



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

PROVISION OF JOB GRADING AND EVALUATION SERVICES FOR THE ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA FOR A PERIOD OF THREE YEARS

Procurement No: SC/RP/ EIF-06/2026

Name of Bidder		
E-mail Address		
Postal Address		
Contact Phone Number	Work:	Mobile:
Contact Person		

AMENDED VERSION 1/2026

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

Initials_____

Request for Proposal

LETTER OF INVITATION

08 September 2026

Dear Sir/Madam

Subject: Provision of Job Grading and Evaluation Services for Environmental Investment Fund of Namibia a period of three years

- You are hereby invited to submit technical and financial proposals for the provision of Job Grading and Evaluation Services for Environmental Investment Fund of Namibia a period of three years which could form the basis for future negotiations and ultimately, a contract between you and EIF.
 - 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.
 - 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.
 - (b) a sample format of the Service Contract under which the service will be performed
 - Any request for clarification should be forwarded in writing to EIF- Procurement Unit DHamukwaya@eif.org.na.
 - 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.
- **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.

Initials_____

- (b) Proposals from consultant 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) Consultant should submit a statement on past and present declaration of ineligibility, if any, by any local/international consultant or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

- **Submission of Proposals**

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

Part A: Mandatory documents and Technical Proposals

Part B: Financial Proposals

The proposals must be deposited into the bid box on or before: **Monday, 19 October 2026 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00PM.**

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

- **Documents comprising the Bids**

The Bid submitted by the Bidder shall comprise the following:

1. A certified copy of company Registration Certificate.
2. A valid original/certified copy good Standing Tax Certificate.
3. A valid original/certified copy good Standing Certificate from Social Security Commissioner.
4. A valid original/certified copy of Affirmative Action Compliance Certificate, proof from 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.

- **Deciding Award of Contract**

Only 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 breakdown and other clarifications to the proposals submitted by you, as may be required to judge the reasonableness of your price proposals.

- **Rights for the EIF**

- (a) Please note that EIF IS not bound to select any of the consultant 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.

- **Duration of Assignment**

The consultant will work for a maximum period of **(3) three years** from the date of signing of the contract.

- **Validity of Proposal**

You are requested to hold your proposal valid for one hundred and **eighty (180) 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.

- **Commencement date of Assignment**

Assuming that the contracting process be satisfactorily concluded within **October 2026**, you will be expected to take up/commence with the assignment in **November 2026**.

- **Tax Liability**

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

- **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.

- **Conformation of Invitation to submit proposal**

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

- i. your acknowledgment of the receipt of this Letter of Invitation within seven (7) working days and
- ii. further indicate whether you will be submitting the proposal.

Initials_____

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

Yours faithfully,



David H. Hamukwaya

Head: PMU and Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary information and mandatory documents for consultants.

TERMS OF REFERENCE

PROVISION OF JOB GRADING AND EVALUATION SERVICES FOR ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA A PERIOD OF THREE YEARS

SEPTEMBER 2026

1. Introduction

The Environmental Investment Fund of Namibia (EIF) invites suitably qualified and experienced service providers to submit quotations for the provision of Job Grading and Evaluation Services for approximately 47 positions across the organisation and additional for a period of three years.

The objective of this assignment is to establish a fair, transparent, equitable and market-aligned job grading structure that supports organisational effectiveness, internal equity, external competitiveness, and compliance with good human resource management practices.

2. Background

The Environmental Investment Fund of Namibia (EIF) is a State-Owned Enterprise established under the Environmental Investment Fund Act (Act No. 13 of 2001) to mobilise and manage financial resources for environmental protection, climate resilience and sustainable development.

As the organisation continues to grow and evolve, EIF seeks to review and evaluate its organisational positions to ensure that jobs are appropriately graded, aligned to organisational strategy, internally equitable, externally competitive and consistent with recognised job evaluation principles.

EIF therefore intends to appoint an experienced service provider to undertake a comprehensive job grading and evaluation exercise using the Patterson Job Evaluation System.

