



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

REQUEST FOR CONSULTANCY SERVICES TO DEVELOP NAMIBIA'S NATIONAL CIRCULAR ECONOMY POLICY, ROADMAP, AWARENESS AND EDUCATION FRAMEWORK

Procurement No: SC/RP/ EIF-03/2026

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

**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**

Request for Proposal

LETTER OF INVITATION

Dear Sir,

Subject: Request for consultancy services to Develop Namibia's National Circular Economy Policy, Roadmap, Awareness and Education Framework

1. You are hereby invited to submit technical and financial proposals for consultancy services to Develop Namibia's National Circular Economy Policy, Roadmap, Awareness and Education Framework for the Ministry of Environment, Forestry and Tourism (MEFT), in collaboration with the Environmental Investment Fund (EIF), which could form the basis for future negotiations and ultimately, a contract between you and the Environmental Investment Fund of Namibia (EIF).
2. The purpose of this assignment is to:
 - a) The objective of this consultancy is to develop a comprehensive National Circular Economy Policy and Roadmap for Namibia, aligned with the country's development priorities, existing legislative frameworks, and international best practices. The Policy and Roadmap should provide a structured and strategic approach to transitioning Namibia towards a circular economy that is inclusive, climate-resilient, and resource-efficient
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
 - (c) a sample format of the Service Contract under which the service will be performed [Annexure 3]
4. Any request for clarification should be forwarded in writing to the EIF- Procurement Management Unit Procurement@eif.org.na. Request for clarifications should be received 5 days prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: **www.mof.gov.na/procurement-policy-unit** to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

6. Eligibility

- (a) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.

- (b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.
- (d) valid Certified copies 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. partnership 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.
- (e) have a valid original or certified copy of an original good Standing NAMRA Tax Certificate, (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)),
- (f) have a valid original or certified copy of an original good Standing Social Security Certificate (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))
- (g) have a valid original or 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; (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)),
- (h) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws. ***The written undertaking should be on the company's letterhead and dully signed by the person(s) authorized to sign the proposal.***

ADDITIONAL REQUIREMENTS ARE LISTED IN THE EVALUATION CRITERIA.

7. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". The proposals must be deposited into the bid box on or before: **Friday, 19 June 2026 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00.**

8. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. 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 70 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 a Public Entity

- (a) Please note that the Environmental Investment Fund of Namibia 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.

10. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of **6 months period**. You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent to be spent in Namibia and that in office outside Namibia should be clearly indicated. The rate proposed in your submission will be applied in case the duration of the assignment is extended.

11. Validity of Proposal

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

12. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in mid **July 2026** , you will be expected to take up/commence with the assignment in **three (3) days'** time.

13. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the Environmental Investment Fund of Namibia shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment.
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

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. Conformation of Invitation to submit proposal

We should appreciate it if you would inform us by facsimile:

- (a) your acknowledgment of the receipt of this Letter of Invitation within *[insert no. of days]*; and
- (b) further indicate whether or not you will be submitting the proposal.

16. The Environmental Investment Fund of Namibia 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 to Consultant.

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

1. PROJECT CONTEXT

Namibia is committed to transitioning towards a sustainable, resource-efficient, and climate-resilient economy through the adoption of Circular Economy (CE) principles. The circular economy approach promotes waste minimisation, value retention, green industrialisation, and sustainable consumption and production patterns aligned with national development priorities and international environmental commitments.

The Ministry of Environment, Forestry and Tourism (MEFT), in collaboration with the Environmental Investment Fund (EIF), seeks to develop a National Circular Economy Policy and Roadmap supported by an Awareness and Education Framework to guide implementation across sectors and regions.

The consultancy forms part of Namibia's broader climate and green development agenda under NDP6 and aims to operationalise circular economy transition pathways that promote inclusive growth, green jobs, and sustainable livelihoods across all regions.

2. OBJECTIVE OF THIS CONSULTANCY

2.1 Primary Objective

The objective of this consultancy is to develop a comprehensive National Circular Economy Policy and Roadmap for Namibia, aligned with the country's development priorities, existing legislative frameworks, and international best practices. The Policy and Roadmap should provide a structured and strategic approach to transitioning Namibia towards a circular economy that is inclusive, climate-resilient, and resource-efficient.

