



Request for Proposal

**Consultancy to conduct a Disaster Risk Reduction assessment for the IREMA
Project in Kunene region**

Procurement No: SC/RP/ IREMAPROJECT-03/2020

**Environmental Investment Fund of Namibia (EIF),
P O Box 28157,
Auas Valley,
Windhoek,
Tel: +264 61 431 7700,**

**Physical Address: 8933 Heinizburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets,
Klein Windhoek,
Windhoek, Namibia**

Request for Proposal

LETTER OF INVITATION

17 November 2020

Dear Sir/Madam

Subject: Consultancy to conduct a Disaster Risk Reduction assessment for the IREMA Project in Kunene region

1. You are hereby invited to submit technical proposals for consultancy services required under: **consultancy to conduct a Disaster Risk Reduction assessment for the IREMA Project in Kunene region**, which could form the basis for future negotiations and ultimately, a contract between you and the *EIF*.
2. This Request for Proposal (RFP) has been issued under the method of Open National Bidding for Namibian consultancy firms/individuals.

3. Aim of Consultancy

The Environmental Investment Fund invests in and support projects and activities, which promote the national development strategy of the Government of the Republic of Namibia (GRN). The entity works with different stakeholders including donor communities to Implement Project Activities On the Ground. **The consultant is expected to provide consultancy services to conduct a Disaster Risk Reduction assessment for the IREMA Project in Kunene region**

4. The following documents are enclosed to enable you to submit your proposal:
 - (a) The Terms of Reference (TOR) [Annexure 1];
 - (b) Supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
 - (c) A sample format of the Service Contract under which the service will be performed [Annexure 3]
5. Any request for clarification should be forwarded via email in writing to the Environmental Investment Fund of Namibia (EIF), **Attention: Joseph Elagon email: JElagon@eif.org.na Tel: +264 61 431 7700 / 7733**. Request for clarifications should be received **03 days** prior to the deadline set for submission of proposals.
6. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

7. Eligibility

- (a) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

8. Submission of Proposals (Hand Delivery)

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". **The proposals must be Hand Delivered deposited in the bid box, EIF office, 1st floor, Reception on or before: Friday, 04 December 2020, 11H00 AM.**

Late submissions will be rejected.

9. Evaluation Criteria

ADMINISTRATIVE COMPLIANCE

#	DESCRIPTION	Bidder	
		Yes	No
1.	Bidder has submitted the duly filled in, signed, and dated Bid Submission Sheet Form;		
2.	Bidder has provided an outline of recent experience on assignments/projects of similar nature executed during the last 10 years (Form F-3)		
3	Bidder has submitted Curriculum Vitae of Consultant (Form F-2)		
3	OVERALL ADMINISTRATIVE COMPLIANCE		

TECHNICAL ASSESSMENT

#		DESCRIPTION	Proportional value in %	Bidder
1	T _T	Overall Technical features: <ul style="list-style-type: none"> Brief description of why the consultant is considered as the most suitable for the assignment (10) Proposed methodology, on how you will approach and complete the assignment (30) 	40	
2	T _d	Delivery – <ul style="list-style-type: none"> Work plan (10) 	10	
3	T _o	Overall ability and capability to perform the work – <ul style="list-style-type: none"> Experience of previous relevant consultancy projects completed (30) Qualifications, Training, Education and Knowledge of the Proposed Team (20) 	50	
4	T _s	OVERALL TECHNICAL SCORE	100	
		Overall Ranking		

Bidders obtaining more than 70% of the Technical Score shall qualify for the financial evaluation.

FINANCIAL EVALUATION

Financial Score

The Financial Score will be calculated for each bidder in accordance with the following formula:

$$\frac{\text{The lowest cost proposal (budget)} \times 100}{\text{Each Bidder's Cost Proposal}}$$

Bidder	Bid Price (from lowest to highest)	Financial Score

TOTAL SCORE AND FINAL RANKING BIDS:

Calculation of Bid Total Score

The Total Bid Score, B_s , will be calculated using weighting factors applied to the Financial score and the Technical score. The formula for B_s is:

$$B_s = 0.7 \times T_s + 0.3 \times F_s, \text{ where}$$

B_s = the Bid Total Score

T_s = the Technical Score

F_s = the Financial Score

Bidder	Technical (Score \times 0.7)	Financial (score \times 0.3)	Total Bid Score	Rank

10. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for Financial proposals. Proposals from consultants should score at least 70 marks for the Technical Proposals to be retained for further consideration.

Only those consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best ranked Consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your price proposals.

11. Rights of Environmental Investment Fund of Namibia (EIF)

- (a) Please note that the *EIF* is not bound to select any of the consultants submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

12. Duration of Assignment

The actual work will be limited to (seventy-five) **75 days**' worth of effort spread over a period of **eight (8) calendar months**.

13. Validity of Proposal

You are requested to hold your proposal valid for **60 days** from the deadline for submission of proposals during which period you will maintain without change. The *EIF* will make its best efforts to finalize the agreement within this period.

14. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in **7 days**, you will be expected to take up/commence with the assignment upon signing of contract

15. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the *EIF* shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related.

16. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

17. The *EIF* would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Joseph Elagon
Procurement officer

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (a) Technical Proposals
 - (i) Curriculum Vitae of Consultant (Form F-2).
 - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3) and attached at least three (3) traceable references.
 - (iii) A description of the manner in which the Consultant would plan to execute the work.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
3. **The proposals shall be submitted in ONE Original hard copy and TWO (2) hard Copies and one (1) USB/flash drive/memory stick of the soft copy of the technical proposal.**

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.
2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

BID SUBMISSION FORM

From: _____

To: _____

Hiring of Consultancy Services for *[insert title of assignment]*

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the *[name of public entity]*.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Consultant]

Full name of Consultant: _____

FORM F-3**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING
LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹**Remuneration:**

Consultant Name	Monthly Rate (In currency)	Working Months	Total Cost (In currency)
_____	_____	_____	_____
Sub-Total (Remuneration)			_____

Out-of-Pocket Expenses² :

(a) Per Diem³ :	Room Charge	Subsistence	Total	Days	
	_____	_____	_____	_____	_____
(b) Air fare					_____
(c) Lump Sum Miscellaneous Expenses⁴ :					_____
Sub-Total (Out-of-Pocket)					_____
Contingency Charges:					_____
Total Estimate:					_____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.