



## **PROCUREMENT MANAGEMENT UNIT**

### **REQUEST FOR PROPOSAL**

#### **FOR**

### **PROVISION OF CONSULTANCY: TO REVISE AND STRENGTHEN AN ADAPTATION FUND CONCEPT NOTE ON CLIMATE-SMART VILLAGES FOR GROUP RESETTLEMENT FARMS IN NAMIBIA**

**Procurement No: SC/RP/ EIF-12/2025**

|                             |              |                |
|-----------------------------|--------------|----------------|
| <b>Name of Bidder</b>       |              |                |
| <b>E-mail Address</b>       |              |                |
| <b>Postal Address</b>       |              |                |
| <b>Contact Phone Number</b> | <b>Work:</b> | <b>Mobile:</b> |
| <b>Contact Person</b>       |              |                |

**Due Date for Submission: Friday, 13 March 2026 @12H00**

**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, Avas Valley,  
Windhoek, Tel: +264 61 431 7700**

# Request for Proposal

## LETTER OF INVITATION

16 February 2026

**Subject: Provision of Consultancy: To Revise and Strengthen an Adaptation Fund Concept Note on Climate-Smart Villages for Group Resettlement Farms in Namibia**

1. You are hereby invited to submit technical and financial proposals for the Provision of a consultant to Revise and Strengthen an Adaptation Fund Concept Note on Climate-Smart Villages for Group Resettlement Farms in Namibia which could form the basis for future negotiations and ultimately, a contract between you and EIF.
2. The purpose of this assignment is to:

The overall objective of this consultancy is to revise, strengthen, and repackage the existing Adaptation Fund Concept Note to enhance its technical quality, climate rationale, relevance, and fundability, with a specific focus on Group Resettlement Farms and climate-smart village development in Namibia.

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 the consultant.
4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit [Procurement@eif.org.na](mailto:Procurement@eif.org.na) or [DHamukwaya@eif.org.na](mailto:DHamukwaya@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.

Bidders 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.

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## 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: **Friday, 13 March 2026 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. Documents comprising the Bids

The Bid submitted by the Bidder shall comprise the following:

- (i) An original/certified copy of company Registration Certificate.
- (ii) A valid original/certified good Standing Tax Certificate.

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- (iii) A valid original/certified copy good Standing Social Security Certificate.
- (iv) A valid original/certified copy of 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) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, the Remuneration Order, and Award, where applicable and that it will abide by sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

## **9. Deciding Award of Contract**

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.

## **10. Rights for Public Entity**

- (a) Please note that the EIF is not bound to select any of the Consultants' submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment.

## **11. Duration of Assignment**

The assignment is expected to be completed within **40 calendar days** from the date of contract signing. A detailed workplan and timeline shall be proposed by the consultant and agreed upon with EIF.

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## **12. Validity of Proposal**

You are requested to hold your proposal valid for ninety (90) days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Environmental Investment Fund of Namibia will make its best efforts to finalize the agreement within this period.

## **13. Commencement date of Assignment**

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

## **14. Tax Liability**

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

## **16. 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 you will be submitting the proposal.

**17.** 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.

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## 1. NOTICE TO BIDDERS

1. Please take note to initial pages as per the responsiveness criteria checklist of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.
2. Take note to sign all relevant pages as stipulated in the standard bidding document.
3. Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatures.
4. Take note to duly fill in all forms, sign and/or stamp as required.
5. Take note that no copies of scanned or copies of certified copies for original documents will be accepted.

| No. | SECTION OF SBD   | REQUIREMENT   | YES/NO | SIGNATURE |
|-----|--|---|--------|-----------|
| 1.  | <b>Labour Act Compliance Form</b>                      | Have you completed, initialled and signed this form?<br><b>MANDATORY</b>                                  |        |           |
| 2.  | <b>Form F-1 Bid Submission</b>                         | Have you completed, initialled and signed this form?<br><b>MANDATORY</b>                                  |        |           |
| 3.  | <b>Form F-2 CVs</b>                                    | Have you submitted and initialled all pages of each CV?<br><b>MANDATORY</b>                               |        |           |
| 4.  | <b>Form- F-3 Consent Letter for use of CV</b>          | Have you submitted and initialled all Consent Letter for each CV submitted?<br><b>MANDATORY</b>           |        |           |
| 5.  | <b>Form F-4 Assignments of similar nature</b>          | Have you submitted and initialled all reference letters as required?<br><b>MANDATORY</b>                  |        |           |
| 6.  | <b>Form F-5 Cost Estimate of Services</b>              | Have you initialled all pages of the cost estimates submitted in a separate envelope?<br><b>MANDATORY</b> |        |           |
| 7.  | <b>Annexure 4- Declaration of Conflict of Interest</b> | Have you completed and declared the conflict of interest?<br><b>MANDATORY</b>                             |        |           |

