



PROCUREMENT MANAGEMENT UNIT



"EMPOWER TO ADAPT" CBNRM-EDA PROJECT

REQUEST FOR PROPOSAL

FOR

PROVISION OF A TERMINAL EVALUATION, FP024- "EMPOWER TO ADAPT" CBNRM-EDA PROJECT CONSULTANT

Procurement No: SC/RP/ EIF-10/2022

Bidder Name : -----
Postal Address : -----
Telephone No : -----
Cell No. : -----
Contact Person : -----
E-Mail Address : -----

Client:

Environmental Investment Fund of Namibia (EIF),
Physical Address: 8933 Heinizburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,
P O Box 28157,
Auas Valley,
Windhoek,
Tel: +264 61 431 7700,

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

**Subject: Provision of a Terminal Evaluation, FP024- "EMPOWER TO ADAPT"
CBNRM-EDA Project Consultant**

1. You are hereby invited to submit technical and financial proposals for the provision of a Terminal Evaluation, FP024- "EMPOWER TO ADAPT" CBNRM-EDA Project Consultant under the Operations Department in the Environmental Investment Fund of Namibia (EIF) which could form the basis for future negotiations and ultimately, a contract between you and EIF.
2. The purpose of this assignment is to:
 - (a) Identify a suitable consultant to render the said services, on behalf of EIF during the period indicated in the ToR.
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1].
 - (b) supplementary information and mandatory documents for consultants.
 - (c) a sample format of the Service Contract under which the service will be performed
4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit (dhamukwaya@eif.org.na OR jelagon@eif.org.na). Request for clarifications should be received 14 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. Submission of Proposals

The proposals from the Consultants shall be submitted in two separate envelopes with the following parts:

- Part A: Requirements in terms of section 50 (1) of the Public Procurement Act, 2015 and as those stipulated in the Supplementary information and Mandatory documents for consultants.
- Part B: Technical Proposals
- Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: **Wednesday, 18 January 2023 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00.**

Please take note: EIF will not accept proposals forwarded via electronic mail.

8. Deciding Award of Contract

Part	Evaluation Process	Pass Rate
Part: A	Compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. Any bid found non-compliant to this section will be excluded from the competition and will not be evaluated further.	100%
Part: B	Technical Evaluation will be out of a possible score of 70	50 marks
Part: C	Financial Evaluation will be out of a possible score of 30	15 Marks
Part: D	Total Evaluation will be out of a possible score of 100	70 Marks

Qualification and experience of the Consultants shall be considered as the paramount requirement. This is however subjected to 100% compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. 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 50 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.

9. Rights for Public Entity

- Please note that the EIF is not bound to select any of the consultants' submitting proposals.
- 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.

10. Duration of Assignment

The detailed schedule will be discussed with the successful consultant prior to the commencement of the assignment. The estimated duration, however, is up to **forty-four days** to undertake the assignment.

11. Validity of Proposal

You are requested to hold your proposal valid for ninety (120) 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.

12. Commencement date of Assignment

Assuming that the contracting process be satisfactorily concluded within in January 2023, you will be expected to take up/commence with the assignment in February 2023.

13. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia.

14. 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.

15. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by hand delivery:

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven (7) working days and
- (b) further indicate whether or not you will be submitting the proposal.

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

Yours faithfully,

D.H. Hamukwaya
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary information and mandatory documents for consultants.

Annexure 3: Draft contract under which service will be performed.

TERMS OF REFERENCE

1. PROJECT TITLE

FP024: “Empower to Adapt: Creating Climate Change Resilient Livelihoods through Community Based Natural Resources Management (CBNRM) in Namibia

2. DURATION

Contract Date : 01 February 2023
Contract End Date : 01 April 2023
Contract Duration : 44 Calendar Days

3. BACKGROUND/PROJECT DESCRIPTION

The Environmental Investment Fund of Namibia (EIF), in 2015, received accreditation from the Green Climate Fund (GCF). The GCF is a unique global fund, established within the rubric of the UN Framework Convention on Climate Change (UNFCCC), as a financial response vehicle to finance climate change interventions through investing in low-emission and climate-resilient development. The EIF has since (2016) has been accredited to the GCF as a direct access entity in the micro category. To date, EIF has mobilized more than N\$ 500 million climate financing from the GCF for various climate change adaptation and readiness projects.

