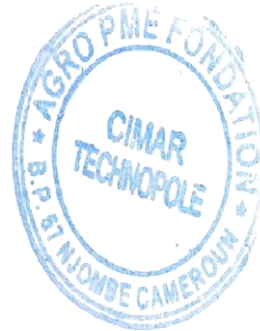




project funded by the European Union

ARCHIPELAGO

an African-European partnership
for vocational training



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Call for applications N°002142121 CMPJ_I/GDT/AGRO-PME of 16 December 2021 for the training of twenty (20)

JUNIORS-MENTOR AGRIBUSINESS ADVISOR (CM-Ab)

I. CONTEXT

The implementation of a socio-professional integration system for young people through non-agricultural rural trades by strengthening the offer of vocational and entrepreneurial training in the Department of Moungo is a two-year project, implemented within the framework of the ARCHIPELAGO programme, funded by the European Union.

To this end, one of the main components of the operational mechanism concerns the training of Junior Agribusiness Advisors. This training, which will take place in alternation (theoretical courses and practical training), will last 12 months and will be provided by professional business advisors. The selected trainees will be trained and coached throughout their course and success in the various stages will be validated by the **successive** acquisition of **four training certificates**. This dual training approach aims to facilitate their integration into the profession of small business consulting and the integration of young people into the agribusiness sector.

II. PURPOSE OF THE CALL FOR APPLICATIONS

The purpose of this call for applications is to select Twenty (20) young graduates from universities and other supervisory structures under the sectoral ministries for training and integration as "Junior Mentor Agribusiness Advisor" in the socio-professional integration of young people in rural non-agricultural occupations through the strengthening of vocational and entrepreneurial training in the departments of Moungo and Koupe Manengouba . The course will be sanctioned by a certificate of training issued on evaluation, with an option of recruiting the best winners to integrate them into the CIMAR-Technopole device.

III. SOURCES OF FUNDING

ARCHIPELAGO (Grant) and co-financing AGRO-PME Foundation, SIAD (France), COFIDES Nord-Sud (France)

IV. SKILLS TO BE ACQUIRED

The training of the Junior Mentor Agribusiness Advisor (CM-Ab) provides the following skills:

- Raising awareness of entrepreneurship among young people and detecting talents for successful integration projects;
- Development of business plans for start-ups and small businesses;
- Support for the design and implementation of projects for start-ups and small businesses;
- Coaching for start-ups and SMEs;
- Economic animation of a cluster
- Management of a business incubator or business support service (BSS).

V. PRESENTATION OF THE TRAINING COURSE

MODULES AND TRAINING UNITS	Number of days	Number of hours
Signature of the charter		
Signature of the Charter by the Beneficiaries		
(Phase 1 Training: Certificate No. 1 - Junior Ambassador)		
Unit 1: Presentation of the project	5	30
Unit 2: Outreach methods		
Unit 3: EPE/SIGES Potential Assessment		
Unit 4: Entrepreneurial ecosystem		
Stage 1:		
I. Awareness		
Startup Weekend (Casting of Project Leaders)		
Module II: Civic and moral rearmament		
Unit 1: Civic and moral rearmament	1	6
Unit 2: Optional Activity		
Unit 3: Community Service		
Training on the process of setting up a business		
(Phase 2 Training: Certificate No. 2 - Alpha Ambassador)		

Module III: Creating an idea, a business		
Unit 1: Entrepreneurship, the entrepreneur, the business and its partners		
Unit 2 : The psychology of the entrepreneur and its evaluation	3	18
Unit 3: Coming up with business ideas, analyzing and selecting the best ideas.		
Unit 4: The causes of SME failure in Africa.		
Module IV: Training on the process of starting a business		
Unit 1 : Developing your business project - Business plan		
Unit 2: Assessing your market - Marketing plan		
Unit 3: Organizing your business - Technical study		
Unit 4: Evaluate your expenses - Financial study	5	30
Unit 5: Sources of financing and bankers' assessment criteria		
Unit 6: Legal status of your business		
Unit 7: How to start your own business: Evaluate your information and make a plan of action		
Unit 8: Case study and use of software for project development		
Stage 2: Junior-Start-Up Mentor		
Training for the Counselling Profession		
(Phase 3 training: Certificate No. 3 - Top Influencer)		
Module V: Advisory engineering for SMMEs and Producers' Organizations (POs) (Part I)		
Unit 1 : Drawing on the causes of SME failure to build a business strategy		
Unit 2 : The requirements of the job of advising business creators and VSEs/SMEs	3	18
Unit 3: Evaluation of business support structures and qualification of services (Self-evaluation)		
Unit 4: Ecosystem for the development of SMMEs		
Unit 5: Agricultural value chains and clusters		
Module VI: The Flash or Express Diagnosis		
Unit 1: What is a diagnosis and when does it occur in a company?	5	30
Unit 2: Diagnostic methodology		

