

# CARFAD INSTITUTE

CENTRE OF EXCELLENCE FOR TRAINING OF THE AFRICAN CENTRE  
FOR APPLIED FORESTRY RESEARCH AND DEVELOPMENT (CARFAD)

## TRAINING OF CONSULTANTS IN :

- ➔ ENVIRONMENTAL AND SOCIAL MANAGEMENT
- ➔ SOCIAL MANAGEMENT, GENDER AND GENDER BASED VIOLENCE (GBV)



**SAVE  
OUR  
PLANET**

**Director of CARFAD : Benjamin TCHOFFO**

ALUMNI OF SENHOR UNIVERSITY - ALEXENDRIA EGYPT  
(INTERNATIONAL UNIVERSITY OF FRANCOPHONIE)

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## WHY CREATE A TRAINING CENTRE ?

The African Centre for Applied Forestry Research and Development (CARFAD), which has been working for almost 30 years in the field of environmental protection and sustainable development, has noticed that most of the graduates from training institutions in this field of study take enough time to adapt on the field and on the other hand, many retired people find it difficult to occupy themselves.



### I LONG TERM TRAININGS

#### OPTION 1: ENVIRONMENTAL AND SOCIAL MANAGEMENT

- **Duration of training** : 12 months in evening classes and seminars on specific topics
- **Certificate acquired** : Professional Training Certificate equivalent to a Master degree
- **Course fees** : 1 500 000 CFAF

### TEACHING UNITS

**TU 1:** Basic notions in environment;

**TU 2:** Elaboration of terms of reference for intellectual services

**TU 3:** Sustainable development;

**TU 4:** Environmental and social impact assessment (from the development of ToR to the writing of the report);

**TU 5:** Environmental and social audit (from the development of ToR to the writing of the report);

**TU 6:** Strategic Environmental and Social Assessment;

**TU 7:** Implementation of Environmental and Social Management Plans - Environmental monitoring;

**TU 8:** Development of resettlement action plans;

**TU 9:** Environmental and social policies of multilateral banks (World Bank, AfDB, IDB);

**TU 10:** Development and implementation of environmental management systems;

**TU 11:** Hazard studies and emergency plans;

**TU 12:** Public Participation in the Environmental and

Social Assessment Process;

**TU 13:** Environmental Law;

**TU 14:** Geographical Information Systems (GIS);

**TU 15:** Development, management and evaluation of projects;

**TU 16:** International consultation and consultancy;

**TU 17:** Communication and Negotiation Techniques;

**TU 18:** Entrepreneurship and business creation;

**TU 19:** Personal development (Korean model);

**TU 20:** Tender application writing;

**TU 21:** Professional ethics;

**TU 22:** Language courses (French for French speakers and English for English speakers);

**TU 23:** Job search techniques (writing CVs and cover letters, job interviews, networking, etc.).

**TU 24:** Consideration of biodiversity in environmental and social assessment of development projects

**TU 25:** Management IT

**TU 26:** Internship

## CAREER OPPORTUNITIES

**CONDITIONS OF ADMISSION:** Holder of a Bachelor's degree in Human and Social Sciences (Sociology, anthropology, psychology, archaeology, geography, history, etc.) Political Sciences, Law, Economics, Environmental impact assessment, Physical Sciences, Forestry or any other certificate deemed equivalent.

- Consultants ;
- Business leaders (Consulting firms, NGOs, etc.)
- Specialists in environmental and social safeguards in projects financed by international donors.
- Staff of international and national NGOs;
- Staff of consulting firms;
- Environmental and social managers in companies, development projects or public institutions;
- Managers in the central and decentralized services of the administration

## **OPTION 2: SOCIAL MANAGEMENT, GENDER AND GENDER-BASED VIOLENCE (GBV)**

- ➔ **Duration of training :** 12 months in evening classes and seminars on specific topics
- ➔ **Certificate acquired :** Professional Training Certificate equivalent to a Master degree
- ➔ **Course fees :** 1 500 000 CFAF

## TEACHING UNITS

**TU 1:** *Social Impact Assessment and Social Audit (risk assessment and security);*

**TU 2:** *Elaboration of terms of reference for intellectual services*

**TU 3:** *Implementation of social support plans and protection plans for vulnerable indigenous populations;*

**TU 4:** *Gender and Development (Integration of the gender aspect in development projects, Gender-Based Violences, GBV Action Plans);*

**TU 5:** *Involuntary Resettlement (Resettlement Policy Framework, Resettlement Action Plan, Livelihood Plan);*

**TU 6:** *Indigenous Peoples Planning (Indigenous Peoples Planning Framework, Indigenous Peoples Plan);*

**TU 7:** *Conflict management: Redress mechanisms / Grievances;*

**TU 8:** *Social safeguard policies of major donors;*

**TU 9:** *Mobilization of Stakeholders;*

**TU 10:** *Protection in the context of humanitarian Emergency;*

**TU 11:** *Social Engineering and Workforce management plan;*

**TU 12:** *Water Sanitation and Hygiene (WASH);*

**TU 13:** *Human rights, workers' rights and children's rights;*

**TU 14:** *Development and management of projects;*

*(Social approaches of project management, disability and vulnerability approach, gender approach, social integration approach, human rights approach);*

**TU 15:** *Environmental and social impact assessment (from the development of the ToR to the drafting of the report);*

**TU 16:** *Environmental and social audit (from the development of the ToR to the writing of the report);*

**TU 17:** *Tender application writing;*

**TU 18:** *Entrepreneurship and business creation;*

**TU 19:** *Communication and negotiation techniques;*

**TU 20:** *Job search techniques (writing CVs and cover letters, job interviews, networking, etc.);*

**TU 21:** *Personal development (Korean model);*

**TU 22:** *International consultation and consultancy;*

**TU 23:** *Professional ethics;*

**TU 24:** *Language courses (French for French speakers and English for English speakers);*

**TU 25:** *Management IT;*

**TU 26:** *Internship.*

## CAREER OPPORTUNITIES

- ▶ Consultants;
- ▶ Head of enterprises (Consulting firms, NGOs, etc.);
- ▶ Gender Based Violence (GBV) officers in projects funded by international donors;
- ▶ Social case officer or manager in projects funded by international donors;
- ▶ Staff of international and national NGOs, Consulting firms;
- ▶ Corporate Social Officers;
- ▶ Managers in central and decentralized departments of the administration.



