

TERMS OF REFERENCE

OF THE ANNUAL CONFERENCE OF HEADS OF CENTRAL AND
DECENTRALISED SERVICES OF THE MINISTRY OF SOCIAL AFFAIRS,
EXTENDED TO ORGANISATIONS UNDER ITS SUPERVISION

Yaounde, 8-9 February 2022

Theme: "Structural transformation for an inclusive development of Cameroon: stakes, challenges and perspectives at the level of MINAS"

1. BACKGROUND AND RATIONALE

Within the framework of the implementation of its Vision of 2035, Cameroon adopted the National Development Strategy 2020-2030 (NDS-30), which henceforth constitutes the reference framework for the action of the Government, as well as its development partners.

This second phase of the Vision emphasises the need for a structural transformation of the national productive fabric, through fundamental changes in the productive, industrial, financial, administrative, environmental and social structures; the aim being to promote inclusive endogenous development, while preserving the opportunities of generations, with a view to making Cameroon a Newly Industrialised Country (NIC).

In concrete terms, the NDS30 integrates the need for greater social cohesion, so that the fruits of growth benefit all Cameroonians as the result of a collective effort, in a spirit of national solidarity, in the name of equity and inclusive development.

In operational terms, the NDS30 is broken down into sectoral strategies and in a strategic performance frameworks for public administrations. In this respect, the Ministry of Social Affairs (MINAS), in order to increase the effectiveness and visibility of its interventions in the area of social protection for socially vulnerable people, has, like other administrations, restructured its ministerial programmes in line with its statutory missions.

In this restructuring exercise, the country's commitment to the achievement of international agendas (in particular the United Nations' Agenda 2030 on Sustainable Development Goals with a view to "leaving no one behind", and the African Union's Agenda 2063) was taken into account, as well as the Social Services Policy Vision which states that "Every Cameroonian citizen, without discrimination, enjoys his or her fundamental rights and benefits from basic social goods and services, as actual or potential human capital, with a view to development in an environment of peace and social cohesion".

Through the new mapping of its programmes, MINAS intends to position itself as a major player in inclusive sustainable development at the national level, by making social protection an action strategy resolutely geared towards promoting the social inclusion of individuals, groups and communities with specific vulnerabilities. This new orientation will result in (1) a reshaping of the protection mechanism for socially vulnerable people, henceforth focused on specific vulnerabilities, (2) the redeployment of social action, with a more obvious anchoring to policies, programmes and projects intended for specific targets, and (3) structural transformation in the social domain/pillar of sustainable development in Cameroon, the aim being the perceptible improvement of human capital, particularly among the PSV.

The success of such a strategic and programmatic reorientation depends on its appropriation and the adhesion of the different stakeholders. Therefore, the prospect of an annual conference of the heads of the central and deconcentrated services of MINAS appears to be an ideal opportunity to initiate knowledge and understanding.

The theme chosen for this meeting is: **"Structural transformation for an inclusive development of Cameroon: stakes, challenges and perspectives at the level of MINAS"**

2. LOGICAL FRAMEWORK OF THE ANNUAL CONFERENCE

2.1 General objectives:

To equip the officials of the Ministry of Social Affairs for the implementation of the National Development Strategy of Cameroon, in coherence with the mission of social protection of the PSV assigned to the department.

2.2 Specific objectives of the annual conference

- To disseminate the NDS-30, in particular the priority areas for which MINAS is responsible, to those responsible for the design, coordination and implementation of social policies.
- Facilitate the internalisation of the new MINAS Strategic Performance Framework by all MINAS central and decentralised service managers;
- Enable the coordination structures of central and decentralised services to take ownership of the main programmes and projects in favour of groups with specific vulnerabilities,
- To define/identify in a participatory manner the points of concentration of social action during the year 2022, and to share the indicators and means to report on performance in the provision of services.

2.3 Expected results

- The major strategic axes of the NDS 30 are known by the main MINAS officials;
- The new ministerial programmes are known, including the performance indicators.
- The responsibility of MINAS in achieving the objectives of NDS 30 is clarified and appropriate.
- Performance indicators and verification methods are shared by all stakeholders.