The key sub-objectives of the consultancy include, but are not limited to:

2.1.1 Evaluate the Effectiveness of Existing Policies and Frameworks

Assess the extent to which existing national policies and strategies contribute to circular economy outcomes, identifying gaps, overlaps, and inefficiencies in implementation, coordination, licensing, compliance, and enforcement.

2.1.2 Policy and Regulatory Framework Review and Gap Analysis

Conduct a comprehensive review of existing national policies, strategies, and legal frameworks related to sustainable development, waste management, resource efficiency, green economy, and climate change. Identify overlaps, inconsistencies, and gaps that hinder the effective adoption and operationalization of circular economy principles. Benchmark

Namibia's policy landscape against regional and international best practices and determine areas where frameworks are outdated, incomplete, or insufficiently responsive to emerging circular economy challenges, including, licensing, compliance, enforcement, digitalisation, green industrialisation, sustainable waste management, and extended producer responsibility.

2.1.3 Develop a Monitoring and Evaluation (M&E) Framework

Propose a robust, results-based Monitoring and Evaluation (M&E) Framework to track implementation, measure progress, and assess the impact of the Circular Economy Policy and Roadmap. The framework should include clear indicators, baselines, performance targets, defined institutional roles and responsibilities, and deadlines. It should also outline reporting mechanisms and periodic review processes to ensure accountability and continuous improvement.

2.1.4 Promote Policy Coherence and Institutional Coordination

Examine the integration of circular economy principles across key sectors such as agriculture, fisheries and marine, mining, tourism, manufacturing, energy, forestry, and urban planning. Recommend practical measures to strengthen inter-ministerial and cross-sectoral coordination, ensuring alignment of policies, strategies, and programmes. This should include proposals for improved institutional collaboration, joint planning, and stakeholder engagement at both national and sub-national levels.

2.1.5 Support Green Industrialisation and Inclusive Growth

Recommend policy and institutional reforms to accelerate the transition toward sustainable production and consumption systems. Promote circular business models that enhance resource efficiency, competitiveness, and innovation. Emphasize measures that generate green jobs and incomes, foster entrepreneurship, and advance social inclusion, particularly for women, youth, and vulnerable groups.

2.1.6 Deliver a Clear and Actionable Roadmap

Prepare a well-sequenced Circular Economy Roadmap that outlines short-, medium-, and long-term actions for effective implementation. It should identify priority actions, responsible actors, timelines, resources, and monitoring indicators. The roadmap should define capacity-building requirements, propose innovative and sustainable financing mechanisms, and establish clear milestones for monitoring progress. It should also include mechanisms for stakeholder engagement, public-private partnerships, and continuous policy improvement to ensure the circular economy transition is achievable and sustainable.

2.2 Secondary Objective

Design and develop an Awareness and Education Framework to support the implementation of the Circular Economy Policy and Roadmap. The framework should enhance national awareness and understanding of the circular economy, strengthen, community ownership, and promote active participation in circular economy practices through targeted campaigns, regional roadshows, and educational public awareness programmes focused on circular economy skills, sustainable consumption, resource efficiency, waste reduction, lavarging support from Privet ector, Civil society and Multinational organizations.

3. SCOPE OF WORK

The consultant shall be responsible for leading the development of Namibia's National Circular Economy Policy and Roadmap, ensuring that it is comprehensive, inclusive, and aligned with national development priorities. Furthermore, the consultant shall develop a Circular Economy Awareness and Education Framework aimed at promoting public understanding and participation in the circular economy transition. This framework shall include activities such as Youth Regional Forums, Community Gatekeeper Engagements, Media Collaboration, strengthening Environmental Education Centres (EECs), Theatre and Enviro-Comedy outreach, and Regional Roadshows. These interventions shall serve to mainstream circular economy principles at both institutional and community levels, foster behavioural change, and promote broad-based ownership of the transition towards a sustainable circular economy. The scope of work will include the following key tasks:

3.1 Review of Existing Policies and Legal Frameworks

3.1.1 Conduct a comprehensive review of existing national and sectoral policies, strategies, legislation, and regulations and processes relevant to circular economy (CE) in Namibia.

- a) Namibian Constitution Second Amendment Act 7 of 2010 Vision 2030,
- b) The Environmental Management Act No. 7 of 2007,
- c) Environmental Management Related Legislations, Plans, Policies and Strategies,
- d) National Development Plans including NDP5 and NDP6,
- e) National Waste Management Strategy & Policies
- f) Climate Policy & Nationally Determined Contributions (NDCs),
- g) Namibia's Environmental Education Strategy
- h) A Blueprint for Namibia's Green Industrialisation
- i) And any other relevant related documentation

3.1.2 Review existing regional and continental strategies, legislation, and processes relevant to circular economy (CE) in Namibia.