3. Scope of Work

The successful bidder shall be required to:

- Review the current organisational structure.
- Analyse and refine existing job descriptions using the EIF Job Description Template prior to job evaluation.
- Engage with management and incumbents where necessary to validate job information.
- Conduct job evaluation and grading of approximately 47 and more roles using the Patterson Job Evaluation System.
- Review internal job relativities and recommend an equitable grading structure.
- Benchmark all evaluated positions against relevant Namibian and regional market data.

- Conduct a benchmarking analysis of executive remuneration, including salaries, benefits and total reward structures.
- Assess how comparable public entities and State-Owned Enterprises are addressing executive remuneration within the framework of the Public Enterprises Governance Act (PEGA) while remaining competitive in attracting and retaining executive talent.
- Identify grading anomalies and provide recommendations for addressing inequities.
- Present draft findings to Management for validation.
- Submit a comprehensive final report with recommendations and an implementation plan.

4. Technical Requirements

4.1 Methodology

The bidder shall demonstrate a clear methodology that includes:

- Application of the **Patterson Job Evaluation System** (proof of current licence/subscription must be provided).
- Job analysis and validation approach.
- Review and refinement of job descriptions.
- Stakeholder consultation methodology.
- Market salary benchmarking methodology.
- Internal equity assessment.
- External competitiveness assessment.
- Quality assurance procedures.
- Project implementation plan with timelines.

4.2 Experience and Expertise

The bidder must demonstrate:

- A minimum of **10 years' experience** in Job Evaluation, Job Grading, Organisational Development or Human Capital Consulting.

- Successful completion of at least **three (3) or more similar Patterson Job Evaluation assignments** during the last **five (5) years**.
- Experience conducting executive remuneration benchmarking.
- Experience working with State-Owned Enterprises, public entities or comparable organisations.
- Certified client reference letters confirming satisfactory completion of similar assignments.

4.3 Team Composition

The bidder shall provide:

- CVs of all proposed key personnel.
- Certified copies of qualifications (not older than three months).
- Proof of professional registration where applicable.
- Proof of accreditation to use the Patterson Job Evaluation System.
- Relevant professional certifications in Human Resources, Job Evaluation, Organisational Development or Reward Management.

4.4 Deliverables

The successful consultant shall provide:

- Refined and validated Job Descriptions Reports.
- Patterson Job Evaluation Report for all 47 or more positions.
- Recommended Job Grading Structure.
- Internal Equity Assessment Report.
- Market Salary Benchmarking Report.
- Executive Remuneration Benchmarking Report.
- Comprehensive Final Report with findings and recommendations.
- Implementation Guidelines and Roadmap.
- Presentation of findings to Executive Management and/or the Board.

5. Financial Proposal

The financial proposal shall include:

- Cost per deliverable (where applicable) for one position per year.
- Provide a breakdown of costs by position level, clearly distinguishing between Support Positions, Middle Management, and Senior Management per each year.
- VAT (if applicable).
- Validity period of the quotation per year.

6. Technical Evaluation Criteria

To substantiate compliance with the technical requirements, bidders shall submit a comprehensive technical proposal addressing the requirements below.

Description	Marks
1. Methodology and Work Plan a. Technical Approach and Methodology (20 Marks) Demonstrate a clear understanding of the assignment, including the Patterson Job Evaluation methodology, job analysis process, stakeholder engagement, market benchmarking, executive remuneration benchmarking and implementation approach. b. Work Plan (20 Marks) Detailed work plan showing project phases, timelines, milestones and deliverables.	40
2. Overall Ability and Capability to Perform a. Years of Experience (15 Marks) Lead Consultant/Project Manager: • 10 years or more = 15 Marks • 8–9 years = 10 Marks • 5–7 years = 5 Marks • Less than 5 years = 0 Marks b. Similar Assignments (15 Marks) Completion of at least three Patterson Job Evaluation assignments within the past five years (supported by Form F4 and completion certificates/reference letters).	45

c. References (Company) and Testimonials (15 Marks) • Three or more satisfactory reference letters = 15 Marks • Two reference letters = 10 Marks • One reference letter = 5 Marks • None = 0 Marks	
3. Profile of Key Personnel Qualifications and competence of personnel assigned to the project. Lead Consultant must possess: • Master's degree in Human Resource Management, Industrial Psychology or Organisational Development. • Accreditation in the Patterson Job Evaluation System. • Relevant professional certification such as SABPP (CHRP/MHRP), CIPD, SHRM-SCP, Certified Compensation Professional (CCP), or equivalent. Scoring: • Meets all requirements = 15 Marks • Academic qualification only = 10 Marks • Bachelor's degree only = 5 Marks • Does not meet minimum requirements = 0 Marks	15

