



**CTCN REQUEST REFERENCE NUMBER: 2019000029**

**TECHNICAL GUIDANCE AND SUPPORT TO CONDUCT A  
TECHNOLOGY NEEDS ASSESSMENT AND A  
TECHNOLOGY ACTION PLAN FOR CAMEROON**

**WORKPLAN**

**NOVEMBER 2020**

Activity / deliverables	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sept-21	Responsibility
<b>Phase 1: Inception</b>													
Kick-off meeting between the contractor and the client	█												NDA, NDE, CTCN & consultants
<b>Phase 2: Implementation</b>													
<b>A1.1. Development of planning and communication documents</b>													
-Elaboration and submission of detailed workplan (draft & final version - D&FV)	█	█											Consultants
-Elaboration and submission of M&E plan (draft and final version)	█	█											Consultants
-Elaboration and submission of one-pager impact description (D&FV)	█	█											Consultants
<b>A1.2. Conduct a stakeholder's analysis</b>													
-Mapping and consultation of stakeholders		█	█										Consultants, NDA & NDE
-Elaboration & submission of the stakeholder mapping report (D&FV)			█	█	█								Consultants
<b>A.1.3 Support to the establishment of a TNA Committee</b>													
-Submission of government circular establishing the national TNA committee			█	█	█	█							NDA & NDE
-Submission of document informing on the work of the TNA Committee			█	█	█	█							Consultants, NDA & NDE
-Training (physical) on the overall process and different steps for conducting the TNA				█	█								Consultants
-Training (physical) on participatory planning and prioritization tools (e.g. MCA, gender)				█	█								Consultants
-Elaboration and submission of training report				█	█								Consultants
<b>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</b>													
-Elaboration & submission of TNA Committee work plan				█	█								Consultants, NDA & NDE
-Organization of 1st Committee's meeting					█	█							Consultants, NDA & NDE
-Elaboration & submission of the report of the 1st Committee's meeting					█	█							Consultants
-Organization of 2nd Committee's meeting							█	█					Consultants, NDA & NDE
-Elaboration & submission of the report of the 2nd Committee's meeting							█	█					Consultants
-Organization of 3rd Committee's meeting									█	█			Consultants, NDA & NDE
-Elaboration & submission of the report of the 3rd Committee's meeting									█	█			Consultants
-Organization of 4th Committee's meeting											█	█	Consultants, NDA & NDE
-Elaboration & submission of the report of the 4th Committee's meeting											█	█	Consultants
-Organization of 5th Committee's meeting												█	Consultants, NDA & NDE
-Elaboration & submission of the report of the 5th Committee's meeting												█	Consultants
<b>A.2.1. Pre-selection of sub-sectors</b>													
-Elaboration & submission on TNA-TAP on alignment with CP and national plans (D&FV)			█	█	█								Consultants
-Elaboration & submission of report on analysis of sectorial priorities expressed in national documents (D&FV)			█	█	█								Consultants
-Meetings for the selection of sectors				█	█	█							Consultants & participants
-Elaboration & submission of report describing the methodology utilized for sector and subsector selection & prioritization				█	█								Consultants



## MONTHLY WORKPLAN

Activity / deliverables	October 2020				Responsibility
	W1	W2	W3	W4	
Kick-off meeting between the contractor and the client					NDA, NDE, CTCN & consultants
<b><i>A1.1. Development of planning and communication documents</i></b>					
-Elaboration and submission of detailed workplan (draft & final version - D&FV)					Consultants
-Elaboration and submission of M&E plan (draft and final version)					Consultants
-Elaboration and submission of one-pager impact description (D&FV)					Consultants

Activity / deliverables	November 2020				Responsibility
	W1	W2	W3	W4	
-Elaboration and submission of detailed workplan (draft & final version - D&FV)					Consultants
-Elaboration and submission of M&E plan (draft and final version)					Consultants
-Elaboration and submission of one-pager impact description (D&FV)					Consultants
<b><i>A1.2. Conduct a stakeholder's analysis</i></b>					
-Mapping and consultation of stakeholders					Consultants, NDA & NDE
-Elaboration & submission of the stakeholder mapping report (D&FV)					Consultants

Activity / deliverables	December 2020				Responsibility
	W1	W2	W3	W4	
<b><i>A1.2. Conduct a stakeholder's analysis</i></b>					
-Elaboration & submission of the stakeholder mapping report (D&FV)					Consultants
<b><i>A.1.3 Support to the establishment of a TNA Committee</i></b>					
-Submission of government circular establishing the national TNA committee					NDA & NDE
-Submission of document informing on the work of the TNA Committee					Consultant, NDA & NDE
<b><i>A.2.1. Pre-selection of sub-sectors</i></b>					
-Elaboration & submission on TNA-TAP on alignment with CP and national plans (D&FV)					Consultants
-Elaboration & submission of report on analysis of sectorial priorities expressed in national documents (D&FV)					Consultants

