



## **Request for Proposal**

**Develop Landscape Management Strategies and Investment Plans for eight  
landscapes across Namibia**

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**Procurement No: SC/RP/ EBAPROJECT-01/2021**

**Environmental Investment Fund of Namibia (EIF),  
P O Box 28157,  
Auas Valley,  
Windhoek,  
Tel: +264 61 431 7700,**

**Physical Address: 8933 Heinizburg Heights,  
c/o Heinizburg & Dr. Theo Ben-Gurirab Streets,  
Klein Windhoek,  
Windhoek, Namibia**

# Request for Proposal

## LETTER OF INVITATION

20 April 2021

Dear Sir/Madam

**Subject: Develop Landscape Management Strategies and Investment Plans for eight landscapes across Namibia**

1. You are hereby invited to submit technical proposals for consultancy services required under: **Develop Landscape Management Strategies and Investment Plans for eight landscapes across Namibia**, which could form the basis for future negotiations and ultimately, a contract between you and the *EIF*.
2. This Request for Proposal (RFP) has been issued under the method of Open national bidding for Namibian consultancy firms.

### 3. Aim of Consultancy

The Environmental Investment Fund invests in and support projects and activities, which promote the national development strategy of the Government of the Republic of Namibia (GRN). The entity works with different stakeholders including donor communities to Implement Project Activities On the Ground. **The consultant is expected to provide consultancy services to Develop Landscape Management Strategies and Investment Plans for eight landscapes across Namibia**

4. 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]
5. Any request for clarification should be forwarded via email in writing to the Environmental Investment Fund of Namibia (EIF), **Attention: Joseph Elagon email: [JElagon@eif.org.na](mailto:JElagon@eif.org.na) or [BGaomab@EIF.ORG.NA](mailto:BGaomab@EIF.ORG.NA) Tel: +264 61 431 7700**. Request for clarifications should be received **04 days** prior to the deadline set for submission of proposals.
6. 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.

## **7. 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.

## **8. Submission of Proposals (Hand Delivery)**

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 Hand Delivered deposited in the bid box, EIF office, 1<sup>st</sup> floor, Reception on or before: Thursday, 06 May 2021, 11H00 AM.**

Late submissions will be rejected.

## **9. Evaluation Criteria**

## ADMINISTRATIVE COMPLIANCE

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Namibian Police of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA;		
2.	Certified copies of Identification Documents (IDs) of the shareholders or members of the Trustee as certified by the Namibian Police;		
3.	A valid original of a Good Standing Tax Certificate from the Receiver of Revenue;		
4.	A valid original of a Good Standing Certificate from Social Security Commission;		
5.	Bidder has submitted the duly filled in, signed, and dated Bid Submission Sheet Form; (Form F-1)		
6.	Bidder has provided an outline of recent experience on assignments/projects of similar nature executed during the last 5 years (Form F-3)		
7.	Bidder has submitted Curriculum Vitae of Consultants (Form F-2)		
8.	A duly completed and signed Bid Securing Declaration form		
9.	A duly completed and signed Self-Declaration		
10	An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable if it is awarded the contract or part thereof		
6	<b>OVERALL ADMINISTRATIVE COMPLIANCE</b>		

## TECHNICAL ASSESSMENT

#		DESCRIPTION	Proportional value in %	Bidder
1	T <sub>T</sub>	<b>Overall Technical features:</b> <ul style="list-style-type: none"> <li>Brief description of why the consultant considered as the most suitable for the assignment (10)</li> <li>Proposed methodology and on how the consultant will approach and complete the assignment responding to the Terms of Reference (30)</li> </ul>	40	
2	T <sub>d</sub>	<b>Delivery –</b> <ul style="list-style-type: none"> <li>Work plan (10)</li> </ul>	10	
3	T <sub>o</sub>	<b>Overall ability and capability to perform the work –</b> <ul style="list-style-type: none"> <li>Experience of previous relevant consultancy projects completed (20)</li> <li>Qualifications, Training, Education and Knowledge of the Proposed Team (20)</li> <li>Organization and Staffing (<i>proposed structure and composition of your team</i>) (10)</li> </ul>	50	
4	T <sub>s</sub>	<b>OVERALL TECHNICAL SCORE</b>	<b>100</b>	
		<b>Overall Ranking</b>		

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

## FINANCIAL EVALUATION

### Financial Score

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

The formula for determining the financial scores is the following:

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

in which  $F_s$  is the financial score,

$F_m$  = is the lowest price proposal and

$F$  = the price of the proposal under consideration.