Only bidders obtaining a minimum technical score of 70 (70 out of 100 marks) shall qualify for the financial evaluation.

7. Submission Requirements

Interested bidders shall submit:

- Company Profile.
- Technical Proposal.
- Financial Proposal.
- Proof of Patterson Job Evaluation System licence/subscription.
- CVs of Key Personnel.
- Certified copies of qualifications and professional certifications.
- Company Registration Documents.

- Valid Tax Compliance Certificate.
- Good Standing Certificates (where applicable).
- Three (3) recent client reference letters for similar assignments.
- List of similar projects undertaken during the past five (5) years (Form F4).

8. Enquiries

Mr Joseph Tjakwanda

Training, Performance Management and Organisational Development Specialist

jtjakwanda@eif.org.na

Human Capital and Corporate Services

Environmental Investment Fund of Namibia (EIF)

Evaluation Criteria

1. Eligibility Evaluation

No.	ELIGIBILITY	Yes	No
1.	Is the Bidder under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter?		
2.	Does the bidder appear on any of the development bank ineligibility lists as follows: - African Development Bank https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures - Asian Development Bank, http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999 - European Bank for Reconstruction and Development, http://www.ebrd.com/pages/about/integrity/list.shtml - Inter-American Development Bank Group, http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html - World Bank Group, http://www.worldbank.org/en/projects-operations/procurement/debarred-firms		
3.	Does the bidder appear on the debarred/blacklisted in the Republic of Namibia? PROCUREMENT - MFPE - Portal Ariel (gov.na) https://mfpe.gov.na/procurement		

NOTE: Bidders found under a declaration of ineligibility by the above structures will not be evaluated further and therefore will be disqualified.

2. Legal/Compliance Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	Bidder must submit Original/Certified copy of either: (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia. (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.		

	(iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or (iv) agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements. - <i>For Namibian bidders only</i> - <i>International bidders are required to submit company registration documents from their respective jurisdiction company registration authority.</i> - <i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i>		
2.	Bidder must submit a valid original or certified copy of an original Good Standing Tax Certificate; ➤ The certificate should be valid at the deadline of submission of bid. ➤ Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963 - <i>For Namibian bidders only</i> - <i>In the case of local & international bidder Joint Ventures (JV), the local bidder must comply with the above.</i>		
3.	Bidder must submit a valid original or certified copy of an original Good Standing Social Security Certificate? ➤ The certificate should be valid at the deadline of submission of bid. ➤ Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963 - <i>For Namibian bidders only</i> - <i>In the case of local & international bidder Joint Ventures (JV), the local bidder must comply with the above.</i>		
4.	Has the Bidder provided a valid certified copy of Affirmative Action Compliance Certificate or 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; ➤ The certificate should be valid at the deadline of submission of bid ➤ Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963 ➤ In the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report from		

	the period following the date when the certificate was issued should be submitted with the technical proposal - <i>For Namibian bidders only</i> - <i>In the case of local & international bidder Joint Ventures (JV), the local bidder must comply with the above.</i>		
5.	Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015 - <i>For Namibian bidders only</i> - <i>In the case of local & international bidder Joint Ventures (JV), the local bidder must comply with the above.</i>		
6.	Fully completed and signed Bid Submission Form		
OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE			

NOTE: 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 not be evaluated further.

3. Conflict of Interest

No.	CONFLICT OF INTEREST	Yes	No
1.	Does the bidder have a controlling partner in common with one or more parties in this bidding process? OR Does the bidder receive or have the bidder received any direct or indirect subsidy from any of the controlling partners?		
2.	Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
3.	Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
4.	Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		

NOTE: All Bidders found to have a conflict of interest shall be disqualified.