In the year 2016, The GCF Board meeting approved the proposal entitled “**Empower to Adapt: Creating Climate Change Resilient Livelihoods through Community Based Natural Resources Management (CBNRM) in Namibia**”. The FP024 CBNRM EDA project’s objective is to ensure that local communities within CBNRM areas have reduced vulnerability and increased resilience to the anticipated impacts of climate change by incorporating climate adaptation response strategies into local practices. To that assets, livelihoods, and ecosystem services are protected from climate-induced risks associated with expected droughts, seasonal shifts and other climate change related events. The project targets areas managed by registered Community Based Organisations (CBOs), gazetted Communal Conservancies and Community Forests of the CBNRM Program. It is implemented by the EIF through a Project Management Unit (PMU) and is spearheaded by a Project Steering Committee (PSC).

FP024, incidentally, is also the first project ever that GCF Board awarded under the Enhanced Direct Access (EDA) funding modality and one of only a handful that has been implemented. The EDA funding modality is a fit-for-purpose funding window created to increase local ownership while seeking to empower DEAs.

The project implementation is guided by the two components as outlined below:

Component 1: Capacity Building and Community Support

This component aims to provide technical assistance and training:

- To enhance climate change knowledge and awareness for CBNRM (CBOs) in Namibia.
- Integrate climate monitoring into the CBOs existing monitoring systems.
- Increase community led initiatives and CBOs capacity to access grants under the project

Component 2: Grant Facility for Resilient CBNRM Livelihood in Namibia

This component aims to establish and implement a ring-fenced grant facility targeting the community-based adaptation activities by providing grants funding in the following investments areas/windows in accordance with the eligibility criteria and procedure described in the funding proposal and GCF Investment and Results Management Frameworks:

- Climate-resilient agriculture
- Climate-resilient infrastructures
- Ecosystem based adaptation

The project has awarded a total of 31 grants for community led projects in the communal areas of 13 political regions, (excluding Khomas), the investment windows aimed at improving livelihoods of communities and making them resilient to climate change threats and impacts.

4. CONSULTANCY SERVICES SOUGHT

The EIF, together with the Ministry of Environment, Forestry and Tourism (MEFT) as the GCF Nationally Designated Authority (NDA), hereby seeks a service of an Evaluator or a Consortium of Evaluators or a Consulting Firm with relevant expertise to undertake a Terminal project evaluation of the FP024-CBNRM EDA Project.

5. OBJECTIVES AND PURPOSE OF THE EVALUATION

The scope of the envisaged evaluation should cover project's activities at different levels. At minimum, following must be assessed:

- (a) Institutional set-up: oversight structures, governance and stakeholder participation/consultation.
- (b) Activities, sub-projects, and sub-grants supported; and
- (c) Compliance with GCF investment criteria and national development priorities.

The evaluation will focus on all the sub-projects (sub-grants) and initiatives implemented since 2018 and evaluate their contribution to the results set in the project documents as approved by the GCF. The scope of the FP024 EDA programme evaluation includes the entirety of the programme's activities at the Impact and outcome levels from 2017 to 2022. The evaluation will also assess the projects performance against the GCF investment criteria's: Impact potential, Paradigm shift potential, Sustainable development potential, Needs of the recipient, Country ownership, Efficiency and effectiveness.

Further it will assess other cross-cutting issues, e.g., Environmental and Social Safeguards (ESS), human rights, gender mainstreaming, and capacity development. The evaluation should be forward-looking by drawing lessons from the current EDA programme and propose recommendations for next similar programmes.

FP024 CBNRM EDA project's evaluation is to capture evaluative evidence of its contributions to development results in all landscapes as articulated in the GCF project documents. This evaluation will assess the project's contribution and performance in supporting the national climate change adaptation priorities under the Nationally Determined Contributions (NDC,2021) and other national adaptation policies. The evaluation will capture evidence of the relevance, coherence, effectiveness, efficiency, Gender equity, Country ownership, Innovativeness in results areas, Replication, scalability, and Impact of the programme, which would be used to strengthen future designs of adaptation programmes for Namibia. The evaluation serves an important accountability function, providing national stakeholders and partners in Namibia with an impartial assessment of the results of the FP024 CBNRM EDA project. It will also provide the EIF with insights for strategic re-alignments and prioritization of its future programme cycles.

The evaluation will be carried out within the overall provisions contained in the [GCF evaluation policy](#) obtainable on www.gcf.com. The evaluation will be managed by the EIF of Namibia, with technical support from the GCF.

6. SCOPE AND FOCUS OF THE EVALUATION

In assessing the Project and its alignment to the broader project document, this final evaluation will take into consideration the Overall the questions are aligned with the Green Climate Fund (GCF) evaluation criteria's which are also aligned with the Development Assistance Criteria (DAC) as outline in the next paragraph of this TOR; these are provided as a general framework for the evaluation of the project ,its progress, overall management, credibility of reporting and achievement of results or contributions towards expected results, inclusive of behavioural changes necessary to achieve the expected results.