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

Bidder	Bid Price (from lowest to highest)	Financial Score

## TOTAL SCORE AND FINAL RANKING BIDS:

### Calculation of Bid Total Score

The Total Bid Score,  $B_s$ , will be calculated using weighting factors applied to the Financial score and the Technical score. The formula for  $B_s$  is:

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

$B_s$  = the Bid Total Score

$T_s$  = the Technical Score

$F_s$  = the Financial Score

Bidder	Technical (Score $\times$ 0.7)	Financial (score $\times$ 0.3)	Total Bid Score	Rank

## **10. 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.

## **11. Rights of Environmental Investment Fund of Namibia (EIF)**

- (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.

## **12. Duration of Assignment**

The actual work will be limited to (thirty) **30 days**’ worth of effort spread over a period of **60 calendar days**.

## **13. 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. The *EIF* will make its best efforts to finalize the agreement within this period.

## **14. Commencement date of Assignment**

Assuming that the contract can be satisfactorily concluded in **7 days**, you will be expected to take up/commence with the assignment upon signing of contract

## **15. Tax Liability**

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

**16. 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.

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

Yours faithfully,

Joseph Elagon  
**Procurement officer**



**Annexure - 1****SUPPLEMENTARY INFORMATION FOR CONSULTANTS****Proposals**

1. Proposals should include the following information:
  - (a) Technical Proposals should include the following.
    - (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) Attached at least three (3) traceable references.
    - (iv) A description of the manner in which the Consultant would plan to execute the work.
    - (v) Copies of Qualifications.
  - (vi) 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).

(vii)

2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
- 3. The proposals shall be submitted in ONE Original hard copy and TWO (2) hard Copies and one (1) USB/flash drive/memory stick of the soft copy of the technical proposal.**

### **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.

**FORM F-1****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: \_\_\_\_\_

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

**FORM F-3****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.)

**FORM F-4****Cost Estimate of Services<sup>1</sup>****Remuneration:**

<b>Consultant Name</b>	<b>Monthly Rate (In currency)</b>	<b>Working Months</b>	<b>Total Cost (In currency)</b>
_____	_____	_____	_____
Sub-Total (Remuneration)			_____

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

<b>(a) Per Diem<sup>3</sup> :</b>	<b>Room Charge</b>	<b>Subsistence</b>	<b>Total</b>	<b>Days</b>	
	_____	_____	_____	_____	_____
<b>(b) Air fare</b>					_____
<b>(c) Lump Sum Miscellaneous Expenses<sup>4</sup> :</b>					_____
Sub-Total (Out-of-Pocket)					_____
Contingency Charges:					_____
<b>Total Estimate:</b>					_____

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

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

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

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

*Appendix to Bid Submission Form***BID SECURING DECLARATION****(Section 45 of Act)****(Regulation 37(1)(b) and 37(5))****Date:** .....[Day/month/year].....**Procurement Ref No.:** .....**To:** .....[insert complete name of Public Entity and address].....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***\*delete if not applicable / appropriate***



## 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.

## Self-Declaration Form

Ref No.: **SC/RP/ EBAPROJECT-01/2021**

Title: **Develop Landscape Management Strategies and Investment Plans for eight landscapes across Namibia**

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission;
2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group;
3. I/ we will 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;
4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;
5. I/ we will not sought, attempted to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 2021.

Signature (of duly authorised officer): \_\_\_\_\_.

Full Name and Designation: \_\_\_\_\_  
\_\_\_\_\_



## TERMS OF REFERENCE

### ECOSYSTEMS BASED ADAPTATION (EBA)

#### Develop Landscape Management Strategies and Investment Plans for eight landscapes across Namibia

##### 1. BACKGROUND

The Environmental Investment Fund of Namibia (EIF), in 2015, obtained accreditation by the Green Climate Fund (GCF). The GCF is a unique global fund, established within the rubric of the UN Framework Convention on Climate Change (UNFCCC), as a response to climate change for investing in low-emission and climate-resilient development. The status of accreditation makes EIF eligible for accessing climate change funding from the GCF.

As a result, the GCF Board at its 22<sup>nd</sup> Board meeting in February 2019 approved the first **EbA project** proposal entitled **“Building resilience of communities living in landscapes threatened under climate change through an ecosystem based adaptation approach in Namibia”**. The EbA project's overall objective is to increase climate change resilience of productive landscapes in Namibia through implementation of ecosystem based adaption actions that strengthen social and ecological systems to sustain livelihoods at local levels and facilitate value chains of natural resources. The project will be implemented in eight landscapes that are managed by registered Community Based Organisations (CBOs), gazetted Communal Conservancies, Community Forests, Water Point Committees, Farmers Associations etc.

