PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR CONSULTANCY SERVICES TO

UNDERTAKE A PROJECT FINAL INDEPENDENT EVALUATION (FIE) FOR SAP001 (IREMA) PROJECT

Procurement No: SC/RP/ IREMA-05/2025

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

Due date for submission:

Monday, 20 October 2025 at 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,
Auas Valley, Windhoek,
Tel: +264 61 431 7700

Request for Proposal

LETTER OF INVITATION

06 October 2025

Dear Sir/Madam

Subject: **Request for proposal for consultancy services to conduct a project Final Independent Evaluation (FIE) for SAP001 Project**

1. You are hereby invited to submit technical and financial proposals for the provision of a consultancy to conduct a final independent Evaluation SAP001 Project, which could form the basis for future negotiations and ultimately, a contract between you and EIF.

2. The purpose of this assignment is to:

   (a) Identify a suitable Consultant to render the said services, on behalf of EIF, during the period indicated in the TOR.

3. The following documents are enclosed to enable you to submit your proposal:

   (a) the Terms of Reference (TOR) [Annexure 1].
   (b) supplementary information and mandatory documents for Evaluators

4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit procurement@eif.org.na and/or to karibeb@eif.org.na.

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.

Proposals from consultant appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group, the United Nations Sanction list, and World Bank Group shall be rejected. For debarment confirmation, the EIF will screen the bidders by confirming their blacklist on the below websites:

i. Procurement Policy Unit
www.mof.gov.na/procurement-policy-unit

ii. African Development Bank
https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures

iii. World Bank Group
http://www.worldbank.org/en/projects-operations/procurement/debarred-firms

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

7. Submission of Proposals

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

Part A: Mandatory documents and Technical Proposals
Part B: Financial Proposals

The proposals must be deposited into the bid box located on the first floor, on or before: **Monday, 20 October 2025 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00PM.**

Please take note: EIF will accept proposals forwarded both by hand and via electronic mail.

8. Documents comprising the Bids

(Required from **Namibian bidders and Joint Ventures- if ventured with a Namibian registered** company only):

1. A certified copy of company Registration Certificate.
2. A valid original/certified copy good Standing Tax Certificate.
3. A valid original/certified copy good Standing Certificate from Social Security Commissioner.
4. A valid original/certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.Bidders must demonstrate all qualifications with either certified copies by Namibian Commissioners of Oath or notarized copies in case of international consultants not domiciled in Namibia.
5. Bidders must demonstrate requisite experience with lists of at least 3 evaluation assignments successfully completed, supported by reference letters from the clients on clients' official letterheads clearly indicating traceable/contactable referees.

(Required from International bidders only):

1. have a valid certified copy of company Registration Certificate in their respective country.
2. Certified ID copies of Directors/Shareholders of the entity.
3. Bidders must demonstrate requisite experience with lists of at least 3 evaluation assignments successfully completed, supported by reference letters from the clients on clients' official letterheads clearly indicating traceable/contactable referees.

9. Deciding Award of Contract

Only consultants scoring a total of 70 marks or more on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks and if negotiation is not successful, negotiation will start with the next best-ranked consultant and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost breakdown and other clarifications to the proposals submitted by you, as may be required to judge the reasonableness of your price proposals.

10. Rights for the EIF

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

11. Duration of Assignment

The consultant will work for a maximum period of four months from the date of signing of the contract/purchase order.

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 by October 2025, you will be expected to take up/commence with the assignment in November 2025.

14. Tax Liability

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

15. 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.

16. Conformation of Invitation to submit proposal

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

i. your acknowledgment of the receipt of this Letter of Invitation within three (3) working days and
ii. 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.

