



## **PROCUREMENT MANAGEMENT UNIT**

### **REQUEST FOR PROPOSAL**

#### **PROVISION OF A NATIONAL CONSULTANCY: FOR THE FORMULATION OF TWO (2) - CLIMATE CHANGE PROJECT CONCEPT NOTES FOR THE GCF SUBMISSION**

**Procurement No: SC/RP/ EIF-01/2023**

**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,**

**Due Date for Submission: 27 January 2023**

# Request for Proposal

## LETTER OF INVITATION

Dear Sir/Madam

**Subject: Provision of a National Consultancy: For the Formulation of two (2) - Climate Change Project Concept Notes for the GCF submission**

1. You are hereby invited to submit technical and financial proposals for the provision of a National Consultancy: For the Formulation of two (2) - Climate Change Project Concept Notes for the GCF Submission, 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](mailto:dhamukwaya@eif.org.na) OR [jelagon@eif.org.na](mailto: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](http://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:

<u>Part A:</u>	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.
<u>Part B:</u>	Technical Proposals
<u>Part C:</u>	Financial Proposals

The proposals must be deposited into the bid box on or before: **Friday, 27 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 **30 working days over a maximum of 60 days period** 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

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### **Terms of Reference for National Consultancy: Formulation of Two (2) - Climate Change Project Concept Notes for the GCF submission**

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#### **1. Background**

The Environmental Investment Fund of Namibia (EIF) has been accredited to the Green Climate Fund (GCF) since 2016. To date the EIF has secured funding from the GCF for four (4) projects each worth 10 million USD each. EIF, during 2021/22 secured successful reaccreditation for further 5 years and intend to embark on a new cycle of programming GCF projects under Namibia's new GCF Country Programme Strategy of 2022.

It is in pursuit of the said programming ambition that the EIF intends to submit to the GCF two (2) new climate change project concept notes. These concepts are seeking to target 2 thematic areas/sectors requiring priority climate change adaptation investments i.e., a) sustainable urban agriculture in selected local authorities, and b) artisanal fisheries sector.

To this end, the EIF team has developed two (2) draft concept notes internally thus far. These has been prepared by the team at EIF:

- a) Building resilience of Namibia's peri-urban communities through a sustainable agriculture grant funding mechanism
- b) Strengthening the adaptive capacity of small-scale marine fisheries to climate change through improved livelihoods and food security

However, the developed concept notes need further improvement to meet the requirements of the GCF Investment Framework in terms of sound climate rationale, a well-developed Theory of Change (ToC), strong co-financing, exit strategy, climate innovation and targeting, and define country ownership and implementation arrangement for the proposed project.

Therefore, the main objective of this assignment is for consultant(s) to revise the concept notes through consultative and participatory processes with stakeholders, and in particular to strengthen climate rationale for the proposed project, develop theory of change and address any gaps in the concept note, including received comments/inputs from GCF and other stakeholders.

S/he will work in close collaboration with government counterpart (Ministry of Environment, Forestry and Tourism as NDA) and EIF staff and will be responsible for the overall technical quality and finalized concept note proposal.

It is the EIF's intention to submit these 2 concept notes under GCF's Simplified Approval Process (SAP) funding modality and for possible consideration at one of the GCF Board meetings scheduled in the last half of 2023.

## **2. Aim/Purpose of the Consultancy**

To procure services of a consultant to support the EIF with development/finalisation of the earlier mentioned 2 draft concept notes up to the standards that conform with GCF requirements and are ready for submission to GCF. These will include developing of respective Theories of Change (ToC), strengthening respective climate rationales, and overall improvement of the 2 concept notes.

## **3. Reporting Lines**

The consultancy will be undertaken under the overall supervision of the Chief Operations Officer (COO), and guidance of Namibia's Nationally Designated Authority (NDA), which is the Ministry of Environment Forestry and Tourism (MEFT). The COO will assemble an EIF team, mostly from the Operations Department, that will provide necessary support and backstopping to the consultancy.