This is a project of the Ministry of Environment, Forestry and Tourism (MEFT) which is implemented by the EIF through a Project Management Unit (PMU), and is spearheaded by a multi-stakeholder Project Steering Committee (PSC).

The project implementation is guided by the three (3) components below in eight landscapes :

#### ***Component 1: Development and Implementation of climate change resilient ecosystem management and product practices that reduce the vulnerability of communities***

This component aims to provide technical assistance and training:

- Creating institutional landscape governance systems and/or strengthening them through participatory knowledge sharing at local level.
- Enhancing institutional capacity for ecosystem landscape management and climate change resilience at sub-national & local levels.

#### ***Component 2: Increase the resilience of productive landscapes to support ecosystem goods and services that improves livelihoods for local communities in Namibia***

This component aims to establish and implement a ring fenced grant facility targeting the ecosystem based adaptation activities by providing grants funding through two (2) investment windows in

accordance with the eligibility criteria and procedure described in the funding proposal (Addendum VII – Funding proposal package for SAP OO6) and GCF Investment and Results Management Frameworks:

- Ecosystem based Adaptation of 8 landscapes
- Climate-resilient infrastructure
- Natural Resource Enterprises

***Component 3: Documentation, dissemination and uptake of lessons learned***

Establishing an integrated information system to effectively manage results in informed decision-making at all levels. The integrated information system will enable the;

- Developing of knowledge products, e.g. Photo-stories & Presentations.
- Conducting annual policy advocacy activities & local forums.
- Developing a national EbA strategy in consultation with the NDC & NAP teams under the guidance of the NDA.
- Producing a policy based assessment report.

## **2. THE OBJECTIVE OF THE ASSIGNMENT**

The EbA Project is seeking the services of consortiums/consulting firms/NGOs/CBO's to support

**Component 1 – Activity 1.1.1** and undertake community facilitation to attain the

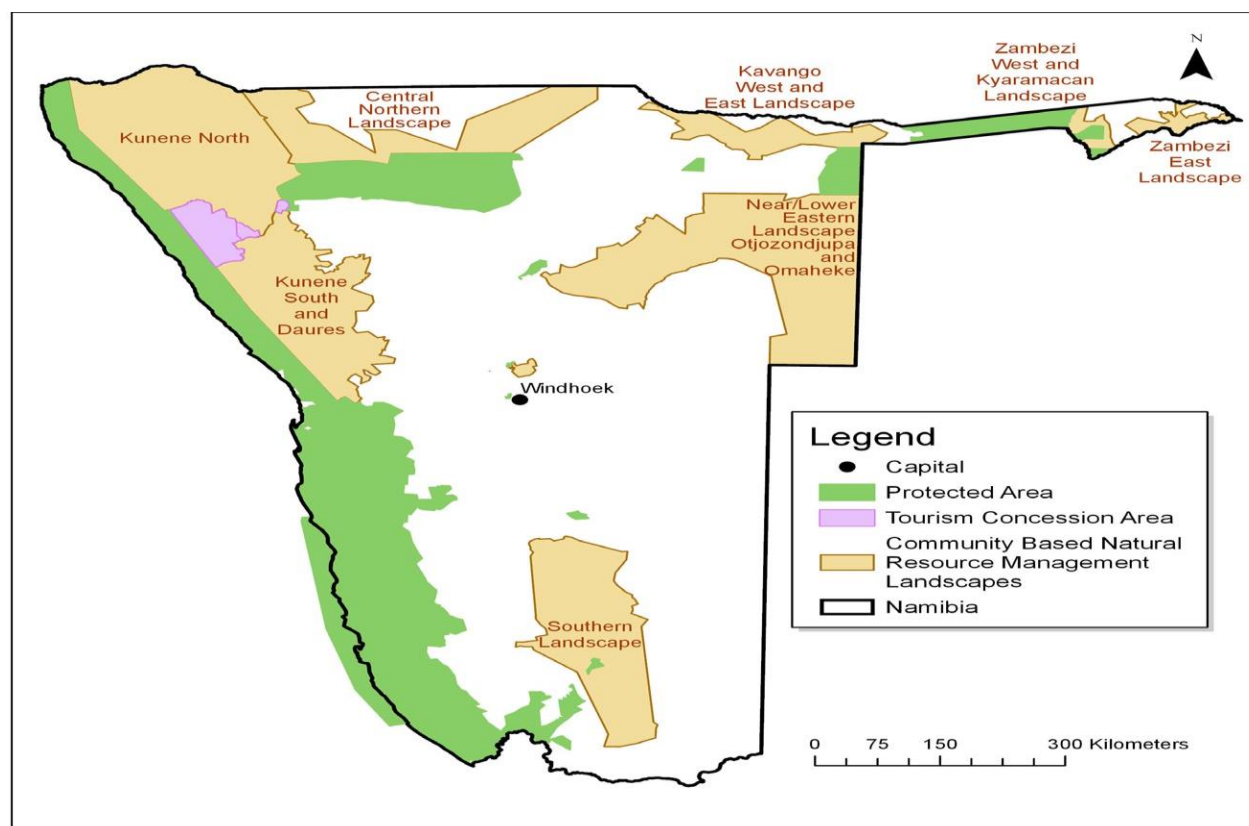
- Development of **Landscape Management Strategies** and **Investment Plans** for the eight focal landscapes covering 225,689 km<sup>2</sup> hectares.