3. OUTCOME

3.1 Date and venue

The annual conference of the heads of central and deconcentrated services, extended to organisations under the supervision of MINAS, will be held on 8 and 9 February 2022 at the Cameroon Red Cross hall in Yaounde.

3.2 Methodology

- **Conceptually**, the annual conference will be made consistent with the new mapping of ministerial programmes. In other words, all presentations will be developed and discussed around groups with specific vulnerabilities, with a view to improving the quantity and quality of interventions.
- **On the dynamic side**, the Regional Delegates will contribute to all presentations, which will follow a standardised format. In particular, the DRAS will draw up a clear inventory of the main current and emerging vulnerabilities in their area of competence, by target population. With quantitative illustrations (statistical data). For each of the themes developed during the panel discussions, a DRAS will be targeted to make an introductory presentation while the other DRAS will provide additional information.
- **On the technical level**, for each of the target populations under consideration corresponding to the Actions of the ministerial programmes, the participants will have to share in a clear and

precise manner, the policies, programmes and projects that will be implemented in 2022; in particular the priority activities and tasks.

These indications will have as a corollary the dissemination of performance indicators and means of verification.

- **At the institutional level**, all directives from the hierarchy, priorities and other instructions will be systematically passed on to those intervening in the field. The Regional Delegates will therefore each organise a coordination and feedback meeting during the first quarter of 2022, the aim of which will be to pass on the main conclusions of the annual conference to their collaborators.

3.3 Practical organisation of the work of the Annual Conference

- The 2022 Annual Conference is under the overall supervision of Madam the Minister of Social Affairs.
- The work of the Conference is coordinated by Madam the Secretary General, who ensures that it runs smoothly.
- The Inspector General is the main moderator of the work; he is assisted, if necessary, by one of the main collaborators of Madam the Minister.

All the activities inherent in the preparation, conduct and reporting of the said meetings are the responsibility of the organising committee set up by an administrative act of Madam the MINAS.

4. PARTICIPANTS

The restrictions imposed by the current context of the fight against COVID 19 have led to a reduction in the number of participants, mainly in person (100):

- Directors and similar staff from central services (11)
- The Project Manager of CRPH of Maroua (01)
- Representatives of the CNRPH Cardinal Paul Emile Léger (02)
- Deputy Directors and Heads of Units (22)
- The Financial Controller at MINAS (01)
- The Accountant of the Cabinet (01)
- The Director of the ex-ENAAS (01)
- The Regional Delegations:¹: 6 persons on average X 10 delegations (60)

¹ Each Region would be represented at the Annual Conference by a delegation of 5 participants, led by the DRAS and selected from all levels of services (Brigade; DDAS; Institution; CESO and SASO.)

5. DETAILED PROGRAMME

- TIMETABLE	ACTIVITIES	STAKEHOLDERS	FACILITATOR
	TUESDAY 8 FEBRUARY 2022		
7.30AM - 9.30AM	Arrival and installation of participants i. Registration ii. Handing over of the kits	Technical Secretariat	
9.30AM - 9.50AM	Arrival and installation of guests	Protocol	
09:50 AM	Arrival of Madam the Minister of Social Affairs	Protocol	
10AM - 12 NOON	OPENING CEREMONY i. Presentation of the TDRs of the 2021 Annual Conference ii. Introductory presentation on the theme: "Structural transformation for an inclusive development of Cameroon: stakes, challenges and perspectives at the level of MINAS" iii. Opening speech by Madam the Minister iv. Family photograph v. Cocktail	C/CELSU CT1	CELCOM
12:00 - 12:30 PM	Setting up for the resumption of the work in plenary session		
12:30 - 2:30 PM	SOCIAL ACTION IN FAVOUR OF GROUPS WITH CATEGORY VULNERABILITIES 1) Child Social protection, a necessary condition for human capital development i. Situation analysis: emerging issues in the field, location, scale of the phenomenon and institutional responses. ii. Main ongoing programmes and projects; specific activities for 2022; projects resulting from the symposium on child social protection. iii. Overview of the National Child Protection Policy, the National Early Childhood Development Policy; and ongoing programmes and projects. iv. Key expectations for the implementation and reporting of performance indicators 2) Education, training and employability of people living with a disability in Cameroon i. The problem of identifying people with disabilities and DPOs. Predominant types of disabilities and priority problems. ii. Summary presentation of the national policy, permanent activities included in the strategic framework and progress in consultation bodies (CONRAH etc.) and partnerships. iii. Promotion of employment and economic integration of people with disabilities: The role of specialised institutions. iv. Main guidelines and expectations for 2022	DPSE EAST DRAS ² DPPHPA DRAS OU ³	CT2
2:30 - 3 PM	BREAK		