NOTE: The conflict of interest will be evaluated throughout all the stages of the evaluation process.

Initials_____

4. Technical Evaluation

#	DESCRIPTION	Proportional value
1.	1. Methodology and Work Plan a. Technical Approach and Methodology (20 Marks) Demonstrate a clear understanding of the assignment, including the Patterson Job Evaluation methodology, job analysis process, stakeholder engagement, market benchmarking, executive remuneration benchmarking and implementation approach. b. Work Plan (20 Marks) Detailed work plan showing project phases, timelines, milestones and deliverables.	40
2.	2. Overall Ability and Capability to Perform a. Years of Experience (15 Marks) Lead Consultant/Project Manager: • 10 years or more = 15 Marks • 8–9 years = 10 Marks • 5–7 years = 5 Marks • Less than 5 years = 0 Marks b. Similar Assignments (15 Marks) Completion of at least three Patterson Job Evaluation assignments within the past five years (supported by Form F4 and completion certificates/reference letters). c. References (Company) and Testimonials (15 Marks) • Three or more satisfactory reference letters = 15 Marks • Two reference letters = 10 Marks • One reference letter = 5 Marks • None = 0 Marks	45
3.	3. Profile of Key Personnel Qualifications and competence of personnel assigned to the project. Lead Consultant must possess: • Master's degree in Human Resource Management, Industrial Psychology or Organisational Development. • Accreditation in the Patterson Job Evaluation System. • Relevant professional certification such as SABPP (CHRP/MHRP), CIPD, SHRM-SCP, Certified Compensation Professional (CCP), or equivalent.	15

	Scoring: • Meets all requirements = 15 Marks • Academic qualification only = 10 Marks • Bachelor's degree only = 5 Marks • Does not meet minimum requirements = 0 Marks	
	OVERALL TECHNICAL SCORE	100

Note: Bidders obtaining more than 70 of the Total Technical Score shall qualify for the financial evaluation. Bidders scoring less than 70 marks will not be eligible for further evaluation.

5. Financial Evaluation

i. Financial Bid Price Proposal Score

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

Bidders shall provide their fees for evaluating and grading positions within the various job categories anticipated by EIF. The financial evaluation will be based on **one position in each category over the three-year contract period.**

No.	Job Category	Estimated No. of Positions	Year 1	Year 2	Year 3	Total 3-Year Cost
1	Executive/Top Management	1	N\$	N\$	N\$	N\$
2	Senior Management	1	N\$	N\$	N\$	N\$
3	Professional/Specialist	1	N\$	N\$	N\$	N\$
4	Middle Management	1	N\$	N\$	N\$	N\$
5	Administrative/Support	1	N\$	N\$	N\$	N\$
6	Technical/Operational	1	N\$	N\$	N\$	N\$
	Total		N\$	N\$	N\$	N\$

The financial score will be calculated as follows:

Financial Score = (Lowest Evaluated Bidder's Cost on Total 3-Year Cost ÷ Bidder's Evaluated Total 3-Year Cost) × 30 (Financial Weight)

Initials_____

ii. **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

Labour Act Compliance Form



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:

Registration Number:

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tell No.:

Fax No.:

Email Address:

Postal Address:

Full name of Owner/Accounting Officer:

.....

Email Address:

.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I [insert full name],
owner/representative

of [insert full name of
company]

hereby undertake in writing that my company will at all relevant times comply
fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective
Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section
138 of the labour Act, 2007, which include but not limited to the cancellation of the
contract/licence/grant/permit or concession.

Signature:

Date:

Seal:

Please take note:

6. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
7. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

Initials_____

**SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR
CONSULTANT**

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.
- v. Must submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.

(a) Technical Proposals

- (i) Curriculum Vitae (Form F-2).
- (ii) An outline of three recent experiences on assignments/ projects of similar nature executed during the last 5 years (Form F-4).
- (iii) A description of the way the consultant would plan to execute the work.