Annexure – 1

TERMS OF REFERENCES (TORs) FOR A FINAL INDEPENDENT EVALUATION(FIE), SAP001 PROJECT

""Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers under Conditions of Climate Change (IREMA)"

SEPTEMBER 2025

1. PROJECT TITLE

SAP001: "Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers under Conditions of Climate Change (IREMA)"

2. DURATION

Contract Date: 30 October 2025

Contract End Date: February 2026

Contract Duration: Four months

3. BACKGROUND/PROJECT DESCRIPTION

The Environmental Investment Fund of Namibia (EIF), in 2015, received accreditation from the Green Climate Fund (GCF), becoming Namibia's first GCF Accredited Entity (AE). The GCF established within the rubric of the UN Framework Convention on Climate Change (UNFCCC), serves as a global financial mechanism dedicated to supporting climate change mitigation and adaptation initiatives. Its core mandate is to promote low-emission and climate-resilient development pathways in developing countries by mobilizing and channelling climate finance at scale.

The EIF has since (2016) has been accredited to the GCF as a direct access entity. micro funding category. To date, EIF has successfully mobilized over N$500 million in climate finance from the GCF to support arrange of climate change adaptation and readiness programmes.

The GCF remains EIF's the largest source of climate change financing and is proud to be among the few institutions in Africa's to have accessed funding through the multiple modalities offered by the GCF, including the Simplified Approval Process (SAP).

The GCF at its 19th Board meeting held in March 2017, approved its first SAP-funded project (SAP001) for implementation in Namibia. The project, titled "Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers under Conditions of Climate Change (IREMA)", targets the country's most arid region, the Kunene Region, specifically the areas of Fransfontein, Warmquelle, and Sesfontein, located within the Khorixas and Sesfontein constituencies.

The SAP001 project is guided by the following core objectives:

- Promote investments in integrated drought early warning systems and improve existing ones
- Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels
- Support communities to undertake innovative adaptation actions that reinforce their resilience to drought

The project has been jointly executed by the EIF and the Ministry of Agriculture, Water, Fisheries and Land Reform (MAWFLR) and managed through through a dedicated Project Management Unit (PMU) and guided by a regional Project Steering Committee (PSC). The programme aimed to reach over 14 000 direct beneficiaries with targeted climate change adaptation interventions. These were delivered through three critical components as outlined below:

- Component 1: Increased adaptive capacity and enhanced climate change resilience.
- Component 2: Reduced exposure to risks and strengthened adaptive capacity to climate variability
- Component 3: Solar energy technologies & solar water pumping promoted and widely adopted

4. EVALUATION SERVICES SOUGHT

The EIF hereby seeks to procure the services of a consultant, a consortium of consultants for a consulting firm with proven expertise in evaluating public sector climate change interventions.

5. OBJECTIVES AND PURPOSE OF THE EVALUATION

The primary objective of this evaluation is to conducts a systematic and in-depth assessment of the results and impacts directly attributed to the implementation of the SAP001 Project.,. The evaluation will be guided by a prescribed evaluation criteria as outlined in subsequent sections of this document. The purpose of the evaluation is to;

a) **To inform evidence-based decision-making** by identifying key lessons learned and assessing the effectiveness, efficiency, and relevance of the intervention.

b) **To promote transparency and accountability** in the implementation of public sector climate change interventions.

c) **To foster a culture of learning** within the Accredited Entity (AE), the Green Climate Fund (GCF), and national stakeholders.

d) **To inform the design and programming** of future climate change programmes by providing actionable recommendations based on evaluation findings.

6. SCOPE AND FOCUS OF THE EVALUATION

Seeking to assess the changes resulting from the SAP001 project rollout, this final evaluation will utilise Key Evaluation Questions (KEQ) aligned GCF evaluation criteria which, in turn, are further aligned with the Development Assistance Criteria (DAC) evaluation standards, as outlined in the next paragraph of this TORs. The evaluation will assess the outcomes and emerging impacts across all the SAP001 interventions, as outlined in the Funded Activity Agreement (FAA), the funding proposal and related documents. These interventions were implemented in the project's target areas of Warmquelle, Sesfontein and Fransfontein areas of Kunene region.

The KEQs provide a general framework to guide the evaluation's focus on, on project progress, overall management, reporting credibility and achievement of results or contributions towards intended outcomes. The evaluation will particularly assess short-term to medium term outcomes on behavioural changes amongst the beneficiaries as an indicator of sustained impact.