7. METHODOLOGY

The evaluation will be carried out by an independent evaluation consultant or an Evaluator, under the direct supervision of the AE, FP024 project team. Technical support will also be provided form the GCF evaluation office. The Evaluator should adopt an integrated approach involving a combination of data collection and analysis tools to generate concrete evidence to substantiate all findings. Evidence obtained and used to assess the results of FP024 project support should be triangulated from a variety of sources, including verifiable data on indicator achievement, existing reports, evaluations and technical papers, stakeholder interviews, focus groups, surveys, and site visits. It is expected that the evaluation methodology will comprise of the following elements:

- Review documents (Desk Review)
- Interviews with key stakeholders including project PMU, key AE staff members, government line ministries, development partners, civil society (especially NACSO Secretariat and member organisations), and other relevant partners through a participatory and transparent process
- Consultations with beneficiaries through interviews and/ or focus group discussions done outside providing details on sampling
- Site visits to a sample of projects in all 13 political regions – a representative sample of 3 investment windows
- Survey and/ or questionnaires where appropriate

An evaluation matrix or other methods can be used to map the data and triangulate the available evidence. In line with the AE gender mainstreaming policy, gender disaggregation of data is a key element of all GCF interventions and data collected for the evaluation need to be disaggregated by gender, to the extent possible, and assessed against the programme outputs/outcomes.

8. EXPECTED OUTPUTS AND DELIVERABLES

- (i). Inception report within **(5) days** of award detailing approach of the assignment, proposed methodology, timelines, and budget. This would be a guide of his/her understanding of the assignment and how to go about it; **(Max 10 Pages)**. The inception Report is to present for review and inputs by the PMU, NDA and PSC representatives before finalizing and initiating the data gathering process.
- (ii). Draft Terminal Evaluation Report for FP024 Project Management Unit (PMU), AE, NDA and PSC inputs **(Within (3) weeks of award)**. All reports submitted after AE or GCF review- must be done in two versions (a) Track Changes (b) Clean Word document.
- (iii). One consolidated first evaluation report should be submitted to the AE a week after submission of first draft evaluation report (within **Four weeks of award**). The GCF follows rigorous internal review processes, and the consultant will be expected to address such comments as they arise until the document is approved by the GCF.
- (iv). Final Terminal Evaluation Report **(Within Five Weeks of award)**, including a 2-3-page executive summary, a set of limited and strategic recommendations (not to exceed 10 recommendations total), and response addressing issues raised during presentation of draft (Please refer to the table under section 9 below). The said report should have the structure as outlined in **(Annexure 1)**
- (v). Submit a concise PowerPoint presentation (not exceeding 20 slides) with the review process, findings and recommendations **(Within Five Weeks of award)**.
- (vi). An updated version of the PowerPoint presentation must be submitted with final report; and
- (vii)**. Lead a Stakeholders validation of the Final Report workshop for the Terminal Evaluation. Report from stakeholders' validation and recommendation workshops should include actionable recommendations **(Within Six Weeks of award)**.
- (viii)**. Submit a 20-minute videos with interview recording and brief highlights of the evaluation for knowledge management **(Within Six Weeks of award)**.

9. LEVEL OF EFFORT AND DURATION

The detailed schedule for the evaluation and length of assignment will be discussed with the TE Consultant team prior to the assignment. The total consultancy will be forty-four (44) consultants days' worth stretching over three (3) calendar months.

NO	OUTPUT	% OF PAYMENT	TARGET DATES
	Contracting		01 February 2023
1	Inception Phase	15%	07 February 2023
	Stakeholders Consultation		
	Draft Inception Report		
	Final Inception Report (Agreed methodologies, work plan, timelines, and report structure)		
	Finalize data collection instrument		
2	Data Collection	20%	13 February 2023
	Data collection (Field work to all sampled projects)		
	Data Analysis and Reporting		
3	Draft Terminal Evaluation Report	20%	03 March 2023
	Share draft with stakeholders for input		
	Stakeholders Validation Workshop		
4	Final Terminal Evaluation Report	10%	10 March 2023
5	Submission of Knowledge sharing Videos		
6	Approval by GCF and Dissemination of CBRNM -EDA Evaluation Report	20%	Date to be Communicated
	Incorporation of GCF Inputs and Comments	15%	Date to be Communicated
	Final GCF Approved Evaluation Report		