Activity / deliverables	January 2021				Responsibility
	W1	W2	W3	W4	
<b><i>A.1.3 Support to the establishment of a TNA Committee</i></b>					
-Submission of government circular establishing the national TNA committee					NDA & NDE
-Submission of document informing on the work of the TNA Committee					Consultant, NDA & NDE
-Training (physical) on the overall process and different steps for conducting the TNA					Consultants
-Training (physical) on participatory planning and prioritization tools (e.g. MCA, gender)					Consultants
-Elaboration and submission of training report					Consultants
<b><i>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</i></b>					
-Elaboration & submission of TNA Committee work plan					Consultants, NDA & NDE

<b>A.2.1. Pre-selection of sub-sectors</b>					
-Meetings for the selection of sectors					Consultants & participants
-Elaboration & submission of report describing the methodology utilized for sector and subsector selection & prioritization					Consultants

Activity / deliverables	February 2021				Responsibility
	W1	W2	W3	W4	
<b>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</b>					
-Organization of 1st Committee's meeting					Consultants, NDA & NDE
-Elaboration & submission of the report of the 1st Committee's meeting					Consultants
<b>A.2.1. Pre-selection of sub-sectors</b>					
-Meetings for the selection of sectors					Consultants & participants
-Elaboration & submission of meetings minutes					Consultants

Activity / deliverables	March 2021				Responsibility
	W1	W2	W3	W4	
<b>A2.2. Assess, prioritize and validate key technologies</b>					
-Elaboration & submission of up to 10 technology fact sheets per sector (D&FV)					Consultants

Activity / deliverables	April 2021				Responsibility
	W1	W2	W3	W4	
<b>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</b>					
-Organization of 2nd Committee's meeting					Consultants, NDA & NDE
-Elaboration & submission of the report of the 2nd Committee's meeting					Consultants
<b>A2.2. Assess, prioritize and validate key technologies</b>					
-Elaboration & submission of up to 10 technology fact sheets per sector (D&FV)					Consultants
-Elaboration & submission of report detailing the set of criteria for MCA exercise					Consultants
-Technology prioritization & validation workshops					Consultants & TNA stakeholders
-Elaboration & submission of workshops reports					Consultants
-Elaboration and submission of final reports including a mitigation TNA report and and adaptation TNA report					Consultants
-Design and submission of database in most suitable format					Consultants

Activity / deliverables	May 2021				Responsibility
	W1	W2	W3	W4	
<b>A.2.3. Development of a TAP per sector</b>					
-Interviews and consultations with relevant actors (public, private, academia, etc)					Consultants
-Elaboration & submission of report and executive summary of each TAP for each of the priority technologies in compliance with the TNA.					Consultants

Activity / deliverables	June 2021				Responsibility
	W1	W2	W3	W4	
<b>A.2.3. Development of a TAP per sector</b>					
-Interviews and consultations with relevant actors (public, private, academia, etc)					Consultants
-Elaboration & submission of report and executive summary of each TAP for each of the priority technologies in compliance with the TNA.					Consultants

Activity / deliverables	July 2021				Responsibility
	W1	W2	W3	W4	
<b>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</b>					
-Organization of 3rd Committee's meeting					Consultants, NDA & NDE
-Elaboration & submission of the report of the 3rd Committee's meeting					Consultants
<b>A.2.3. Development of a TAP per sector</b>					
-Interviews and consultations with relevant actors (public, private, academia, etc)					Consultants
-Elaboration & submission of report and executive summary of each TAP for each of the priority technologies in compliance with the TNA.					Consultants

Activity / deliverables	August 2021				Responsibility
	W1	W2	W3	W4	
<b>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</b>					
-Organization of 4th Committee's meeting					Consultants, NDA & NDE
-Elaboration & submission of the report of the 4th Committee's meeting					Consultants
<b>A.2.3. Development of a TAP per sector</b>					
-Elaboration & submission of report and executive summary of each TAP for each of the priority technologies in compliance with the TNA.					Consultants

Activity / deliverables	September 2021				Responsibility
	W1	W2	W3	W4	
<b>A.1.4 Development and endorsement of TNA Committee work plan for monitoring and oversight</b>					
-Organization of 5th Committee's meeting					Consultants, NDA & NDE
-Elaboration & submission of the report of the 5th Committee's meeting					Consultants
<b>A.2.4. National consultation workshop to ensure national ownership and technology deployment</b>					
-National ownership & technology deployment workshop					Consultants & TNA stakeholders
-Elaboration & submission of workshop report including a full list of participants and photo documentations					Consultants
-Elaboration and submission of concept note from TAP (D&FV)					Consultants
-Elaboration & submission terms of reference to be shared with GCF, training material and tools.					Consultants
<b>A1.1. Development of planning and communication documents</b>					
-Revision & submission of one-pager impact description					Consultants

-Completion & submission of CTCN Closure and data collection report					Consultants
-Completion & submission of GCF completion report					Consultants
-Submission of final audited financial report					Consultants