This will be done through designing concepts which supports landscape-level work that will enable a demonstration of the impacts of EbA concepts for rural development and wealth creation through sustainable landscape management concepts which promote:

- Restoration and climate proofing projects which contributes to land management interventions that will ensure restoration of forest and savannas
- Eco enterprise adaptation investments initiatives that contributes towards the objective of sustainable rural development and poverty alleviation which secure/maintain rural economy.

## **3. PROJECT FOCAL LANDSCAPES/LOCATION**

These are Central Northern Landscape, Lower Eastern Landscape, Kavango West and East Landscape, Kunene North Landscape, Kunene South and Dâures Landscape, Southern Landscape, Zambezi East Landscape and Zambezi West and Kyaramacan Landscape. These landscapes encompass most of Namibia's conservancies and community forests and are home to majority of natural resources-reliant communities covering one fifth of Namibia's land surface and accommodating more than 200,000 people.



### Clustering

The EbA project is implemented in 13 political regions of Namibia, clustered in eight landscapes and two villages. The EbA PMU reclustered the landscapes only for this exercise into two clusters to ease the load of service providers.

Activity 1.1.1 Development of Landscape Management Strategies and Investment Plans for the eight landscapes covering 225,689 km<sup>2</sup> hectares of land development of project results in the eight focal landscapes and two villages

<b>Cluster 1</b>	<ul style="list-style-type: none"> <li>• Kunene South and Daures Landscape</li> <li>• Kunene North Landscape</li> <li>• Otjimbingwe</li> </ul>
	<ul style="list-style-type: none"> <li>• Southern Landscape</li> <li>• Lower Easter Landscape</li> <li>• Ovitoto</li> </ul>
<b>Cluster 2</b>	<ul style="list-style-type: none"> <li>• Zambesi West Landscape</li> <li>• Zambesi East Landscape</li> </ul>
	<ul style="list-style-type: none"> <li>• North Central Landscape</li> <li>• Kavango East &amp; West</li> </ul>
<b>Focal strategies and actions for dryland, mountainous and wetland landscapes</b>	<ul style="list-style-type: none"> <li>• Restoration and climate proofing projects</li> <li>• Eco enterprise adaptation projects</li> </ul>

### 4. THE SCOPE OF SERVICE

The scope of this assignment is to study the situations in the respective landscapes & two villages , conduct discussions with key stakeholder and identify investment opportunities and management strategies which support developmental interventions related to:

- a) restoration and climate proofing and
- b) eco-enterprises adaptation

for possible financing under the SAP006 project. Such investment opportunities are to be packaged in the form of landscape investment plans with detail management strategies.

Activity	Deliverables
Conduct a series of meetings in target landscapes to identify EbA related developmental , ecosystems restoration programs ,sustainable management of ecosystems strategies, revenue generation models,reviewing,updating and designing management plans for implementation.	Investment plans. Community engagement report Vulnerability report Management strategies Organogram & Stakeholder list Spatial investment maps Business plans / proposal
Engage all stakeholders in each focal landscape in an ongoing coordination structure for project activities and identify project beneficiaries including women, youth and marginalized groups.	
Identify innovative approaches and technologies to enhance community resilience to climate change through EbA projects.	
Undertake participatory land-use planning through coordination structures and agree on management guidelines for protection, sustainable use and ecosystem restoration concepts	
Undertake a financial and economic analysis on possible four EbA investments with greater return for target landscapes communities	
Develop spatially explicit management plans and protocols for each site where community activities will be undertaken.	
Assist communities with grant application to EIF for identified projects (at least four proposals per landscape)	

## 5. SPECIFIC TASK

The consultants will be expected to undertake following specific tasks:

- a) Undertake a Desk Review of all existing materials and documentation related to the project, focal target landscapes and conduct an extensive review of all reports and documents generated thus far under the SAP006. These will include, but not limited to, the Funding Proposal, Project Inception Report, the Stakeholders Engagement Strategy and Gender Action Plan and Environmental and Social Safeguards Report.
- b) Familiarize themselves with the FAA between GCF and EIF, as well as with the SA between EIF and MEFT, and all attachments/annexures referenced SAP006, especially the funding proposal and logical framework.
- c) Convene an inception meeting with the EIF, MEFT and NACSO to agree on the sample concept designed by the consultant, tasks and the relevant logistical arrangements and timeframes.
- d) Undertake stakeholder enumeration and facilitate consensus on practical landscape boundaries of each landscape.
- e) Conduct extensive consultations with the relevant key stakeholders in each landscape on potential investment opportunities and management strategies. These will include, but not limited to, relevant community leadership, regional councils, GRN ministries, civil society organizations (CSOs) and community-based organizations (CBOs).
- f) Identify innovative approaches and technologies with detail cost effective analysis for support through EbA project for investment funding .

- g) Compile a comprehensive report inclusive of previous and current landscape investment plan and management strategies for each landscape.

In this effort, the successful service provider(s)/consultants are required to collaborate with NACSO Secretariat and Working Groups and NILALEG project – a GEF-funded project with a similar implementation strategy in which EIF manages the small grant facility and investments in similar eco-enterprises. The consultant(s) will work closely with the EbA PMU and NACSO Secretariat.

## 6. DELIVERABLES

The consultant is expected to deliver the following outputs:

- (i). Inception report or work plan within **5 days** of award: The consultant will submit an Inception Report to EIF within five days of the commencement of assignment on proposed methodology, work plan and structure of the report. This would be a guide of his/her understanding of the assignment and how to go about it.
- (ii). Draft report for EIF, MEFT (NDA) and PSC inputs (**within 6 weeks**): The consultant will present this draft evaluation report at a debriefing meeting.
- (iii). Final Report, representing a comprehensive landscape investment and management strategy report for each landscape - detailing the following (not limited to) - in the format and of quality acceptable to EIF:
  - Functional description of each landscape i.e. boundaries
  - A list of stakeholders in each landscape – with each stakeholder's mandate/roles described.
  - An overview of current and previous investments by GRN and other development partners.
  - Assessment of challenges and opportunities.
  - A list of potential projects eligible for SAP006 funding packaged as investment opportunities with detail management strategies for each landscapes and villages.
  - Recommendations for possible funding

## 7. DURATION OF THE WORK AND MANAGEMENT ARRANGEMENTS

The detailed schedule of the evaluation and length of the assignment will be discussed with the successful consultant prior to the assignment. The estimated duration of the consultants' assignment is up to **30 working days within 60 calendar days**.

	Output	Timeline	% of payment	Target date
1	Inception report on proposed methodology, work plan, and proposed structure of the report	Within 5 days of contracting	30%	
2	A draft preliminary report and presentation, to be presented at a debriefing meeting	Within 6 weeks of contracting.	40%	
3	Final Interim Independent Evaluation Report	Within 15 working days after receipt of comments on the draft report	30%	
TOTAL:			100%	

## 8. QUALIFICATION CRITERIA

- Registered as a consulting firm, non-governmental organization or community-based organization with the relevant authorities;
- Has at least design landscape management strategies and investment plans in the landscape being applied for in Namibia;
- Well established institution with management structure and protocols in place;
- At least five years' experience in the field of rural development and environmental projects or implementing a similar project;
- Understanding of Namibian CBNRM sector will be an advantage
- Relevant experience in Working with EIF, MEFT or GEF funded projects

## 9. SUBMISSION OF THE PROPOSAL

. The proposal must be hand-delivered to the following address:

Please submit your quotation in a sealed envelope to the following address:

**EIF office, 1<sup>st</sup> floor, Reception on or before: Thursday, 06 May 2021, 11H00 AM.**

### SUBMISSION REQUIREMENTS

One enveloped proposal (with the detailed technical and financial proposal) must be submitted containing the following information:

- A technical proposal with a profile of the consortia, references, and Curricula vitae (CVs) of the experts designated for the project.
- The proposal must contain a schedule with the earliest possible date for commencing the work, dates for the completion of steps of the project, and alternatives for the dates where appropriate.
- Detailed financial proposals **including DSA and other travel-related rates**.

**QUALIFYING WOMEN AND YOUTH ORGANISATIONS ARE ENCOURAGED TO APPLY**