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## 2. Instructions to Consultants – Data Sheet

[Comments in brackets provide guidance for the preparation of the Data Sheet; they should not appear on the final RFP to be delivered to the shortlisted Consultants]

| 1. Paragraph Reference |  |
|------------------------|--|
| 1.1                    | Name of the Client: <b>Environmental Investment Fund of Namibia (EIF)</b><br><br>Method of selection: <b>Selection of Consultant- Individual Based (SCIB)</b>  |
| 1.2                    | Financial Proposal to be submitted together with Technical Proposal:<br><b>Yes, and in separate envelopes.</b><br><br>Name of the assignment is: <b>Provision of Consultancy: To Revise and Strengthen an Adaptation Fund Concept Note on Climate-Smart Villages for Group Resettlement Farms in Namibia</b> |
| 1.3                    | A pre-proposal conference will be held: <b>No</b><br><br><hr/> The Client’s representative is: <b>Mr. Karl Aribeb</b><br>Address: <b>EIF Head Office, Windhoek</b><br>Telephone: <b>+264 61 431 7700</b><br>E-mail: <b>KAribeb@eif.org.na</b>  |
| 1.4                    | The Client envisages the need for continuity for downstream work:<br><b>No</b>   |
| 1.5                    | Proposals must remain valid <b>90 days</b> after the submission date.  |

|     |  |
|-----|--|
| 2.1 | Clarifications may be requested not later than <i>14</i> days before the submission date.<br>The address for requesting clarifications is:<br><b>Procurement Management Unit</b><br>E-mail: <a href="mailto:Procurement@eif.org.na">Procurement@eif.org.na</a> |
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|-----|--|
| 2.2 | Shortlisted Consultants may associate with other shortlisted Consultants: <b>No</b>  |
| 3.1 | The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal (FTP)</b>  |
| 3.2 | Training is a specific component of this assignment: <b>Yes</b>  |
| 3.3 | Bid security <b>shall not</b> be required.   |
| 3.4 | Consultant must submit the <b>original and two (2) copies</b> of the Technical Proposal, and the <b>original</b> of the Financial Proposal.  |
| 3.5 | <p>The Proposal submission address is:<br/> <b>1st Floors, 8933 Heinitzburg Heights, c/o Heinitzburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia</b></p> <p>Proposals must be submitted not later than the following date and time:<br/> <b>Friday, 13 March 2026</b><br/> <b>At 12H00</b></p> |

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**TERMS OF REFERENCE (TOR)**

**Consultancy Services to Revise and Strengthen an Adaptation Fund Concept Note  
on Climate-Smart Villages for Group Resettlement Farms in Namibia**

**1. BACKGROUND AND CONTEXT**

Namibia is highly vulnerable to the adverse impacts of climate change, including rising temperatures, recurrent and prolonged droughts, increasing water scarcity and declining agricultural productivity. These climate-related stresses disproportionately affect vulnerable rural communities whose livelihoods depend heavily on climate-sensitive water, energy and food systems.

The Environmental Investment Fund of Namibia (EIF) was accredited to the Adaptation Fund (AF) on 9 July 2025, thereby becoming eligible to access climate change financing from the AF on behalf of Namibia. Following its accreditation, the EIF resumed its climate programming efforts. As part of its accreditation process, the EIF and the Ministry of Environment, Forestry and Tourism (MEFT) and Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR) proactively developed a Concept Note entitled “Establishing Climate Smart Villages using successfully piloted Small-Scale Groundwater Desalination powered by Hybrid Renewable Energy to achieve a Water–Energy–Food Nexus Sustainability”, aimed at addressing the adverse impacts of climate change at selected group resettlement farms and similar hamlets.