- a) African Circular Economy Alliance (ACEA) including African Union Circular Economy Action Plan,

- b) SADC circular economy Strategy,
- c) Green and Blue Economy strategies,
- d) African Union Agenda 2063
- e) Southern African Development Community (SADC) Environmental Protocol

3.1.3 Conduct a comprehensive review of existing of current international frameworks including:

- a) Paris Agreement on Climate Change,
- b) UN 2030 Agenda for Sustainable Development (SDGs),
- c) UN Environment Programme (UNEP) Global Circular Economy Initiatives,
- d) Basel Rotterdam Stockholm (BRS) Conventions,
- e) Minamata Convention,
- f) United Nations Environment Assembly Resolution 5/14
- g) Strategies on textile and electronic waste;

3.1.4 Identify policy gaps, overlaps, and areas for harmonization to support a systemic transition to a circular economy.

3.2 Identification of Opportunities and Barriers

- 3.2.1** Analyse sector-specific and identify cross-sectoral opportunities for CE implementation, focusing on high-impact sectors such as agriculture, mining, fisheries, manufacturing, energy, construction, and waste management.
- 3.2.2** Identify key barriers, including regulatory, institutional, financial, technical, and behavioural, that hinder CE adoption.
- 3.2.3** Recommend targeted measures to unlock CE potential in Namibia's priority value chains.

3.3 Stakeholder Consultations and Institutional Coordination

- 3.3.1** Coordinate and conduct inclusive consultations with a wide range of stakeholders, including government ministries, regional and local authorities, the private sector, civil society organizations, academia, and development partners.
- 3.3.2** Facilitate regional workshops, expert interviews, and sectoral roundtables to collect inputs and validate findings.
- 3.3.3** Ensure participation of marginalized and vulnerable groups, with gender, youth, and rural representation mainstreamed.

3.4 Drafting of the National Circular Economy Policy and Roadmap

- 3.4.1** Prepare a Draft National Circular Economy Policy, outlining the vision, principles, policy objectives, and priority action areas.
- 3.4.2** Develop an actionable Circular Economy Roadmap with short, medium, and long term interventions, aligned with Namibia's development priorities.

- 3.4.3 Integrate cross cutting issues such as climate change, digitalization, innovation, green jobs, and sustainable financing.

3.5 Development of Implementation Frameworks

- 3.5.1 Propose a practical implementation framework, including institutional responsibilities, coordination mechanisms, financing options, and risk management considerations.
- 3.5.2 Develop a Monitoring, Reporting and Evaluation (MRE) framework with key performance indicators to track progress and impact.
- 3.5.3 Recommend capacity building, awareness-raising, and behaviour change strategies to support national and local level uptake of CE practices.

3.6 Presentation and Validation

- 3.6.1 Prepare and present key findings, the draft policy, and roadmap at national validation workshops and technical briefings with government and stakeholders.
- 3.6.2 Incorporate feedback and finalize the National Circular Economy Policy and Roadmap.
- 3.6.3 Submit a comprehensive final report outlining the process, stakeholder inputs, findings, and recommendations for adoption and implementation.

4. EXPERTISE & QUALIFICATIONS REQUIRED AND CONSULTANCY MANAGEMENT

Additional expertise in public communication, education for sustainable development, and awareness campaign design shall be an advantage. The consultant or consultancy team shall demonstrate the capacity to translate technical concepts into accessible messages for non-technical audiences. To successfully undertake this assignment, the consultant or team must possess the following qualifications and competencies:

4.1 Specific experience of the Consultants relevant to the assignment

The Consultant must have a minimum of five (5) years of proven track record in the successful development of national-level policies, strategies, frameworks, or roadmaps, particularly within developing or middle-income countries, while incorporating international best practices and approaches relevant to sustainable development and circular economy transitions. This experience must be supported by at least three (3) verifiable reference letters clearly indicating the nature of the work undertaken, the value of the assignment, and the duration of the consultancy services provided.