The following section outlines the KEQs aligned with the GCF evaluation criteria, which are further harmonized with the DAC evaluation standards.

6.1 RELEVANCE, EFFECTIVENESS AND EFFICIENCY EVALUATION CRITERIA

These criteria seek to assess the appropriateness in terms of the project's selection, implementation, and achievement in relation to the Funded Activity Agreement (FAA)/ Approved Funding Proposal, specially focusing on the logical framework and expected results pathways as outlined in the Theory of Change. The following evaluation questions can be used in assessing performance against these criteria.

6.1.2 RELEVANCE

Assesses whether the project is doing the right things – i.e., alignment with context, needs, and priorities.

6.1.2.1 Were the context, problem, needs and priorities well analysed and reviewed during project initiation.

6.1.2.2 Are the planned project objectives and outcomes relevant and realistic to the situation on the ground?

6.1.2.3 Is the project Theory of Change (TOC) and intervention logic coherent and realistic? Does the TOC and intervention logic hold, or was there need for adjustment?

6.1.2.4 Do outputs link to intended outcomes which link to broader paradigm shift objectives of the project?

6.1.2.5 How realistic were the risks and assumptions of the SAP001 project?

6.2 EFFECTIVENESS

Assesses the extent to which the project is achieving, or has achieved, its objectives and expected results.

6.2.1 Is the project intended results achieved in a timely manner? Was this achievement supportive of the TOC and pathways identified therein?

6.2.2 What and how much progress has been made towards achieving the overall outputs and outcomes targets of the project (including contributing factors and constraints)?

6.2.3 To what extent is the project able to demonstrate changes against the baseline (assessment in approved funding proposal) for the GCF investment criteria (including contributing factors and constraints)?

6.2.4 How did the project deal with issues and risks during implementation?

6.2.5 To what extent did the project's M&E data and mechanism(s) contribute to achieving project results?

6.2.6 To what extent did the design of the project help or hinder achieving its own goals?

6.2.7 Were there clear objectives, TOC, and strategy? How were these used in performance management and progress reporting?

6.2.8 Were there clear baselines indicators and/or benchmarks for performance measurements? How were these used in project management?

6.2.9 To what extent and how did the project apply adaptive management?

6.2.10 What, if any, alternative strategies would have been more effective in achieving the project objectives?

6.3 EFFICIENCY

Assesses how well resources (inputs) are used to achieve results – in terms of economy, timeliness, and governance.

6.3.1 Are the planned inputs and strategies identified realistic, appropriate, and adequate to achieve the results? Were they sequenced sufficiently to efficiently deliver the expected results?

6.3.2 Have project resources been utilized in the most economical, effective, and equitable ways possible (considering value for money; absorption rate; commitments versus disbursements and projected commitments; co-financing; etc.)?

6.3.3 Did the project's governance mechanisms function efficiently?

6.4 COHERENCE IN CLIMATE FINANCE DELIVERY WITH OTHER MULTILATERAL ENTITIES

Coherence in climate finance delivery with other multilateral entities – looks at how GCF financing is additional and able to amplify other investments or de-risk and crowd-in further climate investments. The following are **Evaluation Questions** can be used to assess these criteria:

6.4.1 Who are the partners of the project and how strategic are they in terms of capacities and commitment?

6.4.2 Are their coherence and complementarity by the project with other actors for local other climate change interventions?

6.4.3 To what extent has the project complimented other on-going local level initiatives (by stakeholders, donors, governments) on climate change adaptation or mitigation efforts?

6.4.4 How has the project contributed to achieving stronger and more coherent integration of shift to low emission sustainable development pathways and/or increased climate resilient sustainable development (GCF RMF/PMF Paradigm Shift objectives)? Please provide concrete examples and make specific suggestions on how to enhance these roles going forward.

6.5 GENDER EQUITY

Gender equity – ensures integration of understanding on how the impacts of climate change are differentiated by gender, the ways that behavioural changes and gender can play in delivering paradigm shift, and the role that women play in responding to climate change challenges both as agents but also for accountability and decision-making.