10. REPORTING AND COMMUNICATION

- (i). The Consultant will be contracted by the AE/EIF.
- (ii). The Consultant will report directly to the Chief Operations Officer (COO) who will supervise the consultancy with support from the Manager: M&E.
- (iii). The Consultant will be required to submit to the Project periodic status update reports, meeting reports for any meetings/consultations held, and copies of any presentations made at meetings/workshops (may be done via e-mail);
- (iv). The Project Team/Staff will provide administrative and coordination support to the project to facilitate meetings/ interviews.
- (v). Travel within the country will be required to facilitate the completion of the consultancy.
- (vi). At the end of the contracted time period, the Project Consultant shall submit all project outputs to the Project Manager/ M&E Unit, which will be assessed for validity and completeness of required information and should be in the desired format specified by the AE/EIF. Once approved by the Project Manager/M&E Unit, all outputs delivered in full or in part become the property of the client to utilize and disseminate as deemed necessary; and
- (vii). All reports will be in English

11. QUALIFICATIONS

- Minimum of master's degree in Project Management, Agriculture, Natural Resource Management, Climate Change, Environmental Management, M&E or equivalent. This must apply at least to the team leader of a consultancy team.
- Minimum of ten (10) years' experience in sustainable agriculture, climate change adaptation, environmental management, agricultural economics, disaster risk management/early warning systems, and conservation, climate change, environmental and agricultural policies. One or two of these must apply at least to the team leader of a consultancy team
- Demonstrated previous experience of project implementation review and evaluation of technical projects utilizing a result-based management methodology – at least 5 projects of comparable type
- Experience in assessing GCF, GEF and other bilateral donor funded projects will be an added advantage (Employees of EIF, MEFT, NASCO and member institutions and their close associates are not eligible to apply)
- Fluency in English (written and spoken)

12. Specific professional experience

- Specific professional experience in designing and /or undertaking or managing large scale evaluations, is a minimum requirement
- Experience in conducting at least 4-5 programme evaluations

- Experience as the lead Evaluator in at least 4-5 programme evaluations
- Experience in evaluation design as well as data collection & analysis
- Strong analytical skills and English proficiency
- Experience of compiling, editing, producing timely evaluation reports
- Evaluation consortiums must have at least one team member who have CBNRM programme experience

13. Response To Proposal Specification

Interested Evaluators must include in their application a detailed technical and financial proposal with the following components in not more than 10 pages:

Interested and eligible candidates should submit

- A CV (maximum 3 pages) outlining profile of the consultant
- A cover letter highlighting their relevant experience for this assignment and indicating how the candidate meets the requirements
- Up to two examples of their work on a previous similar assignment (evaluation or research reports)
- Two references
- A work plan (time and activity schedule) and budget for the assignment, including the estimated number of days and daily rate (in NAD) within 44 days.
- Detailed cost proposal in Namibian Dollars including the number of days you would spend on the assignment and daily fees (budget should cover all costs in-country as well, including local research teams and logistical costs)

14. Submission of proposal

Submit complete applications by email with the title “Application for FP024 CBNRM-EDA Terminal Evaluation” to by 31 December 2022.

15. Evaluation and Award of consultancy/additional

The Environmental Investment Fund - Procurement Unit will evaluate the proposals and award the assignment based on technical and financial feasibility. EIF reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

16. Evaluation Ethics

Evaluation consultant is expected to undertake the evaluation with adherence to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. This evaluation is on GCF funded projects and will adhere to the GCF evaluations standards of; impartial, objective and unbiased. All evaluations will be operationally and analytically unbiased and will uphold the Fund's procedures and policies that address conflicts of interest and those that are specific to the Evaluation Policy for the GCF Page 4 evaluation profession. These include, for example, the United Nations Evaluation Group's (UNEG) Code of Conduct for Evaluations (2008).

Annexures 1 Template of Report

Project interim/final evaluation report should include the following structure in its structure:

- Executive summary
- Introduction (including context, scope, methodology)
- Key strategic findings and conclusions: Where relevant and possible, specifically outline role, impact and issues in project assistance/implementation
- Recommendations (corrective actions for on-going or future work and where relevant if major changes are considered necessary to ensure delivery of expected results as per the FAA with the GCF)
- Summary review matrix/project RRF and achievement by objectives and outputs and outcomes (triangulated with evidence and data)
- Annexes
 - mission reports, list of interviewees, list of documents reviewed and how they were utilised to add value to the evaluation process, data sources used.