4.2 Key professional staff qualifications and competence for the assignment

- 4.2.1 The proposed Team Lead **must be an International Consultant**, must have master's degree in economics or Circular Economy, must have a minimum of 5 years proven track record in successful development of national-level policies or roadmaps, particularly in developing or middle-income countries, and must have successfully completed at least five (5) policies in leading the development of national-level policies or roadmaps, particularly in

developing or middle-income countries. A PhD in a relevant field will be considered an added advantage.

- 4.2.2** The proposed Waste Expert must have a master's degree in environmental science, engineering, or waste management, must have a minimum of five (5) years' experience in integrated waste management systems, recycling, resource recovery, waste value chain analysis, landfill diversion strategies, and waste policy development, must have successfully completed at least three (3) waste management strategy, policy, or system development projects.

4.3 Knowledge and Technical Skills

- 4.3.1** Strong technical expertise in circular economy systems, closed-loop production, lifecycle analysis, and related monitoring frameworks.
- 4.3.2** Experience in stakeholder engagement, policy dialogue facilitation, and multi-sectoral coordination.
- 4.3.3** Capacity to develop practical and implementable roadmaps, supported by economic modelling, impact analysis, and scenario planning.
- 4.3.4** Proficiency in English (spoken and written); knowledge of Namibia's institutional landscape and local languages is an asset.

4.4 Consultancy Management and Reporting

- 4.4.1** The assignment will be overseen by the Ministry of Environment, Forestry and Tourism (MEFT) in close coordination with the National Steering Committee on Circular Economy and technical support from EIF Namibia.

4.5 The consultant will be expected to:

- 4.5.1** Provide an inception report and methodology within two weeks of contract commencement.
- 4.5.2** Submit regular progress updates and draft outputs to MEFT and the Steering Committee.
- 4.5.3** Facilitate at least two national stakeholder workshops (inception and validation) and additional sectoral consultations as required.
- 4.5.4** Incorporate feedback from key stakeholders into the draft and final policy and roadmap documents.
- 4.5.5** Deliver all final outputs in electronic and editable formats (MS Word, Excel, PPT) suitable for government publication

5. KEY DELIVERABLES AND INDICATIVE IMPLEMENTATION SCHEDULE

The consultancy shall deliver a National Circular Economy Policy and 10-Year Roadmap for Namibia, including a National Circular Economy Awareness and Education Framework supported by a detailed implementation plan, communication strategy, and monitoring indicators to guide effective national rollout.

Stakeholder validation workshops shall be treated as critical milestones and elevated to stand-alone deliverables linked to payment, in accordance with good public sector project management practice and accountability requirements.

The assignment is aligned with National Development Plan 6 (NDP6) implementation cycles to ensure that outputs directly inform policy execution, budgeting processes, and institutional coordination mechanisms. The consultant shall design and operationalise an Awareness and Education Framework to support implementation of the Circular Economy Policy and Roadmap at national and regional levels.

The consultancy shall be completed within a period of six (6) months, with activities and outputs structured to feed directly into Quarter 2 (Q2) and Quarter 3 (Q3) NDP6 performance reporting cycles.

No.	Deliverable	Description	Timeline (Aligned to NDP6)	Payment (%)
1	Inception Report	Detailed methodology, stakeholder engagement plan, work programme, risk matrix, and contextual analysis of Namibia's circular economy landscape.	Month 1 (Q2)	15%
2	Baseline and Gap Analysis Report	Review of existing policies, legislation, strategies, and institutional arrangements on waste, recycling, resource efficiency, and green industrialisation. Assessment of readiness and ongoing circular initiatives.	Month 2 (Q2)	15%
3	Policy Coherence and Alignment Analysis	Analysis of alignment with Vision 2030, NDP6, SDGs, African Circular Economy Agenda, and relevant international frameworks. Identification of integration and mainstreaming pathways within NDP6 programmes.	Month 3 (Q2- Q3)	10%
4.	National Feasibility Study Report	Comprehensive assessment of Waste Buy-Back Centres and Innovation Hubs across all 14 regions, providing key findings, recommendations, and implementation considerations	Month 3–4 (Q2– Q3)	15%
5	Draft National Circular Economy Policy	Draft policy document incorporating analytical findings and initial stakeholder inputs, prepared for national consultation.	Month 4	10%
6.	EIF Funding Proposal	Preparation of an investment-ready funding proposal for Waste Buy-Back Centres and Innovation Hubs, ready for submission to the Environmental Investment Fund	Month 5 (Q3)	10%
7.	Stakeholder Engagement and Consultations	Continuous engagement with government, private sector, SOEs, academia, civil society, and regional/local authorities to ensure inclusivity, ownership, and policy relevance.	Throughout the consultancy	—
8.	Stakeholder Validation Workshop(s)	Planning, facilitation, and documentation of national and/or regional validation workshop(s) to review the Draft Policy, Roadmap, and Awareness and Education Framework. Includes proceedings	Month 6	10%