² The problem of children working in mining sites in the Eastern Region: quantitative description of the phenomenon and location of sites, current responses, ongoing projects and prospects.

³ The experience of private institutions in the training and professional integration of people with disabilities, the case of CREFISAC: Areas of training and intervention; lessons learned from the partnership with MINAS; perspectives.

3 - 5 PM	3) Social protection and human capital development of the elderly in Cameroon <ul style="list-style-type: none">i. Community-based initiatives for the care of the elderly, CSOs and residential institutions: geographical location, numbers, major constraints.ii. Major advances in the provision of services, consultation (CONAVI) and partnership frameworks.iii. Summary presentation of the national policy and ongoing activities.iv. Priority tasks for 2022	I3 CE DRAS ⁴	CT2
	4) Access of indigenous populations to basic social facilities and citizenship <ul style="list-style-type: none">i. Descriptive analysis, location of communities and coherence with functional institutional structuresii. Current and emerging problems; available responses, ongoing programmes for different groups. Overview of the PDPP/PNDP activity report.iii. Summary presentation of the National Action Plan for the promotion of indigenous peoples; and ongoing activities included in the strategic performance frameworkiv. 2022 PROSPECTS AND EXPECTATIONS	SDLES NW DRAS ⁵	
DAY OF FEBRUARY 9, 2022			
8:00 - 08:30AM	Report of DAY 1	Secretariat	
08:30 - 11:30AM	SOCIAL ACTION IN FAVOUR OF GROUPS WITH CYCLICAL VULNERABILITIES		DSNDS
	5) Social support for individuals, groups and communities affected by development projects in Cameroon <ul style="list-style-type: none">i. Situational analysis: location of major projects; problems of their impact on local residentsii. Summary presentation of ongoing partnerships; and regulatory frameworks under development; and ongoing activities of the strategic frameworkiii. Specific expectations for the year 2022	C/BNCSP SU DRAS ⁶	
	6) National solidarity in favour of internally displaced persons and returned migrants <ul style="list-style-type: none">i. Summary analysis of the situation (summary of the last evaluation: extent of the phenomenon and results obtained by the social services)ii. Overview of the psychosocial support plan for IDPs; Ongoing national solidarity activities.iii. Summary of progress and perspectives in the care of returned migrants (Study; Temporary accommodation centre etc.)iv. Main guidelines/expectations for the year 2022	SDAS LT DRAS ⁷	
	7) Empowerment of the indigent and needy <ul style="list-style-type: none">i. State of play : Configuration of the demand for assistance received in the UTOsii. Summary presentation of community social action; permanent activities in terms of competences transferred and being transferred to the CTDsiii. Overview of the RSU, level of implementation, correlation with the CSU and short-term perspectives.iv. Main guidelines and expectations for 2022	I1 NO DRAS ⁸	

⁴ The contribution of residential institutions for the care of the elderly: Analysis of interventions; quantitative data; main constraints.

⁵ The specific experience of the social protection of Mbororo communities: State of play; overview of activities and projects carried out in 2021; constraints and prospects.

⁶ Operational approach to riparian management of major projects in the Southern Region: Description of the projects and their impacts on the populations; social intervention approach; main constraints and proposals.

⁷ Feedback on the support provided to IDPs and migrants; descriptive approach (sites, statistics, major problems of the targets) and critical analysis of the interventions carried out in 2021.

⁸ The operability of the Commissions Communales d'Aides et Secours (CCAS) aux indigents: regional assessment, hazards and constraints, proposals.