## **4. Tasks and Responsibilities:**

- 4.1 Conduct rigorous literature review on programming for the GCF especially familiarising himself/herself/themselves with GCF's SAP funding modality.
- 4.2 Review the current 2 draft concept notes including GCF comments received thus far and strength as necessary.
- 4.3 Facilitate stakeholder engagement (GRN, civil society, CBO, local authorities, UN agencies and other development partners), collect their inputs and incorporate these into envisaged final Concept Notes.
- 4.4 Develop a rigorous climate rationales and Theories of Change for each proposed project that should help the project drive transformational change and paradigm shift for climate change adaptation and mitigation. These must be in line with GCF guidelines.
- 4.5 Support the identification of key new government and stakeholders' initiatives and programmes that can be aligned to the proposed project for synergies, scaling out and identify potential co-financing.
- 4.6 Provide support in improving the project components and its associated interventions such that these should address impacts that resulted from climate change, identify the most responsive actions, their locations and modalities of implementation.
- 4.7 Develop 2 submission-ready Concept Notes which fully align with [GCF Investment Framework criteria](#) and the [GCF Simplified Approval Process \(SAP\) funding proposal preparation guidelines](#).
- 4.8 Support the EIF to respond to and incorporate GCF's first round comments following GCF review of the submitted Concept Notes.
- 4.9 Perform any other duties related to the review and refinement of the concept note as deemed necessary by the EIF.

## 5. Minimum Requirements

- 5.1. MSc degree with a focus on one or combination of the following: Climate Change, Environmental Management, Sustainable Fisheries Management, Sustainable Agriculture, Ecosystem management, natural resources management or related qualifications.
- 5.2. At least 5 or 7 years' experience in formulation of large-scale project proposal and development of feasibility study, with particular experience in climate change financing and international donor funded project proposal development.
- 5.3. Demonstrated experience with similar project proposal development in Namibia and/or other countries.
- 5.4. Demonstrated technical skills in climate change mitigation and adaptation strategies or with focus on adaptation and climate change related livelihood improvement projects.
- 5.5. Some experience with GHG emission reductions accounting methodologies or using other tools will be an added advantage.
- 5.6. Previous experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.

## 6. Duration:

30 working days over a maximum of 60 days.

## 7. Expected start date:

1<sup>st</sup> February 2023 (Not fixed).

## 8. Expected Performance Indicators and Payment Schedule

No	Output	Timeline	% of payment	Target date all in 2023
<b>Contracting</b>				1 <sup>st</sup> February
1.	Inception report on proposed methodology, work plan, strategy etc.	Within 5 days after the contracting date.	30%	6 <sup>th</sup> February
2.	Literature review, review of current 2 draft Concept Notes and GCF comments feedback, provide verbal report to EIF.	Within 10 days of contracting.		10 <sup>th</sup> February

3.	Attend and lead discussions at stakeholder consultative meetings with EIF and NDA support. Also consult some key stakeholders one-on-one as necessary.	To be advised by EIF but within 14 days of contracting.		14 <sup>th</sup> February
4.	Develop and submit to EIF proposals of (a) 2 climate change rationale statements (1 for each Concept Note) and (b) 2 Theory of Change (ToC) diagrams and necessary accompanying narratives, both in compliance with GCF requirements.	Within 16 days after contracting (2 days after step 2).	20%	17 <sup>th</sup> February
5.	Submit first revised draft Concept Note on concept number 1 for EIF review and comment.	Within 7 days after Step 4 i.e. submission of ToC and Climate Rationale.		24 <sup>th</sup> February
6.	Submit second revised draft Concept Note on concept number 2 for EIF review and comment.	Within 7 days after submission of concept nr 1.	20%	3 <sup>rd</sup> March
7.	Incorporate EIF comments, update and submit to EIF updated draft Concept Notes for both concepts. <b>Updates to be submitted in both track changes and clean copy.</b>	Within 4 days after receipt of EIF comments		Concept 1: 1 <sup>st</sup> March Concept 2: 8 <sup>th</sup> March
8.	Present 2 Concept Notes at stakeholder validation meeting (organised by EIF), incorporate stakeholder inputs and resubmit to EIF. <b>Updates to be submitted in both track changes and clean copy.</b>	To be advised by EIF but within 10 days of Step 7.	20%	15 <sup>th</sup> March
9.	Incorporate GCF comments – as necessary - on both Concept Notes. <b>Updates to be submitted in both track changes and clean copy.</b>	Depends on GCF feedback loop.	10%	TBA
<b>TOTAL:</b>			<b>100%</b>	



