

THE ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA



ABOUT US

The Environmental Investment Fund was set up through the Environmental Investment Fund Act of 2001 (No.13 of 2001) as a statutory. The Environmental Investment Fund is mandated to raise financial resources for direct investment in environmental protection and natural resource management activities and projects, which support the sustainable economic development of Namibia. The Fund pursues a broader investment portfolio by providing economic opportunities and a stake in the use of natural resources to the poorest sectors of society. It invests in and support projects and activities, which promote the national development strategy of the Government of the Republic of Namibia (GRN).

VISION & MISSION



OUR VISION:

We are a recognized leader in the development of and application of innovative financing mechanisms to support environmentally technologically sound development in Namibia.

OUR MISSION:

To promote the sustainable economic development of Namibia through investment in and promotion of activities that protect and maintain the natural environmental resources.

OUR ROLE:

The Environmental Investment of Namibia's role in promoting the sustainable utilisation of natural resources;

OUR COMMITMENT TO YOU

We have developed a set of value statements. As such, the value statements provide clear outlines of the behavioural standards that the Fund's employees and leadership will hold themselves accountable to.

VALUES:



Professionalism

We are committed to devoting the best of our attention and abilities to proper discharge of tasks, roles and responsibilities assigned to us, continually upgrading our skills and knowledge base keeping; abreast with ongoing local and global developments, aiming at setting examples of excellence to inspire others within and outside the Fund.



Integrity

We are committed to the highest standards of probity and integrity in our actions and decisions. We shall carefully avoid any abuse for personal gain of privileged information obtained in connection with official duties. We will also carefully avoid conflicts of institutional interests of the Fund with our private interests.



Transparency & Accountability

We are committed to transparency and accountability to our stakeholders in discharge of our official decisions and actions.



Teamwork

We are committed to participatory, collaborative work in team relationships towards attainment of organizational objectives extending across business or functional lines including change management.

INSTITUTIONAL FRAME AND OUR SERVICE OFFERINGS

The fund offers its services through a range departments as follows:

OPERATIONS DEPARTMENT

The Fund has experienced personnel in running and implementing projects, in supporting and back-stopping grantees, in providing on-the-job training to less experienced grantees, etc. The Fund is able to link emerging organisations with more established ones, thereby facilitating more rapid capacity building. The types of support that can be provided include:

- Providing support for meetings, including setting up meeting schedules, compiling and sending out agendas, meeting notifications and reminders, taking and distributing minutes and establishing a “decisions and policy” logbook to consolidate principle decisions made at committee meetings, developing an appropriate filing and administrative system for a project, programme or initiative,
- Establishing an “actions workplan” between each meeting, to ensure that agreements reached at each meeting are clearly identified, with a time-line and responsible person or organisation,
- Preparing reports, in relevant formats, for technical, financial, decision maker and broader public access, as appropriate.

FINANCIAL AND ADMINISTRATION DEPARTMENT

The financial services the Fund provides for clients and partners include:

- Opening dedicated bank accounts and handling investment accounts to get maximum growth on capital or as specified in the engagement contract
- Tracking and recording income, including interest earned,
- Tracking and recording all expenditure, in terms of amount committed to each grantee and amount spent to date, as well as other costs

- Preparing financial reports on the master account, covering income and expenditure, on a monthly basis, as well as preparing annual financial reports,
- Disbursing funds to projects and grantees approved by the Board, based on suitable Grant Agreements.

MONITORING, REPORTING & EVALUATING

The Environmental Investment Fund has qualified staff to undertake project monitoring activities and reporting on both technical and finances. Types of support include:

- Project output and on-ground through undertaking field visits and prepare reports on the status of a project
- Action monitoring – including the monitoring of the implementation of actions and the outputs/results that are being achieved.
- Helping grantees to develop effective indicators for project progress and success, so that progress can
- be monitored and that reporting is done in the most effective way, i.e. against a set of pertinent, tangible deliverables or outputs
- Providing assistance and guidance in field implementation, where appropriate and where requested,
- Keeping donors and committees/ boards informed of progress, and reporting on critical issues that might constrain a project,
- Timely, tailored, efficient and cost effective reporting on project assets, development processes, trends, risks, management planning and implementation
- Develop an asset-risk assessment methodology and apply it consistently

ENVIRONMENTAL AND SOCIAL SAFEGUARDS

It is the Fund's prerogative to put in place appropriate safeguarding measures to avoid or minimise environmental and social impacts. The specific objectives are to:

- Ensure appropriate planning especially in the identification and selection of alternatives to enhance
- environmental benefits and avoid or, if avoidance is not possible,

minimize, mitigate and offset/compensate for adverse impacts on the environment and on affected communities

- Ensure the effective management of environmental and social opportunities and risks at all stages of the project cycle from conception to closure
- Ensure affected or interested stakeholders have timely access to information
- Support proper safeguard implementation through all stages of the project, from construction and operation through to closure/decommissioning.

RISK ASSESSMENTS

For all applications received by the Fund, due diligence is a priority to ensure that all types of risk associated with such projects are identified and mitigated against as early as possible. Screening for both project concept and the applicant are done exclusively in order to provide adequate information to enable informed decision-making at the various levels of approval within the process.

COMMUNICATION AND INFORMATION TECHNOLOGY

The communications and information technology unit form one unit and are responsible:

- The Unit provides adequate and timely information in order to build cordial relationships between its internal and external audiences
- The Unit creates an environment of openness within EIF;
- The Unit Implement and maintain ICT systems
- Uphold ICT infrastructure
- Provide access to ICT services, systems

HUMAN RESOURCE MANAGEMENT

The Human Resource unit is responsible for providing administration support and advisory services on issues pertaining to human resources management (training, payroll, recruitment, performance management, talent management) within the Fund and ensuring that rules and regulations are correctly understood, implemented and complied with.

OUR CUSTOMERS

- Our clients are both internal (EIF employees) and external
- The external clients - Government Office, Ministry and Agencies
- General public
- Regional Councils\Offices

WHEN YOU CONTACT US

If you phone us

We will answer to your call

We will return your call within 2 days, if an answer cannot be immediately provided.

If you write to us

We acknowledge receipt within 2 working days, provide you with an explanation of how we are handling your case and inform you when to expect an answer.

If you visit us

We will attend to you on time should you have an appointment with us.

We will respond to your questions while you are with us, if we are unable to provide an answer immediately we will get back to you within a reasonable time.

If you need a referral, we will do it on your behalf by phone or by email and copy it to you. We will provide you with the name of the person to go to, address and contact details.

FEEDBACK, COMMENT AND COMPLAINT

If you have any comment, suggestion or a request about the activities or services you should contact:

Communications & Corporate Services

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