The following are Evaluation Questions can be used to assess these criteria.

6.5.1 Does the project only rely on sex-disaggregated data per population statistics?

6.5.2 Are financial resources/project activities explicitly allocated to enable women to benefit from project interventions?

6.5.3 Does the project account in activities and planning for local gender dynamics and how project interventions affect women as beneficiaries?

6.5.4 Do women as beneficiaries know their rights and/or benefits from project activities/interventions?

6.5.5 How do the results for women compare to those for men?

6.5.6 Is the decision-making process transparent and inclusive of both women and men?

6.5.7 To what extent are female stakeholders or beneficiaries satisfied with the project gender equality results?

6.5.8 Did the project sufficiently address cross cutting issues including gender?

6.6 COUNTRY OWNERSHIP OF PROJECTS AND PROGRAMMES

Country ownership of projects and programmes – including concepts of OECD DAC Sustainability criteria; examines the extent of the emphasis on sustainability post project through country ownership; on ensuring the responsiveness of the GCF investment to country needs and priorities including through the roles that countries play in projects and programmes. The Country Ownership of the project will be assessed using the following KEQs:

6.6.1 To what extent is the project aligned with national development plans, national plans of action on climate change, or sub-national policy as well as projects and priorities of the national partners?

6.6.2 How well is country ownership reflected in the project governance, coordination and consultation mechanisms or other consultations?

6.6.3 To what extent are country level systems for project management or M&E utilized in the project? What level and types of involvement for all Is the project as implemented responsive to local challenges and relevant/appropriate/strategic in relation to SDG indicators, National indicators, GCF RMF/PMF indicators, AE indicators, or other goals?

6.6.4 Were the modes of deliveries of the outputs appropriate to build essential/ necessary capacities, promote national ownership and ensure sustainability of the result achieved?

6.7 INNOVATION IN RESULTS AREAS

Innovativeness in results areas – focuses on identification of innovations (proof of concept, multiplication effects, new models of finance, technologies, etc.) and how changes that bring about paradigm shift can contribute or be attributed to GCF investment. Below is the related question to assess the innovation result area.

6.7.1 What role has the project played in the provision of "thought leadership," “innovation,” or “unlocked additional climate finance” for climate change adaptation/mitigation in the project and country context? Please provide concrete examples and make specific suggestions.

6.7.2 How can these roles be enhanced for future similar programmes/ projects?

6.8 REPLICATION AND SCALABILITY

Replication and scalability –assess the extent to which the project activities can be sustained post implementation and scaled up in other locations within the country or replicated in other countries and identify what are the explicit conditions/success factors that enable the replication or scalability. These criteria should be assed utilised the below Key Evaluation**.**

6.8.1 What are project lessons learned, failures/lost opportunities to date? What might have been done better or differently?

6.8.2 How effective were the exit strategies and approaches to phase out assistance provided by the project including contributing factors and constraints?

6.8.3 What factors of the project achievements are contingent on specific local context or enabling environment factors?

6.8.4 Are the actions and results from project interventions likely to be sustained, ideally through ownership by the local partners and stakeholders?

6.8.5 What are the key factors that will require attention to improve prospects of sustainability, scalability or replication of project outcomes/outputs/results?

6.9 UNEXPECTED RESULTS

Unexpected results, both positive and negative should be identified and analysed to capture key challenges and the learned. These insights whether favourable or adverse can inform and benefit all stakeholders, including government institutions, civil society and other partners. Both intended and unintended results both unintended and intended should be assessed utilising the following Key Evaluations Questions.

6.9.1 What has been the project's ability to adapt and evolve based on continuous lessons learned and the changing development landscape? Please account for factors both within the AE/Executing Entity (EE) and external stakeholders.

6.9.2 Can any unintended or unexpected positive or negative effects be observed because of the project's interventions in the project areas?