However, through further internal assessments, the EIF identified a handful of shortcomings in the existing Concept Note, viz, the baseline data is outdated, having been developed in 2023; the climate rationale requires strengthening; it needs to be aligned with AF’s requirements; and there is a need to enhance the overall quality of the Concept Note.

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EIF therefore seeks the services of a qualified and experienced consultant to revise, strengthen and repackage the Concept Note for submission to the Adaptation Fund. The revised Concept Note will be re-modelled to focus explicitly on Group Resettlement Farms and will clearly demonstrate a robust climate rationale, strong alignment with climate finance expectations, and the application of climate-smart development principles.

Furthermore, the assignment may require re-aligning the baseline findings with prevailing conditions and re-engaging relevant stakeholders to ensure the Concept Note is informed by current realities and stakeholder inputs.

## **2. PURPOSE OF THE CONSULTANCY**

The overall objective of this consultancy is to revise, strengthen, and repackage the existing Adaptation Fund Concept Note to enhance its technical quality, climate rationale, relevance, and fundability, with a specific focus on Group Resettlement Farms and climate-smart village development in Namibia.

## **3. SCOPE OF WORK**

The consultant will be required to undertake, but not be limited to the following tasks:

- 3.1. Review the existing Concept Note, baseline information, and all relevant background materials in line with EIF, MEFT and MAFWLR priorities and against AF's requirements.
- 3.2. Assess gaps and weaknesses in the current Concept Note, particularly with respect to:
- 3.3. Climate rationale and climate risk analysis;
  - (a). Alignment with Adaptation Fund standards;
  - (b). Articulation of climate-smart village principles;
  - (c). Integration of water–energy–food nexus approaches;
  - (d). Focus on Group Resettlement Farms and vulnerable rural communities.

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- 3.4. Undertake supplementary consultations with relevant stakeholders, as necessary, to validate assumptions and inform revisions. These must include selected officials of MEFT and MAFWLR.
- 3.5. Update and strengthen the climate rationale using recent climate data, projections and vulnerability assessments relevant to Namibia and the targeted Group Resettlement Farms.
- 3.6. Review and update baseline information to reflect prevailing climatic, socio-economic and environmental conditions.
- 3.7. Re-model the Concept Note to explicitly target Group Resettlement Farms as primary beneficiaries.
- 3.8. Strengthen adaptation logic, including problem statements, theory of change, results framework and adaptation outcomes.
- 3.9. Repackage the Concept Note to improve clarity, coherence, technical quality and compliance with Adaptation Fund standards.
- 3.10. Incorporate comments and guidance provided by EIF throughout the assignment.

#### **4. DELIVERABLES**

The consultant shall be expected to submit the following deliverables:

- a) Inception Report: outlining the proposed approach, methodology, workplan and timeline.
- b) Gap Analysis Report: identifying key weaknesses and areas of improvement in the existing Concept Note relative to Adaptation Fund requirements.
- c) Draft Revised Concept Note: fully aligned to the Adaptation Fund requirements.
- d) Updated Baseline Information reflecting current conditions.
- e) Final Revised Concept Note: incorporating EIF feedback and ready for submission to the Adaptation Fund.

All deliverables shall be submitted in editable electronic format (MS Word).

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## **5. DURATION OF THE ASSIGNMENT**

The assignment is expected to be completed within 40 calendar days from the date of contract signing. A detailed workplan and timeline shall be proposed by the consultant and agreed upon with EIF.

## **6. REPORTING AND COORDINATION**

The consultant will report to the EIF and work under the overall supervision of the Chief Operations Officer (COO). The consultant will be required to provide regular progress updates throughout the duration of the assignment. All deliverables will be subject to review and approval by EIF.

## **7. QUALIFICATIONS AND EXPERIENCE**

The consultant should possess the following minimum qualifications and experience:

- (a). MSc degree with a focus on one or combination of the following; Climate Change, Environmental Science, Natural Resources Management, Water Resources Management, Renewable Energy, Development Studies, Sustainable Agriculture, Natural Resource Management or a related field.
- (b). At least 5 years of experience in climate change adaptation and climate finance proposal development.
- (c). Demonstrated experience in proposal development preferring in the areas of climate change, environmental/natural resources management and rural development.
- (d). Proven expertise in conducting climate vulnerability and risk assessments.
- (e). Experience working with vulnerable rural communities, including resettlement or smallholder farming contexts.
- (f). Previous experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.
- (g). Excellent analytical, writing and stakeholder engagement skills.