11:30-12NOON	BREAK		
12:00 - 2:30PM	INSTITUTIONAL SUPPORT FOR THE PERFORMANCE OF MINAS		IG
	8) The Strategic Performance Framework of MINAS Programmes <ul style="list-style-type: none"> i. The new mapping of programmes, actions and permanent activities ii. Synthetic presentation of the indicators of programmes, actions and subsequent activities iii. Importance of quantitative data for the evaluation of results iv. Expectations for the preparation of the 2023-2025 CDMT 	C/DPC EN DRAS ⁹	
	9) The 2022 Annual Work Plan <ul style="list-style-type: none"> i. General orientations, presentation of the BF in broad terms; and description of the GDP by economic nature. ii. Investment focal points, major projects for 2022 and main financial partnerships iii. Overview of the procedures for setting up and maturing projects iv. Expectations for the registration of capital and infrastructure projects 	DAG AD DRAS ¹⁰	
	10) Execution and control of the execution of the State budget for the year 2022 <ul style="list-style-type: none"> i. General introduction and innovation of the 2022 Circular ii. Control of the conformity of the expenditure iii. Control of the appropriateness of the expenditure, planning and timing of budgetary commitments iv. Main expectations 	CF SW DRAS ¹¹	
	11) Audit and internal control of public and private institutions to improve social services <ul style="list-style-type: none"> i. Importance of audit for accountability ii. Main conclusions and observations of the audit missions of 2021 iii. Recommendation and perspectives for 2022 	I2	
	GENERAL DISCUSSIONS		IG
	<ul style="list-style-type: none"> i. Roadmap ii. General State of the Social Service iii. Summary report and prospects of the Maroua CRPH project iv. Other general issues 	C/CELSU CT2 C-EP/CRPH	
	Setting up for the closing of the Conference Adoption of the recommendations	Technical Secretariat	
3PM	CLOSING CEREMONY <ul style="list-style-type: none"> i. Word of thanks and commitment from the participants ii. Reading and adoption of the recommendations iii. Closing speech by Madam the Minister of Social Affairs 		CELCOM

⁹ Taking into account the budgetary needs of the deconcentrated services in the preparation of the CDMT and the annual budget: Opportunities and constraints.

¹⁰ State of play of infrastructure investments in the Adamaoua Region: Situation of real estate assets, projects in progress; infrastructure investment needs.

¹¹ Main constraints to the elaboration and execution of the State budget: structural and cyclical aspects; practical cases; proposals.

ANNEX: ORGANISATION OF PREVIOUS EDITIONS OF THE ANNUAL CONFERENCE

DATE	VENUE:	THEME:
2021 (04-05/02)	By videoconference (from MINAS conference room N°1)	Contribution of MINAS to the management of the social and economic repercussions of COVID-19 in the context of the implementation of the SND30
2020 (21-22/01)	Yaoundé, Salle des Fêtes of the Cameroon Red Cross	Social action in emergency contexts: stakes, challenges and perspectives
2019 (14-15/03)	Yaoundé, Salle des Fêtes of the Cameroon Red Cross	Fight against social exclusions in MINAS, an element of social justice for the promotion of peace and sustainable development in the context of decentralisation: state of play, opportunities, challenges and perspectives
2018 (1-02/03)	Yaoundé, Salle des Fêtes of the Cameroon Red Cross	Towards a quantifiable and efficient Social Action of proximity: for an appropriation and an operationalisation of the new MINAS organisation chart
2017 (26-27/01)	Yaoundé, Salle des Fêtes of the Cameroon Red Cross	Innovative strategies for the modernisation of the social promotion and reintegration system: Turning Socially Vulnerable People into real social entrepreneurs
2016 (27-29/01)	Yaoundé, Salle des Fêtes of the Cameroon Red Cross	Social entrepreneurship and Sustainable Development Goals: pledges for the participation of Socially Vulnerable People in the emergence of Cameroon by 2035
2015 (11-13/05)	Yaoundé Congress Hall	Consolidating social protection for socially vulnerable people for an Emerging Cameroon by 2035: the challenge of the reform of the Operational Technical Units of the Ministry of Social Affairs
2014 (04-05/02)	Yaoundé, Salle des Actes of the city council	Inclusion of Socially Vulnerable Persons: a stepping stone for Cameroon's emergence by 2035 and a factor in social development