6.9.3 What factors have contributed to the unintended changes at (impact, outcomes, outputs) levels?

The evaluation will be carried out within the overall provisions contained in the GCF evaluation policy obtainable on www.gcf.com . The evaluation will be managed by the EIF of Namibia, with technical support from the GCF Monitoring and Evaluation unit.

7. METHODOLOGY

The evaluation will be carried out by an independent evaluation expert(s) under the direct supervision of the AE's Operations Department. The evaluator(s) will be expected adopt an integrated approach involving a combination of data collection (qualitative and quantitative) and analysis tools to generate concrete evidence to substantiate all findings. All findings must be substantiated by credible and triangulated evidence. Evidence used to assess the results of the SAP001 project should draw from a range of verifiable sources, including but not limited to: indicator achievement data, project reports, Mid-term evaluations, technical documents, stakeholder interviews, focus group discussions, surveys, and direct observations during site visits.

The evaluation methodology is required to comprise of the following elements:

7.1 Review documents (Desk Review)

7.2 Interviews with key stakeholders including project PMU, key AE staff members, government line ministries, development partners, civil society organisations (especially the farmers' unions/associations), and other relevant partners through a participatory and transparent process, relevant institutions of tertiary education

7.3 Consultations with sampled beneficiaries and relevant stakeholders through interviews and/ or focus group discussions

7.4 Site visits to all projects in all political regions – a representative sample of three (3) project per component

7.5 Develop and use e-survey and/ or questionnaires where appropriate

An evaluation matrix (refer to Annex 02) or similar tools can be applied to systematically organise data and support the triangulation of available evidence from multiple sources. In alignment with the AE Gender Mainstreaming Policy, the collection and analysis of gender-disaggregated data is a core requirement for all GCF interventions. Accordingly, data collected for the evaluation should, to the extent possible, be disaggregated by gender and analysed in relation to the project's outputs, outcomes, and impacts, with specific attention to differential effects on women and men.

8. EXPECTED OUTPUTS AND DELIVERABLES

8.1. Inception report within (5) days of award detailing approach of the assignment, proposed methodology, timelines, and budget. **(Max 10 Pages).**

8.2. A Draft Final Evaluation Report for SAP001, submitted to the AE, and shared with key stakeholders for inputs. **(Within 4 weeks of award**).

8.3. A Draft Final Evaluation Report for SAP001, incorporating the AE, NDA and Project Steering Committee inputs, to be submitted to the AE a week after submission of first draft. **(Within 4weeks of award**). All reports submitted after AE and GCF review- must be done in two versions (a) Track Changes (b) Clean Word document. The GCF follows rigorous internal review processes, and the consultant will be expected to address such comments as they arise until the Evaluation report is approved by the GCF.

8.4. Final Evaluation Report **(Within Six Weeks of award),** including a 2-3-page executive summary, a set of limited and clear & actionable recommendations (not to exceed 10 recommendations total), and response addressing issues raised during presentation of draft (Please refer to the table under section 9 below). The said report should have the structure as outlined in **(Annexure 1).**

8.5. Lead a stakeholders validation workshop/session on the Final Evaluation Report that is inclusive of include actionable recommendations. **(Within Seven weeks of award).**

8.6. Incorporate stakeholder's inputs before submitting to the GCF **(within six weeks of award)**

9. LEVEL OF EFFORT AND DURATION

The detailed schedule for the evaluation and length of assignment will be discussed with the Technical Evaluating (TE) Consultant team prior to the assignment. The total days for the consultancy will be 44 calendar days' worth stretching over Three (3) calendar months.

No	Phase/Section	Expected Output/Deliverables	Percentage (%) of payment	Tentative Dates
	Contracting	**Singing of Contracts**	-	30 October 2025
1	**Inception Phase**	**Inception Report** *(work plan, methodology, tools, timelines, evaluation matrix*)	25%	06 November 2025
	- Initial briefing with EIF, PMU, MAWFLR and NDA			
	- Review project documents (proposal, log frame, ToC, APRs, financial reports, baseline). tools			
	- Develop evaluation framework & methodology (incl. GCF criteria)			
	- Prepare inception report with work plan, evaluation matrix, and data collection tools			
2	**Data Collection,**	**Primary & secondary data collected** *(qualitative + quantitative) including stakeholder perspectives and field verification*		12 to 20 November 2025
	Field work to all sampled project sites. - Key informant interviews with key stakeholders. - Focus group discussions with beneficiaries (women, youth, farmers).			
3	**Draft Final Evaluation Report**		20%	25 November 2025 -