Unit 3 : Carrying out a diagnostic mission				
Unit 4: Diagnostic tools				
Unit 5: Prescribing the diagnosis				
Unit 6: Diagnostic report				
Unit 7: Evaluation of a diagnostic mission				
Unit 8: Selling a diagnostic mission: practical tips				
Flash diagnostic descent				
Module VII: Setting up a business plan and financial intermediation				
Unit 1: Understanding the concept of a business plan				
Unit 2: Understanding the mechanics of the business to define the steering parameters				
Unit 3: The process of conducting market research for a product	5	30		
Unit 4: The process of carrying out the technical study				
Unit 5: Engineering a business plan				
Unit 6: Risk analysis on financing and financial intermediation				
Unit 7: How to write a good business plan				
Unit 8: Finding partners and funding				
Unit 9: Support in implementing a business plan				
Stage 3: Start-up support				
Training/toolkit for business advisors (Phase 4 training: Certificate No. 4 - Junior Mentor)				
Module VIII: Advisory engineering for SMMEs and Producers' Organizations (POs) (Part II)				
Unit 6: Site management and presentation of technical reports	3	18		
Unit 7 : Training process, methodological approach				
Unit 8 : Follow-up - coaching				
Unit 9: Time management for the business advisor				
Unit 10: Counselor's Toolbox				
Module IX: Knowing how to manage your business				
unit 1: business and family	5	30		
unit 2: marketing				
unit 3: procurement				
unit 4: inventory management				
unit 5: costing				
unit 6: accounting				

unit 7: financial planning		
unit 8: personnel and productivity		
unit 9: the business game		
Total number of training days (08 sessions)	35	210
One year of support divided into several phases	Days	Hours
Final test: Attestation-Conseiller		

(* Hourly volumes are subject to change.

NB: Trainees are provided with a training kit including training materials and application software.

VI. INSTALLATION KIT AND POST-TRAINING FACILITIES

- Incubation/accommodation in the CMPJs of the zone;
- Eligibility for the honorary loan;
- Access to the market for the accompaniment of trainees of the socio-professional integration of young people through non-agricultural rural trades in the Department of Moungo;
- **Laptop**
- **Smartphone**

VII. RESEARCH PROFILES OF THE VOLUNTEER MENTOR

- ❖ Innovation, creativity and critical approach;
- ❖ Excellent oral and written communication skills;
- ❖ **Ability to work in French and English.**
- ❖ Experience in the use of ICT tools and office software (MS Word, Excel, PowerPoint, etc.);
- ❖ Be no more than 35 years old
- ❖ GCE A level + 4 or master in a field of management, engineering or GCE A level +3 in any other field with field experience in entrepreneurship;
- ❖ Have a working laptop and a smart phone at your disposal for the duration of the course;
- ❖ Be willing to reside in the Department of Moungo, preferably in the following communes: Njombé-Penja, Mbanga, Mombo and Loum.
- ❖ Being able to drive a motorcycle will be an asset

VIII. COMPOSITION OF THE APPLICATION FILE

1. A letter of motivation addressed to the Director of CIMAR-Technopole. Specify in the subject line "application for the training of junior agri-business mentor";
2. 01 Photocopy CNI ;
3. An updated CV (02 pages maximum) ;
4. Photocopy of the highest university diploma or school certificate.

NB: Female candidates are strongly encouraged to apply.

IX. SUBMISSION OF APPLICATIONS

Time limit for the admissibility of files

- The deadline for the admissibility of applications is set for **January 12, 2022 at 5 pm**. The complete applications must be submitted in a sealed envelope, marked "**Call for applications for the JUNIOR MENTOR AGRIBUSINESS TRAINING**".
 - 1- at the AGRO-PME Foundation headquarters in Yaoundé, located at the new road chapel Ngouso; **For people living in the city of Yaoundé**
 - 2- At the head office of CIMAR-TECNOPOLE, located at the MC² Building in NJOMBE; By e-mail, at the following address: [**cimar.technopole@agro-pme.net**](mailto:cimar.technopole@agro-pme.net)

X. Admission requirements:

- Study of files
- Interview with a panel of professionals

XI. Required behaviour and attitude:

- Ability to work independently and as part of a team;
- Willingness to learn ;
- Disposition to organizational learning and knowledge sharing ;
- Ethics, values and personal integrity;
- Flexibility and tolerance;
- Willingness to travel frequently.

XII. Location of the training: Njombé, Department of Moungo, Littoral Region.

XIII. Cost of training :

Learner input :

- Registration fees: The payment of a sum of 3,000 FCFA only by the successful candidates,
- Training fees: 25 000 FCFA

Grant/Scholarship

- MINJEC through the CMPJ-Incubator / PROJEFOP program and the ARCHIPELAGO program provide a subsidy for the financing of the training.

Additional information :

CIMAR-TECNOPOLE
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 **693 225 208**
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