		and consolidated inputs report.		
9.	Monitoring, Evaluation, and Implementation Framework	Development of an implementation, coordination, and M&E framework aligned with NDP6 results matrices, including indicators, data sources, reporting timelines, and institutional responsibilities.	Month 6	5%
10.	Capacity-Building Plan	Identification of institutional, technical, and human capacity gaps, with recommendations for training, resourcing, partnerships, and knowledge systems to support NDP6 delivery.	Month 6	5%
11.	Final National Circular Economy Policy and 10-Year Roadmap	Final policy and phased implementation roadmap (short-, medium-, and long-term actions) aligned with NDP6 priorities, budgets, and institutional mandates. Includes executive summary and actionable policy recommendations.	Month 6	5%
12.	Supporting Documents	Technical annexes, policy briefs, awareness and communication materials, validation summaries, and dissemination products to support implementation and public outreach.	As required	—

6. TIME FRAME AND LOCATION

The consultancy will run for six (6) months. Work will follow a hybrid approach, combining remote analytical tasks with in-country missions in Namibia for consultations, feasibility assessments, and validation workshops.

The consultant will primarily work remotely during the inception, analytical, drafting, and framework development phases. In-country missions will be required at critical stages, particularly for:

1. Stakeholder engagement and consultations
2. National and/or regional stakeholder validation workshop(s)
3. Presentation and validation of the Draft and Final Circular Economy Policy, Roadmap, and Awareness and Education Framework

Throughout the assignment, the consultant will work hand-in-hand with staff from the Ministry of Environment, Forestry and Tourism (MEFT) to ensure alignment, knowledge transfer, and collaborative delivery of outputs.

In-country engagements are expected during Months 3 to 6, aligned with stakeholder consultation and validation milestones. All travel must receive prior approval from the Client and comply with applicable Government of Namibia procedures.

7. REPORTING, COORDINATION AND OVERSIGHT

7.1 Structured coordination and progress review meetings shall be held as follows:

- 7.1.1 Inception meeting within the first two (2) weeks of commencement to confirm scope, methodology, timelines, and reporting arrangements.
 - 7.1.2 Monthly progress coordination meetings (Months 1–6) to review progress against agreed deliverables, address implementation risks, and ensure alignment with national priorities and stakeholder expectations.
 - 7.1.3 Milestone review meetings at key stages, including completion of the Baseline and Gap Analysis (Month 2), Draft Policy submission (Month 5), and Stakeholder Validation Workshop(s) (Month 6).
- 7.2 Formal progress reports shall be submitted on a monthly basis, aligned with the agreed work plan and payment milestones, summarizing activities undertaken, outputs delivered, challenges encountered, and planned actions for the subsequent period.
- 7.3 Final deliverables, including the National Circular Economy Policy, 10-Year Roadmap, Awareness and Education Framework, and all supporting documents, shall be submitted to the Environmental Investment Fund (EIF) and the Environmental Information and Natural Resources Economics (EINRE) Division under MEFT for technical review, validation, and approval, to ensure conformity with Namibia’s development objectives, environmental strategies, and circular economy ambitions.

8. RELEVANT DOCUMENTS FOR FURTHER CONSULTATION

Needs Assessment for Awareness and Education on Circular Economy (2026)

The following documents may be accessed at the EIF website www.eifnamibia.com and are recommended for review by all applicants:

1. National Development Plan 6 (NDP6)
2. African Circular Economy Alliance (ACEA) Publications
3. SDG Indicators and Targets related to Waste, Energy, and Industry
4. EIF Environmental and Social Safeguards Policy
5. EIF Gender Policy and Action Plan
6. EIF Procurement Policy and Procedures
7. Relevant national strategies on waste, industrialisation, and green growth