## **II SHORT TERM TRAINING COURSES IN ENVIRONMENTAL AND SOCIAL MANAGEMENT**

- ▶ **Environmental and Social Impact Assessment (ESIA)** : Duration of training: 05 days Cost: 500 000 CFAF
- ▶ **Environmental Audit** : Duration of Training: 05 days Cost: 500 000 CFAF
- ▶ **Monitoring of Environmental and Social Management Plans** : Duration of training: 05 days Cost: 300 000 CFAF
- ▶ **Management of environmental projects** : Duration of training: 05 days Cost: 300 000 CFAF
- ▶ **Creation and management of community forests** : Duration of training : 05 days Cost: 200 000 CFAF
- ▶ **Gender and development (integration of gender aspects in development projects, Gender Based violence, GBV action plan)**; 500 000 CFAF: 05 days

**NB** : Short term trainings are provided in the form of seminars during which a coffee break and lunch are offered.



### 1. TRAINERS

- ▶ Environmental and social impact assessment professionals with almost 30 years of professional experience;
- ▶ Trainers from diverse backgrounds : Cameroon, Africa, America and Europe
- ▶ Most of the trainers are alumni of the Senghor University of Alexandria - Egypt (International University of Francophonie)

### 2. TARGET AUDIENCE

- Graduates in environmental studies willing to acquire professional experience;
- Other university graduates who want to pursue a career in the field of environment;
- Professional environmentalists, foresters, executives and civil servants from ministries;
- Retired personnel who want to make a new professional career;
- Any other graduate deemed equivalent by the pedagogic coordination.

### 3. CONSTITUTION OF APPLICATION FILE

Candidates must submit to the CARFAD INSTITUTE secretariat or send by email (carfadinstitute@gmail.com) a complete file including:

- ▶ 01 Form to be filled by the candidate (to be collected from the CARFAD secretariat or downloaded from the CARFAD website);
- ▶ 01 Cover letter;
- ▶ 01 Curriculum Vitae (CV);
- ▶ 01 Certified copy of the last certificate;
- ▶ 01 Certified copy of birth certificate;
- ▶ 01 Photocopy of the National Identity Card;
- ▶ Receipt of payment of the fees of 20,000 FCFA for study of the file to be paid directly to the headquarters of CARFAD INSTITUTE or by bank transfer to the following account 10005 00010 00472631001 94 in the name of CARFAD at Afriland First Bank);
- ▶ Prove of financial capacity to pay the training fees.

**NB :** For equal applications, priority will be given to the one who submitted their file first.

### 4. FEATURES OF THE CENTRE:

- A centre where environmental expertise is taught;
- A documentation centre consisting of a library and a multimedia room;
- Extensive network of partners for refresher courses;
- The possibility for learners to perform services during their training within CARFAD;
- Possibility of recruitment or placement after training;
- Possibility of a training grant available for consultant auditors.

### 5. ACCOMODATION AND WORKING CONDITIONS

- Modern, air-conditioned training halls;
- Hours adapted to workers (4 p.m. – 8 p.m.);
- A pedagogic approach for adults;
- A high-speed internet connection;
- A library and multi-media room;
- Number of seats limited to a maximum of 20 to facilitate supervision;
- Coffee to refresh the memory;



### 6. FACILITIES GRANTED TO FOREIGN AUDITORS

- Reception at the airport;
- Assistance in house search;
- Assistance in installation



## TESTIMONIES OF SOME ALUMNI FROM THE FIRST BATCH



«After retirement, there is still a lot to be done, reason why I developed this new challenge which was to strengthen what I had already started as a civil servant in other sectors such as consultations. The training at CARFAD INSTITUTE was different on several levels, the range of teaching units which were much more practical, which allows auditors to operationalize the various theoretical concepts in the environment. It is this practical component that is lacking in many academic institutions. Since we graduated, we are constantly carrying out missions. I am at about 12 studies where I have participated as head of mission and on the other hand as a member of the mission. In particular, I carried out a mission with the African Development Bank as an individual consultant on the environmental and social impact assessment of the rehabilitation project of the Edéa - Kribi road and the construction of the Lolabe - Campo road».

**M. NDEGOU Joseph**  
Retired civil servant



« After my training at CRESA forêt-bois, I realized that I did not have all the practical skills to exercise the profession of environmental manager, the notoriety and status of CARFAD in the field of environmental and social management motivated me to go in for this training. Thanks to CARFAD INSTITUTE during the environmental and social framework study around Lake Chad, i had the opportunity to take an airplane for the very first time and it was a breathtaking experience. In addition to this experience, the difference between CARFAD INSTITUTE and other training schools is that CARFAD INSTITUTE teaches experience while others teach knowledge or theory that can easily be found on the internet. What stood out to me during the training at CARFAD INSTITUTE was; the professionalism and the almost non-existing close link between training and work because you earn money by doing consultations even before the end of the training».

**NJEHOYA NLET Ulrich**  
Master 2 in Environmental Impact Assessment and Land Use Planning  
From CRESA Foret Bois of the University of Dschang

*We only do what we can do best than others  
environmental and social management*

### CARFAD INSTITUTE

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