(b) Financial Proposals

- (i) The financial proposals should be given in the form of a summary of the contract estimate (Form F- 5) or formal quotation indicating all the cost breakdown.
- (ii) The proposals shall be submitted in one 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 the 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: _____

**provision of Job Grading and Evaluation Services for Environmental Investment
Fund of Namibia a period of three years**

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: _____

Initials _____

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: _____

Consent Letter for use of CV
(To be duplicated per CV submission)

Name, Surname

Postal Address

(Town/City)

(Country)

Email:

Cell:

Date:

The Environmental Investment Fund of Namibia
8933 Heinitzburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,
Windhoek
Namibia
Tel: +264 61 431 7700

TO WHOM IT MAY CONCERN

SUBJECT: SC/RP/EIF-06/2026: PROVISION OF JOB GRADING AND EVALUATION SERVICES FOR ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA A PERIOD OF THREE YEARS

- THE BID: PROVISION OF JOB GRADING AND EVALUATION SERVICES FOR ENVIRONMENTAL INVESTMENT FUND OF NAMIBIA A PERIOD OF THREE YEARS

I **(name & surname)** of Namibian Identity Number **(insert ID Number)** (also appended hereto) residing at (insert residential address); herewith give due consent to **(insert bidder's company name and company registration number)** to use my Curriculum Vitae for the sole purposes of bidding for the abovementioned bid.

Sincerely Yours

(Name and surname)

DATE

Initials_____

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST
(FIVE) 5 YEARS**

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

Sl. No	Name of assignment	Name of Project	Owner or Sponsoring consultant	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

(To be submitted in a separate closed envelope)

No.	Job Category	Estimated No. of Positions	Year 1	Year 2	Year 3	Total 3-Year Cost
1	Executive/Top Management	1	N\$	N\$	N\$	N\$
2	Senior Management	1	N\$	N\$	N\$	N\$
3	Professional/Specialist	1	N\$	N\$	N\$	N\$
4	Middle Management	1	N\$	N\$	N\$	N\$
5	Administrative/Support	1	N\$	N\$	N\$	N\$
6	Technical/Operational	1	N\$	N\$	N\$	N\$
	Total		N\$	N\$	N\$	N\$

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 Reimbursable at cost with supporting documents/receipts unless otherwise specified.² Per Diem is fixed per calendar day and need not be supported by receipts.³ 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.

DECLARATION OF CONFLICT OF INTEREST

(For Bidders / Suppliers / Service Providers)

Procurement Reference Number _____

Procurement Description _____

Name of Bidder / Company _____

Registration Number: _____

Physical Address _____

Contact Person _____

Contact Details _____

1. Declaration

1.1 I/We, the undersigned, hereby declare that: 1. I/We have read and understood the provisions relating to Conflict of Interest as required by the Environmental Investment Fund (EIF) and applicable public procurement laws and regulations of the Republic of Namibia.

1.2 I/We declare that neither the bidder, its directors, shareholders, partners, nor key personnel have any direct or indirect personal, financial, business, or other interest with:

- o Any EIF staff member,
- o Any member of EIF Management, or
- o Any member of the EIF Board,

Except as disclosed below:

2. Disclosure of Interest (if applicable)

☐ No conflict of interest exists.

☐ A conflict of interest exists, details of which are disclosed below:

2.1 Name of EIF staff/Board/Management member: _____

2.2 Nature of relationship or interest: _____

(e.g. family relationship, business partnership, shareholding, consultancy, etc.)

Initials _____

2.3 Extent of interest (direct/indirect) _____

2.4 Any mitigating measures taken or proposed _____

____ (Attach additional pages if necessary)

3. Undertaking

I/We undertake to:

- Immediately notify the EIF in writing should any conflict of interest arise during the procurement process or execution of any resulting contract.
- Accept that failure to disclose any conflict of interest may result in disqualification, termination of contract, or any other remedial action as deemed appropriate by the EIF.

I/We further confirm that the information provided in this declaration is true, correct, and complete to the best of my/our knowledge.

4. Authorised Signatory

Full Name : _____

Designation : _____

Signature : _____

Date : _____

<<<< END >>>>