9. Evaluation Criteria

9.1 ELIGIBILITY EVALUATION

No	Eligibility 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	Does the bidder appear on any of the development bank ineligibility lists as follows: - Procurement Policy Unit www.mof.gov.na/procurement-policy-unit - 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		
1.3	Has the bidder submitted a Certified copies 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		
1.4	Has the Bidder provided a valid original or certified copy of an original Good Standing NAMRA 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 Joint Ventures (JV), each JV partner must comply with the above.</i>		
1.5	Has the Bidder provided 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 Joint Ventures (JV), each JV partner must comply with the above</i>		
1.6	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 Joint Ventures (JV), each JV partner must comply with the above</i>		
1.7	An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; - <i>For Namibian bidders only</i> - <i>In the case of Joint Ventures (JV), each JV partner must comply with the above</i>		

9.2 Technical Evaluation

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

#	DESCRIPTION	Points
1	Approach, Methodology and Work Plan for Performing the Assignment. Consultants are expected to demonstrate an understanding of the terms of reference by provision the following; a) Description of technical approach and methodology (20 points) Notes to the consultants: <i>In this Chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach. (maximum 10 pages).</i>	30

	b) Description of Work Plan. Notes to the consultants: <i>In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here (10 points)</i> .	
2	Specific experience of the Consultants relevant to the assignment ‘ The Consultant must have a minimum of five (5) years of proven track record in the successful development of national-level policies, strategies, frameworks, or roadmaps, particularly within developing or middle-income countries, while incorporating international best practices and approaches relevant to sustainable development and circular economy transitions. This experience must be supported by at least three (3) verifiable reference letters clearly indicating the nature of the work undertaken, the value of the assignment, and the duration of the consultancy services provided.	20
3	Key professional staff qualifications and competence for the assignment Please submit documentary evidence to substantiate the above. 1. Team Lead/ International Consultant (30 points) 1. Master's degree (5 points) 2. minimum of 5 years proven record (10 points) 3. Successfully completed at least five (5) policies (10 points) 4. Added advantage: A PhD in a relevant field (5 points) Notes: Please refer to TOR for detailed requirements 2. Waste Expert (20 points) 1. Master's degree (4 points)	50

	2. minimum of 5 years proven record (8 points) 3. Successfully completed at least three (3) policies (8 points) Notes: Please refer to TOR for detailed requirements Please submit documentary evidence in the forms of qualifications, verifiable reference letters and any other information to substantiate the above requirements. Failure to submit documentary evidence will result in a zero score.	
TS	Total Score	100

10. Financial Evaluation

The financial evaluation will be as follows.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70 and

P = 30

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 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.

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.)

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: _____

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (a) Technical Proposals (***submitted in a separate envelope marked as “Technical Proposal”***)
 - (i) Curriculum Vitae of Consultant (Form F-2).
 - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
 - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
 - (iv) A description of the manner in which the Consultant would plan to execute the work.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
 - (b) Financial Proposals
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4) (***submitted in a separate envelope marked as “Financial Proposal”***)
- 3.
4. 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 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.

Review of reports

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

BID SUBMISSION FORM

From: _____

To: _____

Hiring of Consultancy Services for *[insert title of assignment]*

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 employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Consultant]

Full name of Consultant: _____

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

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

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

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹**Remuneration:**

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

Out-of-Pocket Expenses² :

(a) Per Diem³ :	Room charge	Subsistence	Total	Days
	_____	_____	_____	_____
(b) Air fare				_____
(c) Lump Sum Miscellaneous Expenses⁴ :				_____
Sub-Total (Out-of-Pocket)				_____
Contingency Charges:				_____
Total Estimate:				_____

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

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

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

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

Annexure 3

CONTRACT No._____

CONSULTANCY SERVICE CONTRACT

BETWEEN

[INSERT PUBLIC ENTITY NAME]

AND

[INSERT CONSULTANT NAME]

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THIS SERVICE CONTRACT entered into this *[date]*, between the *[insert public entity name]* [hereinafter called the "Public Entity"] and *[insert consultants name]* (hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the Public Entity has determined the need to procure the services described, implied or referred to in this Contract, subject to the terms and conditions hereinafter set forth;

WHEREAS the Consultant represents and affirms that he/she possesses the requisite experience, qualifications, capability and skill to perform the said services;

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I
SCOPE OF SERVICES

- 1.1 The services to be performed by the Consultant under this Contract (hereinafter called the Services) are those described in the Terms of Reference attached hereto as Annex I to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II
COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

- 2.1 The Consultant shall commence the Services on *[date]* upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference (annex I) or indicated by the Public Entity.
- 2.2 The Services shall be for *[insert no of days/months/years]*, beginning on the date of commencement of the Services, and ending not later than *[insert completion date]*.