For procurement enquiries contact:

Mr. David Hamukwaya  
Manager: Procurement Unit  
Email: [dhamukwaya@eif.org.na](mailto:dhamukwaya@eif.org.na)  
Telephone: 061 4317738

For any technical enquiries contact:

Mr. Karl Mutani Aribeb  
Chief Operations Officer  
Email: [KAribeb@eif.org.na](mailto:KAribeb@eif.org.na)  
Telephone: 061 4317701

## 10. Evaluation Criterion

#	DESCRIPTION	Criteria		Proportional Value in %	Bidder
1	<b>Relevant Experience</b>			<b>70%</b>	
	Evaluation Methodology/Plan	The planned approach to the assignment	-	<b>30%</b>	
	At least 5 or 7 years' experience in formulation of large scale project proposal and development of feasibility study, with particular experience in climate change financing and international donor funded project proposal development	Proven experience and knowledge and focus on one or combination of the following: Climate Change, Environmental Management, Sustainable Fisheries Management, Sustainable Agriculture, Ecosystem management, natural resources management or related qualifications.	5 years and above	15%	
	Demonstrated technical skills in climate change mitigation and adaptation strategies or with focus on adaptation and climate change related livelihood improvement projects.	Experience with GHG emission reductions accounting methodologies or using other tools with be an added advantage	-	15%	
	Proven experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.	Experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.	-	10%	
2	<b>Skills and Qualifications</b>			<b>30%</b>	
	<b>Staff with adequate experience in a similar working environment to undertake the assignment.</b>	Minimum MSc degree with a focus on one or combination of the following: Climate Change, Environmental Management, Sustainable Fisheries Management, Sustainable Agriculture, Ecosystem management, natural resources management or related qualifications.	Master's degree and Higher Qualifications	10%	

		Proven experiences in designing of data collection tools and coordinating data collection processes	-	10%	
3	<b>Time Schedule Work Plan</b>	Clear time schedule workplan-meeting the required timelines	-	10%	
	<b>OVERALL TECHNICAL SCORE</b>			<b>100%</b>	

### **1.1 Total Technical Score:**

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

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

### **1.2 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<sub>s</sub> is the financial score,

F<sub>m</sub> 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

### **1.3 Total Score and Final Ranking Bids:**

#### **Calculation of Bid Total Score**

The Total Bid Score, B<sub>s</sub>, will be calculated using weighting factors applied to the financial score and the technical score. The formula for B<sub>s</sub> is:

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

B<sub>s</sub> = the Bid Total Score

T<sub>s</sub> = the Technical Score

F<sub>s</sub> = the Financial Score

Bidder	Technical (Score × 0.7)	Financial (score × 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 5 years (Form F-3).
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the way 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:

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

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 Services<sup>1</sup>****Remuneration:**

Consultant Name	Monthly Rate (in currency)	Working Months	Total Cost (in currency)
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_____	_____	_____	_____
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Sub-Total (Remuneration) \_\_\_\_\_

**Out-of-Pocket Expenses<sup>2</sup> :**

(a) Per Diem <sup>3</sup> : Room Charge	Subsistence	Total	Days
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_____	_____	_____	_____
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(b) Air fare \_\_\_\_\_

(c) Lump Sum Miscellaneous Expenses<sup>4</sup> : \_\_\_\_\_

Sub-Total (Out-of-Pocket) \_\_\_\_\_

Contingency Charges: \_\_\_\_\_

**Total Estimate:** \_\_\_\_\_

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

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

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

<sup>4</sup> 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.