



REQUEST FOR PROPOSAL

FOR

CONSULTANCY TO CONDUCT CLIMATE CHANGE VULNERABILITY ASSESSMENT FOR THE IREMA PROJECT IN KUNENE REGION

Procurement No: SC/RP/ EIF-03/2021

Bidder Name :

Postal Address:

Telephone No:

Cell No.:

Contact Person:

E-Mail Address:

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 Heinizburg & Dr. Theo Ben-Gurirab Streets,
Klein Windhoek,



Date of Issue: 28 September 2021

Administrative Enquiries: Mr. Joseph Elagon
Tel: +264 61 431 7700
Windhoek
Namibia

**REQUEST FOR PROPOSAL
LETTER OF INVITATION**

Date: 28 September 2021

Windhoek
Dear Sir/Madam,

Subject: CONSULTANCY TO CONDUCT CLIMATE CHANGE VULNERABILITY ASSESSMENT FOR THE IREMA PROJECT IN KUNENE REGION

1. You are hereby invited to submit legal and financial proposals for consultancy services required to the Environmental Investment Fund of Namibia which could form the basis for future negotiations and ultimately, a contract between you and the Environmental Investment Fund of Namibia.
2. The purpose of this assignment is to: See attached Terms of Reference
3. 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
4. Any request for clarification should be forwarded in writing to the Environmental Investment Fund of Namibia, 8933, Heintzburg and Dr. Theo-Ben Gurirab ASt. Klein Windhoek. Mr. Joseph Elagon JElagon@EIF.ORG.NA, +264 61 431 7700 for administrative enquiries and clarifications. Request for clarifications should be received 7 days prior to the deadline set for submission of proposals.
5. 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.

Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

6. 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.
- c. Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Evaluation Criteria

ADMINISTRATIVE COMPLIANCE

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Namibian Police of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA;		
2.	Certified copies of Identification Documents (IDs) of the shareholders or members of the Trustee as certified by the Namibian Police;		
3.	A valid original of a Good Standing Tax Certificate from the Receiver of Revenue;		
4.	A valid original of a Good Standing Certificate from Social Security Commission;		
5.	Bidder has submitted the duly filled in, signed, and dated Bid Submission Sheet Form; (Form F-1)		
	OVERALL ADMINISTRATIVE COMPLIANCE		

TECHNICAL ASSESSMENT

#		DESCRIPTION	Proportional value in %	Bidder
1	T _T	Overall Technical features: <ul style="list-style-type: none"> ▪ Measurable goals, objectives and Proposed methodology and on how the consultant will approach and complete the assignment responding to the Terms of Reference (30) 	30	
2	T _d	Delivery – <ul style="list-style-type: none"> ▪ Work plan with description, timeframes and deliverables (10) 	10	
3	T _o	Overall ability and capability to perform the work – <ul style="list-style-type: none"> • Experience of previous relevant consultancy assignments as per FORM F-3 (20) • Professional reference letters for previous relevant consultancy assignments (5points for each) (15) • Qualifications, Training, Education and Knowledge of the Proposed Team (20) • Organization and Staffing (<i>composition of your team</i>) (5) 	60	
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:

The formula for determining the financial scores is the following:

$$F_s = 100 \times F_m / F,$$

in which F_s is the financial score,

F_m = is the lowest price proposal and

F = the price of the proposal under consideration.

$$\frac{\text{the lowest price proposal} \times 100}{\text{the price of the proposal}}$$

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

8. Submission of Proposals

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 by depositing in the bid box, EIF office, 1st floor, Reception on or before: 13 October 2021, at 11H00 AM.**

Late submissions will be rejected.

Proposals should not be forwarded by electronic mail.

9. 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 technical total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest total score 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.

10. Rights a Public Entity

- a. Please note that the Environmental Investment Fund of Namibia 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.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of two (2) months. but the actual work will be limited to 30 days' worth of effort.

You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

12. Validity of Proposal

You are requested to hold your proposal valid for ninety (90) days from the deadline for submission of proposals during which period you will maintain without change, your proposed

price. The Environmental Investment Fund of Namibia will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in 5 days, you will be expected to take up/commence with the assignment in two (2) days' time.

14. Tax Liability

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

- (a) payments to the Consultant in connection with carrying out this assignment;
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

15. 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.

16. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by email:

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven days and
- (b) further indicate whether or not you will be submitting the proposal.

16. The Environmental Investment Fund of Namibia would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Joseph Elagon
Procurement Management Unit

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.



IMPROVING RANGELAND AND ECOSYSTEM MANAGEMENT PRACTICES OF SMALL HOLDER FARMERS UNDER CONDITIONS OF CLIMATE CHANGE (IREMA) IN SESSFOINTEIN, FRANSPONTEIN AND WARMQUELLE AREAS

Terms of Reference

Consultancy to conduct climate change vulnerability assessment for the IREMA Project in Kunene region

1. Background on the IREMA Project

The Environmental Investment Fund of Namibia (EIF) in conjunction with the Ministry of Agriculture, Water and Land Reform (MAWLR) is Implementing Green Climate Fund (GCF) funded project titled SAP001: “Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers Under Conditions of Climate Change in Sesfontein, Fransfontein, and Warmquelle Areas “IREMA Kunene Project. The project period spans from 2019 to 2023

The project aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project is intended to: (1) Promote investments in integrated drought early warning systems and improve the existing ones; (2) Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and (3) Support communities to undertake innovative adaptation actions that reinforce their resilience to drought.

The consultancy will focus on components 2 and 3 of the Project. Component 2 which is “*Reducing climate driven risks in target ecosystem and land through supporting innovative drought adaptation actions*’ is directed at establishment of strategies for

mitigating the impacts of climate and disaster risks and building the resilience of communities in Kunene Region to the impacts of these risks. The interventions for component 2 will be guided by the national policies and strategies that promote climate change and disaster mitigation and sustainable development as expounded in NDP 5. The key outputs for component 2 are: (i) Concrete and innovative drought adaptation actions supported for smallholder farmers; and (ii) Climate resilient ecosystem management practices that supports agricultural production.

Component 3. Knowledge and information support mechanisms has one output (i) Strengthened capacities of smallholder farmers to mainstream climate change responses and effective support to adaptation efforts. The project will have a strong learning and knowledge management component to capture and disseminate lessons learned and to influence policy. The knowledge management system will be institutionalized within the regional administration systems of the Kunene Regional Council area and the Ministry of Agriculture, Water and Land Reform, which will in itself provide lessons to guide the other regions. This will include lessons learned on the additional burden faced by women and children with respect to climate change. Further, lessons will also be shared through various appropriate regional and global networks, such as the Direct Climate Action Platform (DCAP) of the Green Climate Fund to facilitate learning across countries. The knowledge management system will include a feedback loop to policy makers at national level, to facilitate uptake of lessons learned into policy.

It is against this background that in support of the implementation of these tasks, the EIF is looking for a qualified consultant to perform the below tasks.

2. The objective of the consultancy

The overarching objective of this consultancy is to support the IREMA Kunene Project to reduce climate driven risks in targeted landscape through developing and implementing cost-effective drought adaptation options to ensure food and nutrition security and improved livelihoods of the local communities as well as improved ecosystem wellbeing in the project target areas.

2.1 Specific tasks for the Consultants:

- Undertake a detailed analysis of cost-effective adaptation options for both target farming communities and ecosystem to reduce costs of adaptation. This include identification of investments efficiencies to guide the project activities.
- Catalyze the implementation of the National CCA Plan of Action at Regional and Local level.

- Develop guidelines for integrating CCA in farming planning activities /process in the target areas.
- Strengthen institutional mechanisms and capacities and provide tools and methods to MAWLR and target communities to enhance their resilience against hazards and disasters
- Identify innovative approaches and technologies to enhance community resilience to climate risks.

3. Scope of the Consultancy

Under the direct supervision of the National Project Manager of IREMA Kunene Project, the consultants will work directly in support of EIF and collaborate with a range of partners including the MEFT, Ministry of Agriculture, Water and Land Reform (MAWLR), Office of the Prime Minister (DRM Directorate), Kunene Regional Council, Farmers Associations, relevant Traditional Authorities (TAs), Ministry of Urban and Rural Development (MURD), Namibia National Farmers Union (NNFU), IRDNC, UNAM, NUST etc.