Evaluation Criteria

Stage 1: Eligibility and Legal Evaluation

#	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; in the case of private or public companies, Form CM2, CM2A, CM2C and CM29; in the case of close corporations CC1 (the founding statement or amended founding statement where applicable)		
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 Good Standing Tax Certificate from the Receiver of Revenue (NamRA);		
4.	A valid original Good Standing Certificate from Social Security Commission;		
5.	A valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
6.	A duly completed and signed Bid Securing Declaration form		
7.	A duly completed and signed - An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable if it is awarded the contract or part thereof		
OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE			

- Minimum of ten (10) years' experience in sustainable agriculture, climate change adaptation, environmental management, agricultural economics, disaster risk management/early warning systems, and conservation, climate change, environmental and agricultural policies. One or two of these must apply at least to the team leader of a consultancy team
- Demonstrated previous experience of project implementation review and evaluation of technical projects utilizing a result-based management methodology – at least 5 projects of comparable type
- Experience in assessing GCF, GEF and other bilateral donor funded projects will be an added advantage (Employees of EIF, MEFT, NASCO and member institutions and their close associates are not eligible to apply)

Stage 2: Technical Evaluation (Lead Evaluator/Consultant)

#	DESCRIPTION	Criteria		Proportional Value in %	Bidder
1	Relevant Experience			80%	
	Evaluation Methodology/Plan	The planned approach to the assignment	-	20%	
	Minimum of ten (10) years' experience in sustainable agriculture, climate change adaptation, environmental management, agricultural economics, disaster risk management/early warning systems, and conservation, climate change, environmental and agricultural policies.	Proven experience and knowledge in the field of sustainable agriculture, climate change adaptation, environmental management, and others	10 years and above	15%	
			Less than 10 years	10%	
	Experiences in conducting 4-5 programme evaluations	Number of evaluations or similar work conducted	Less than 5 programmes evaluations	10%	
			More than 5 programme evaluations	15%	
	Proven experience with donor funded projects (GCF, GEF and other donors)	Experiences in assessing GCF, GEF and other bilateral donor funded projects	-	10%	
2	Skills and Qualifications			20%	
	Staff with adequate experience in a similar working environment to undertake the assignment.	Minimum of Master's degree in Monitoring & Evaluation, Project Management, Agriculture, Natural Resource Management, Climate Change, Environmental Management or equivalent	Master's degree and Higher Qualifications	10%	

		Proven experiences in designing of data collection tools and coordinating data collection processes	-	10%	
	OVERALL TECHNICAL SCORE			100%	

1.1 Total Technical Score:

The weight Score for Technical Evaluation will be calculated according to the following formula:

Total Technical Score = Technical Documentation Evaluation Score x 0.7

Bidder	Technical Documentation Evaluation (Score × 0.7)	Total Technical Score

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

Stage 3: FINANCIAL EVALUATION

Financial Bid Price Proposal Score

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

The formula for determining financial Bid Price Proposal 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 is the price of the proposal under consideration.

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

Bidder	Bid Price (From lowest to highest)	Financial Score

3.2 Match Funding Score

The applicant will have to indicate and prove that they are able to contribute at least a minimum of 10% of own contribution towards the credit line facility.

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

The formula for determining the Match Funding scores is the following:

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

in which F_s is the Match Funding score,

F_m = is the match funding proposal and

F = the highest match funding proposal offered by the financial intermediary under consideration.

$$\frac{\text{the match funding proposal} \times 100}{\text{the highest match funding proposal}}$$

Bidder	Match Funding Amount (N\$) (From highest to lowest)	Match Funding Score

3.3 Total Financial Score:

The weight Score for Financial Evaluation will be calculated according to the following formula:

$$\text{Total Financial Score} = \text{Financial Bid Price Score} \times 0.7 + \text{Match Funding Score} \times 0.3$$

Bidder	Financial Bid Price Score (Score \times 0.7)	Match Funding Score (Score \times 0.3)	Total Financial Score

1. 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

SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR CONSULTANTS

Proposals

1. Proposals should include the following information which will form part of the bid evaluation for this service:

(a) Requirements in terms of section 50 (1) of the Public Procurement Act, 2015 and as those stipulated in the Supplementary information and Mandatory documents for consultants.

- (i) Company Registration Documents
- (ii) A valid Good Standing with the Receiver of Revenue- NamRA.
- (iii) A valid Good Standing with the Social Security Commission.
- (iv) A valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of section 42 of the Affirmative Action Act, 1998.
- (vi) Must submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.

(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 3 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.

(b) Financial Proposals

2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4) or formal quotation indicating all cost breakdown.
3. The proposals shall be submitted in one original and one copy of the original.

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 Recruitment Consulting Services for *[Provision of Legal Consultancy Services]*

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 employer's 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: _____

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 Diem ³ : 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.