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## 8. PAYMENT SCHEDULE

Payments shall be linked to satisfactory completion and approval of deliverables, in accordance with EIF's contractual arrangements.

## 9. SUBMISSION REQUIREMENTS

Interested consultants are requested to submit the following:

- (a). A brief Technical Proposal outlining understanding of the assignment, approach and methodology.
- (b). A Financial Proposal, submitted as a lump-sum quotation in Namibian Dollars (NAD), clearly indicating the total professional fees inclusive of all applicable costs, including but not limited to taxes, travel, subsistence, and any other related expenses.
- (c). Curriculum Vitae(s) highlighting relevant experience.
- (d). At least three references from similar assignments and evidence of similar assignments undertaken.

## 10. EVALUATION CRITERIA

Proposals will be evaluated in accordance with the EIF procurement guidelines using the following criteria:

| <b>Criterion</b>  | <b>Weight (%)</b> |
|---|-------------------|
| Understanding of the assignment and proposed methodology      | 40                |
| Relevant experience and technical expertise                   | 45                |
| Qualifications and competence of the staff for the assignment | 15                |
| Financial quotation (cost-effectiveness)                      | -                 |
| <b>Total</b>  | <b>100</b>        |

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**11. GENERAL AND TECHNICAL QUERIES TO BE ADDRESSED TO:**

**General Inquiries**

Mr. David Hamukwaya

Manager: Procurement Unit

Email: [DHamukwaya@eif.org.na](mailto:DHamukwaya@eif.org.na)

Telephone: +264 61 431 7745

**For any technical enquiries please contact:**

Mr. Karl Mutani Aribeb

Chief Operating Officer

Email: [KAribeb@eif.org.na](mailto:KAribeb@eif.org.na)

Tel.: +264 61 431 7701

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# 1. Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

## 1. Evaluation

- The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- The Procuring client shall award the Contract to one bidder based on the technical quality of the proposal, the expertise of his or her key staff members, the proposed work methodology, as well as the price of the proposal.
- Bidders should provide proof of citizenship, Namibian Identity Documents of shareholders certified by a Commissioner of Oath.
- All certified documents must be 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)) will be accepted. No colour photocopies allowed.
- The Bid evaluation shall comprise of the following stages:
  - Stage-1: Responsiveness check
    - Eligibility Compliance
    - Administrative Compliance
    - Mandatory Documents Compliance

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- Stage-2: Technical Evaluation Criteria
  - Adequacy of the proposed methodology and work plan in responding to the Terms of Reference **(Total score 40)**
  - Specific experience of the Consultants relevant to the assignment **(Total score 45)**
  - Key professional staff qualifications and competence for the assignment **(Total score 15)**
  
- Stage-3: Evaluation of Financial Proposal of bidders who have secured a minimum pass mark in the technical evaluation.

## 1. ELIGIBILITY EVALUATION

| No  | Mandatory Requirements  | Yes | No |
|-----|---|-----|----|
| 1.1 | 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?  |     |    |
| 1.2 | <p>Does the bidder appear on any of the development bank ineligibility lists as follows:</p> <ul style="list-style-type: none"> <li>• Procurement Policy Unit<br/><a href="http://www.mof.gov.na/procurement-policy-unit">www.mof.gov.na/procurement-policy-unit</a></li> <li>• African Development Bank<br/><a href="https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures">https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures</a></li> <li>• Asian Development Bank,<br/><a href="http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999">http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999</a></li> <li>• European Bank for Reconstruction and Development,<br/><a href="http://www.ebrd.com/pages/about/integrity/list.shtml">http://www.ebrd.com/pages/about/integrity/list.shtml</a></li> </ul> |     |    |