3.1 Expected Key Deliverables Expected Key Deliverables

Deliverable 1. An Inception Report (IR)

An Inception Report of not more than 10 pages should be prepared by the Consultants prior the main assignment. The IR will set out the Consultant's understanding of the tasks, the proposed methodological approach to be used by the consultant to undertake the study, including sampling and the schedule /workplan for production of the draft and final reports. The IR should also include the proposed questionnaire to be used for the community level interviews and key informants.

Deliverable 2: Vulnerability Assessment Report

- 2.1. Undertake a desk review of existing documents relevant to sustainable agriculture development and other natural resource-based climate change vulnerability assessments at regional, constituency and local level
- 2.2. Perform a detailed analysis of climate driven vulnerabilities for target ecosystems and all currently identified cost-effective adaptation, including Climate-Smart Agriculture (CSA) for both crops and livestock, wildlife and tourism, water and other options that are likely to have the greatest positive impacts in the livelihoods of the target communities and their sustainability.

- 2.3. Undertake a stakeholder analysis and community engagement exercise in Khorixas and Sesfontein constituencies. Analysis to also enumerate current community-level responses and other adaptation attempts including GRN, donor and civil society supported investments.
- 2.4. Undertake an assessment of the current status of statutory CCA structures in the region (with focus on Khorixas and Sesfontein constituencies): regional, constituency, local authority and settlement levels structures. Assessment cover constitution, level of activity/functionality, strengths, weaknesses, opportunities and challenges.
- 2.5. Generate a comprehensive report that will serve as a basis for the subsequent work on the subject matter.

Deliverable 3: Community engagement report

Detailed analysis of climate driven vulnerabilities for target ecosystems and identified cost-effective adaptation including Climate-Smart Agriculture (CSA) options that are likely to have the greatest positive impacts in the livelihoods of the target communities and their sustainability.

Deliverable 4: Guidelines for integrating CCA in farming planning activities /process in the target areas

- Review existing documents relevant to sustainable agriculture development CCA at regional and local level
- Draft a guideline for integrating CCA into farming activities (if such a guideline already exists, then it is required to adopt it to current situation considering the results of analysis of the climate-driven vulnerabilities)
- Organize consultation meetings to present the draft guideline with the involvement of MAWLR, MURD-KRC and FAs and revise based on the comments

Deliverable 5: CCA Training Workshops

- Training workshops on integrating CCA into agriculture for TOTs and FAs in the project target areas

Deliverable 6: Draft Report of the Assignment

- Prepare draft report on project implementation, lessons learned and project recommendations.
- Share the draft report with PMU/EIF/MAWLR for comments
- Prepare PowerPoint presentation of the Draft Report

Deliverable 8: A Final Report of the Assignment

- Share the draft report with relevant stakeholders for comments
- Incorporate the comments and respond to all the comments or questions
- Prepare a final report and submit a final report to the Project Manager

4. Description of Tasks, Timelines and Deliverables

Item No	Deliverable	Format	Deadlines
1.	First meeting and signing of contract	On-site engagement & Contract	1 st week of award
2.	Inception meeting with PMU / EIF/MAWLR, Draft Inception meeting and Inception Report and Draft Questionnaires	A PowerPoint Presentation	1 week from award of contract
3.	Inception Report with comments from the incepting meeting incorporated	Document	2 weeks from award of contract
4	Draft Report	Document	8 weeks from award of contract
5	Draft CCA Training Manuals and Guidelines for CCA mainstreaming Submission	Documents	10 weeks from award of contract
6.	Conduct TOTs Training Workshop Compile Training Workshop Report	On-site Engagement and Document	12 weeks from award of contract
7	Training Report	Document and PowerPoint Presentation	14 weeks from award of contact
8	Final Assignment Report	Document	16 weeks from award of contract

5. Duration and reporting arrangement

The total duration of the consultancy 30 days of work effort spread over a period of 2 months

The consultant/s will report directly to the IREMA Project Manager and will work closely with the IREMA Regional Technical Officer, MAWLR-DAPEES ADC, Regional councils, Kunene Regional Councilor and Constituency Councilors.

