards and responsible management of financial resources.
8. **Commitment to Sustainable Development and Ecological Practices:**
We are looking for service providers who share our commitment to sustainable development and environmental protection. Providers must promote eco-friendly practices in the management of their services, including:
 - Adoption of environmentally responsible solutions in resource management, production, and service delivery.

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- Incorporation of ecological criteria in the selection of materials, products, and equipment.
- Waste management, carbon footprint reduction, and promotion of initiatives to protect local ecosystems.
- Commitment to social and environmental responsibility, particularly at the local level, in collaboration with communities.

Submission Guidelines

Interested service providers should submit their expression of interest by email to the following addresses:

cameroon@well-grounded.org - timah@well-grounded.org

The application dossier, to be submitted as a single PDF file, must include:

- A letter of intent and presentation;
- The organisation's profile and resources;
- Previous references with measurable results;
- The required tax and legal documentation; and
- Any other relevant document or information deemed necessary for evaluating the provider's ability to respond to this call for offers.

Conclusion

We look forward to receiving your proposals and building strong, lasting partnerships for 2025.

As an international civil society organisation, we firmly believe in responsible and respectful cooperation, and we are committed to upholding rigorous and fair governance principles.

For further information, please contact us at the following addresses:

cameroon@well-grounded.org cc timah@well-grounded.org

Website: www.well-grounded.org