ARTICLE III
DUTIES OF THE CONSULTANT

- 3.1 The Consultant shall perform the services with all due care, diligence and efficiency, in accordance with the highest standards of professional competence, organization and responsibility, and in a manner acceptable to the Public Entity
- 3.2 The Consultant shall:
- (a) regularly report to, and obtain direction and guidance from the Public Entity on all matters arising from or relating to the present Contract;
 - (b) promptly comply with such instructions as may be issued from time to time by the Public Entity in connection with the performance of the services.
- 3.3 The Consultant shall perform the services to the satisfaction of the Public Entity in accordance with the Terms of Reference and at such intervals as the Public Entity may require.
- 3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the Public Entity for the purposes of making payment or settlement under the Contract, where applicable.
- 3.5 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.
- 3.6 The Consultant shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The Public Entity shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

ARTICLE IV
PAYMENT FOR THE SERVICES

- 4.1 The Public Entity shall pay to the Consultant, in respect of the services, the various amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").
- 4.2 The Contract Amounts shall be paid to the Consultant in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

ARTICLE V

CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

- 5.1 All documents, statistics, reports, data and other information provided, created, obtained or made available to the Consultant in connection with or by virtue of the present Contract, shall be treated as confidential by the Consultant, and the Consultant shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.
- 5.2 The documents, statistics, reports and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the Public Entity.
- 5.3 Any study, report or other material, graphic, software or otherwise, prepared by the Consultant for Public Entity under the Contract shall belong to and remain the property of the Public Entity. The Consultant may retain a copy of such documents and software.

ARTICLE VI

ASSIGNMENT AND SUB-CONTRACTING

- 6.1 Except with the prior written consent of the Public Entity, the Consultant shall not:
- (a) in whole or in part, assign, transfer or otherwise dispose of, his/her rights or obligations under the present Contract;
 - (b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII

LIABILITY OF THE CONSULTANT

- 7.1.1 The Consultant shall abide by, and take all measures necessary to enable him/her comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.
- 7.2 The Consultant shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII

FORCE MAJEURE

- 8.1 Neither party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.
- 8.2 In the event of force majeure which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either party shall have the right, by notice in writing to the other party, to terminate the Contract.
- 8.3 For purposes of this Article, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

ARTICLE IX

TERMINATION OF CONTRACT

- 9.1 The Public Entity may, upon giving not less than *[insert no. of days]* days' notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.
- 9.2 The Public Entity may, at its option, terminate this Contract when it is in the interest of or for the convenience of the Public Entity to do so, provided that the Consultant shall in that event be given a notice of not less than *[insert no. of days]* days of such termination.

- 9.3 The Consultant may terminate the present Contract if the Public Entity has, within a period of forty five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.
- 9.4 The parties hereto may by mutual agreement terminate this Contract.
- 9.5 If the present Contract is terminated under this Article, the Public Entity shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.

ARTICLE X

DISPUTE SETTLEMENT

- 10.1 Any dispute arising out of or in connection with the present Contract shall, unless it is amicably settled, be decided upon by the Accounting Officer of the Public Entity who shall transmit his decision in writing to both parties.
- 10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI

MODIFICATION OR AMENDMENT

- 11.1 Except by mutual agreement in writing between the parties, no change, modification or amendment shall be made to the present Contract.
- 11.2 Notwithstanding the preceding paragraph, the Public Entity may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.

ARTICLE XII
EFFECTIVE DATE

- 12.1 The present Contract shall enter into force on the date of its signature by both parties.
- 12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

ARTICLE XIII
CHANNEL OF COMMUNICATIONS AND NOTICE

- 13.1 For the purposes of the present Contract, the authorized representative of the Public Entity shall be the Accounting Officer of the Public Entity.
- 13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

FOR THE PUBLIC ENTITY

Postal Address : _____

Physical Address : _____

Facsimile : _____

FOR THE CONSULTANT

Postal Address : _____

Physical Address : _____

Facsimile : _____

ARTICLE XIV

(i) Governing Law

14.1 This Contract shall be governed by, and construed in all respects in accordance with, the Laws of the Republic of Namibia.

IN WITNESS WHEREOF the parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English on the date first above written.

Date: _____

FOR THE PUBLIC ENTITY

Date: _____

FOR THE CONSULTANT

Annex 1 - Terms of Reference

Annex 2 - Contract Amount and method of payment