6. Qualifications and Experience of the Consultant

The study will be conducted by a qualified consultant. The suitable consultant should meet the following minimum requirements:

- Should have at least postgraduate degree in Environmental Management, Agricultural economics, Natural Resource Management, Climate Change, Climate Vulnerability Assessment, Development Planning or any other related fields
- Proven expertise in vulnerability assessment and mapping, Integrated drought risk assessment, planning and management
- At least 5 years of experience in Research; Climate Change Adaptation, Vulnerability Assessment, NRM and Agriculture development planning;
- Demonstrated experience in vulnerability assessment & mapping, GIS applications and CCA policy development
- Excellent analytical and reporting skills and fluency in written and spoken English are essential
- Good training and workshop facilitations skills are mandatory
- Demonstrated ability to assess complex situations in order to succinctly and clearly distill critical issues and draw forward looking conclusions
- Good interpersonal and general communication skills including client-oriented interpersonal skills, planning and coordination skills;
- Sound understanding of Climate Change and environmental Management;
- Ability to work in a multi-cultural environment;
- Good interpersonal skills and communication skills with government officials, leaders of parastatals, NGO's, as well as the local community are required.
- Knowledge of methodologies for reducing vulnerability to climate change and drought will be a distinctive advantage

NOTE: If consultants apply as a team, one consultant should be nominated as Team Leader, who will have continuous involvement from the inception to the end of the consultancy and will be the main communication focal point for the IREMA Kunene Project team.

Specific skills are required on the following:

- Quantitative skills for the purpose of data analysis are critical and required for the purpose of this consultancy. Experience on working with Statistical software such as SPSS and STATA or any other relevant software is essential;
- Qualitative skills for the purpose of gathering information through interviews, focal group discussions, and other methodologies;
- Communication skills to clearly communicate the IREMA Kunene project's results.

7. Submission Requirements

8.1. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants OR a team of consultants must submit the following documents/information to demonstrate their qualifications in **one single PDF document**:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability**.
- 2) **Personal CV/s**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. If applying as a team, please submit the CVs of the team members and indicate the Team Leader)
- 3) **Technical proposal**:
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
 - b. A methodology, on how you will approach and complete the assignment.
- 4) **Financial proposal** that indicates the all-inclusive fixed total contract price, costs for conducting training workshops/meeting, with stakeholders supported by a breakdown of costs.

8. Evaluation Criteria

Bids will be assessed on the basis of:

- Alignment of proposed methodology to the scope of work/TOR
- Realistic work plan in line with requirements and deadlines
- Skills and experience of the consultant/team
- Evidence of successful completion of similar products
- Value for money

1. Submission of Proposals

The proposal from eligible Consultant(s) should include the following:

- a) Technical proposal
- b) Financial proposal (inclusive of all administration costs including overheads, printing, posting, copying, presentation etc.)
- c) Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years
- d) Measurable goals, objectives and methodology
- e) Appendix: Documentation such as CVs
- f) Indication of availability to carry out the Consultancy during the implementation period

i.

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).
- iii. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- iv. 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).

The proposals shall be submitted in ONE Original hard copy and ONE (1) hard Copies and one (1) USB/flash drive/memory stick of the soft copy of the technical proposal.

b) Financial Proposals

- i. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)

2. Contract Negotiations

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.

Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule as per the ToR.

3. Review of reports

A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

BID SUBMISSION FORM

From: _____

To: _____

CONSULTANCY TO CONDUCT CLIMATE CHANGE VULNERABILITY ASSESSMENT FOR THE IREMA PROJECT IN KUNENE REGION

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the Environmental Investment Fund of Namibia.

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: _____

FORM F-2

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

ATTACHED CVS FOR THE TEAM MEMBERS

**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

Cost Estimate of Services¹

Remuneration:

Consultant Name	Gazetted Hourly Rate (in currency)	Working Hour	Total Cost (in currency)
_____	_____	_____	_____
Sub-Total (Remuneration)			_____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Day	
	_____	_____	_____	_____	_____
(b) Air fare					_____
(c) Lump Sum Miscellaneous Expenses @ % ⁴ :					_____
(d) Costs for conducting training workshops/meeting, with stakeholders ⁵					_____
Sub-Total (Out-of-Pocket)					_____
Contingency Charges:					_____
VAT 15%					_____
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, portorage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

⁵ To include costs for conducting training workshops/meeting,

- **Financial proposal** that indicates the all-inclusive fixed total contract price, costs for conducting training workshops/meeting, with stakeholders supported by a breakdown of costs.