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|  | <ul style="list-style-type: none"> <li>• Inter-American Development Bank Group, <a href="http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html">http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html</a></li> <li>• World Bank Group, <a href="http://www.worldbank.org/en/projects-operations/procurement/debarred-firms">http://www.worldbank.org/en/projects-operations/procurement/debarred-firms</a></li> </ul> |  |  |
|--|---|--|--|

***Note: Bidders who do not comply with any of the above eligibility requirement(s) will be disqualified from the entire evaluation process and will not be considered further.***

## 2. ADMINISTRATIVE REQUIREMENT

| No. | Administrative Compliance  | Yes | No |
|-----|--|-----|----|
| 2.1 | Is the proposal as well as all correspondence and documents written in English?  |     |    |
| 2.2 | Has the consultant submitted a power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose. <b><i>(For Joint-Venture Firms)</i></b> |     |    |
| 2.3 | Are all pages of the proposal signed and/or initialized by the person or persons authorized on behalf of the bidder?   |     |    |
| 2.4 | Has the consultant completed, signed and/or stamped and submitted a Bid Securing Declaration?  |     |    |

***Note: The consultant submission will either be responsive or nonresponsive. Bidders who do not comply with any of the above administrative requirements(s) will be disqualified from the entire evaluation process and will not be considered further.***

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### 3. MANDATORY DOCUMENT/REQUIREMENTS

| No  | Mandatory Requirements  | Yes | No |
|-----|---|-----|----|
| 3.1 | <p>Has the bidder submitted a Certified copies of either:</p> <ul style="list-style-type: none"> <li>(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.</li> <li>(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.</li> <li>(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</li> <li>(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.</li> </ul> <p>- <b><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></b></p> |     |    |
| 3.2 | <p>Has the Bidder provided a valid original or certified copy of an original Good Standing Tax Certificate;</p> <ul style="list-style-type: none"> <li>➤ <b>The certificate should be valid at the deadline for submission of bid.</b></li> <li>➤ <b>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</b></li> </ul> <p>- <b><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></b></p>  |     |    |

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| No  | Mandatory Requirements  | Yes | No |
|-----|---|-----|----|
| 2.3 | <p>Has the Bidder provided a valid original or certified copy of an original Good Standing Social Security Certificate?</p> <ul style="list-style-type: none"> <li>➤ <b>The certificate should be valid at the deadline of submission of bid.</b></li> <li>➤ <b>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</b></li> </ul> <p>- <i>In the case of Joint Ventures (JV), each JV partner must comply with the above</i></p>   |     |    |
| 3.4 | <p>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;</p> <ul style="list-style-type: none"> <li>➤ <b>The certificate should be valid at the deadline of submission of bid</b></li> <li>➤ <b>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</b></li> <li>➤ <b>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</b></li> </ul> |     |    |

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| No  | Mandatory Requirements  | Yes | No |
|-----|---|-----|----|
|     | <p style="text-align: center;"><b>certificate was issued should be submitted with the technical proposal</b></p> <p><i>- In the case of Joint Ventures (JV), each JV partner must comply with the above</i></p> |     |    |
| 3.5 | <p>Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015</p> <p><i>- Ventures (JV), each JV partner must comply with the above</i></p>   |     |    |

***Note: The Bidders' submission will either be responsive or non-responsive. Bidders who do not comply with any of the above Mandatory Documents/Requirements will be disqualified from the entire evaluation process and will not be considered further.***

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#### 4. TECHNICAL EVALUATION CRITERIA

To substantiate compliance to the following technical specifications, consultants are required to provide full written technical proposals that speaks to technical requirements as listed in the table below.

| # | DESCRIPTION   | Proportional value in % |
|---|---|-------------------------|
| 1 | <p><b>Methodology and Work plan: (40 Marks)</b></p> <p>Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:</p> <ul style="list-style-type: none"> <li>a. Description of Technical Approach and Methodology (Refer to the methodology requirements). <b>(20 marks)</b></li> <li>b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time <b>(20 marks)</b></li> </ul>  | 40                      |
| 2 | <p><b>Overall Ability and Capability to Perform:</b></p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <ul style="list-style-type: none"> <li>a. <b><u>Years of experience (15 marks)</u></b> <ul style="list-style-type: none"> <li><b>a) Project Manager</b> (team leader) with 5 years of experience in climate change adaptation and climate finance proposal development. <ul style="list-style-type: none"> <li>- (5 years and above experience = <b>15 marks</b>)</li> <li>- (3 years- 4 years = <b>5 marks</b>)</li> <li>- (Less than 3 years= <b>0 mark</b>)</li> </ul> </li> </ul> </li> </ul> | 45                      |

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|   |   |    |
|---|---|----|
|   | <p><b>b. <u>Assignments done in the past 5 years</u></b></p> <ul style="list-style-type: none"> <li>• Refer to Form-F4 <b>(15 marks)</b></li> </ul> <p><b>c. <u>References and testimonials undertaken in similar assignments. (15 Marks)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Three letters of reference</b> from Clients on similar / related projects <i>(Two letters= 15 marks) (Less than two letters= 0 Mark)</i></li> </ul>   |    |
| 3 | <p><b>Profile of key staff members: (15 Marks)</b></p> <p>Qualifications and competence of the staff for the assignment:</p> <p>a. Qualifications, Training, Education, and certifications of the firm’s Human Capital to be involved in execution of the assignment.</p> <ul style="list-style-type: none"> <li>• <b>Project Manager (team Leader)</b> (MSc degree with a focus on one or combination of the following: Climate Change, Environmental Science, Natural Resources Management, Water Resources Management, Renewable Energy, Development Studies, Sustainable Agriculture, Natural Resource Management or a related field.<br/><b>= 15 marks, (No qualification= 0 mark)</b></li> </ul> <p><b>Bidders obtaining more than 70% of the Total Technical Score shall qualify for the financial evaluation.</b></p> | 15 |

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**Stage 3: FINANCIAL EVALUATION**

**a. 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:

$$F_s = (100 \times F_m / F) \times F_c$$

in which  $F_s$  is the financial score,

$F_m$  = is the lowest price proposal and

$F$  = the price of the proposal under consideration

$F_c$  = .1 if financial health suitable or 0 if financial health is not suitable

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

| Bidder | Bid Price<br>(From lowest to highest) | Financial Score |
|--------|---------------------------------------|-----------------|
|        |                                       |                 |

$F_c$  : will be assessed by examining key solvency and liquidity ratios per IFRS accounting standards, calculated using the average of the most recent 3x audited annual financial statements

**4. 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

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| <b>Bidder</b> | <b>Technical (Score × 0.7)</b> | <b>Financial (score × 0.3)</b> | <b>Total Bid Score</b> | <b>Rank</b> |
|---------------|--------------------------------|--------------------------------|------------------------|-------------|
|               |                                |                                |                        |             |

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## 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:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance.*
2. *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.*

**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.

**(b) 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) A description of the manner in which the Consultant would plan to execute the work.

**(c) Financial Proposals**

- (i) The financial proposals should be given in the form of summary of Contract estimate (Form F- 4) or formal quotation indicating all cost breakdown.
- (ii) 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provision of Consultancy: To Revise and Strengthen an Adaptation Fund Concept Note on Climate-Smart Villages for Group Resettlement Farms in Namibia**

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: \_\_\_\_\_

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**FORM F-2**

**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-12/2025: LETTER OF CONSENT TO USE MY CURRICULUM VITAE**

- The Bid: Provision of Consultancy: To Revise and Strengthen an Adaptation Fund Concept Note on Climate-Smart Villages for Group Resettlement Farms in Namibia

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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 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 Services<sup>1</sup>**

(To be submitted in a separated closed envelope)

**Remuneration:**

| Consultant Name<br>(In currency) | Monthly Rate<br>(in currency) | Working Months | Total Cost |
|----------------------------------|-------------------------------|----------------|------------|
|----------------------------------|-------------------------------|----------------|------------|

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Sub-Total (Remuneration) \_\_\_\_\_

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

| (a) Per Diem <sup>3,4</sup> : | Room Charge | Subsistence | Total | Days |
|-------------------------------|-------------|-------------|-------|------|
|-------------------------------|-------------|-------------|-------|------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

(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, portorage 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**

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.
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:
  - Any EIF staff member,
  - Any member of EIF Management, or
  - Any member of the EIF Board,

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**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:

Initials \_\_\_\_\_

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**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.)

**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** : \_\_\_\_\_

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