No	Phase/Section	Expected Output/Deliverables	Percentage (%) of payment	Tentative Dates
	- Analyze data against evaluation questions	Draft Final Evaluation Report *(on prescribe template)*		08 - 12 December 2025
	- Draft findings under GCF evaluation criteria			
	- Identify lessons learned & best practices			
	- Prepare actionable recommendations			
	Share draft with key stakeholders for input			
	Stakeholders Validation Workshop			
4	**Draft Final Evaluation Report submission to the GCF Secretariat**	**Final Draft Evaluation Report**	30%	February 2026
	- Revise draft based on EIF and key stakeholder feedback - Prepare and submit consolidated final draft to GCF Secretariat. (*quality-checked by AE*).			
5	**Incorporation of GCF Inputs & Comments**	**Revised Final Evaluation Report**		
	- Integrate GCF comments into Final report.			
	- Submit report final report to GCF secretariat.			
6	**Approval by GCF and Dissemination of SAP001 Final Evaluation Report**	**GCF-Approved SAP001 Final Evaluation Report**.	25%	Date to be Communicated
	-GCF Approved Final Evaluation Report			Date to be Communicated

10. REPORTING AND COMMUNICATION

10.1 The consultant(s) will be contracted by the AE/EIF.

10.2 The consultant(s) will report directly to the Chief Operations Officer (COO) who will supervise the consultancy with support from the Managers: M&E and Projects Portfolio.

10.3 The consultant(s) will be required to submit periodic status update reports, meeting reports for weekly meetings/consultations held, and copies of any presentations made at meetings/workshop.

10.4 The Operations Department, through the M&E unit, will provide administrative and coordination support for the duration of this evaluation, to facilitate weekly meetings as well as the interviews during data collection process.

10.5 Travel within the Kunene Region (Namibia) will be required to facilitate the completion of the evaluation.

10.6 All reports will be in English, while interviews with beneficiaries will be conducted in relevant indigenous languages.

10.7 For the above, the consultant(s) are required to cater for Afrikaans, Khoekhoegowab and Otjiherero for the field visit leg of the evaluation.

11. QUALIFICATIONS

Minimum of a Master's degree in Monitoring and Evaluation (M&E), Project Management, Agriculture Science/Management, Natural Resource Management, Climate Change, Environmental Management or equivalent.

The above must apply to the lead consultant as well as all team members:

- PHD degrees in the above fields will be an added advantage but not a requirement.

12. Specific professional experience

- Minimum of ten (10) years' experience in evaluating projects or programmes of comparable size (financial value and duration) in sustainable agriculture, climate change adaptation, environmental management, agricultural economics or a similar field.
- Demonstrated previous experience of project or programme evaluation of at least 3 projects of comparable type and net worth in past 5 years.
- Demonstrated experience with assessing GCF, GEF and other multilateral or bilateral donor funded projects will be an added advantage.
- Strong analytical skills and proficiency in English.

- Experience of compiling, editing, producing timely evaluation reports.
- Evaluation consortiums must have at least one team member with GCF, GEF other multilateral environmental financing programme experience.
- Bidders must demonstrate requisite experience with lists of at least 3 evaluation assignments successfully completed, supported by reference letters from the clients on clients' official letterheads clearly indicating traceable/contactable referees.

13. Response To Expression of Interest (EI) Proposal Specification

Interested bidders must submit a detailed technical (Not more than 10 pages) and financial proposal. The following documents must be attached to the Technical Proposal.

i. CVs (maximum 3 pages) outlining profile of the Lead consultant and Team.
ii. A cover letter highlighting relevant experience for the assignment.
iii. The consultant, a consortium of consultants or a firm should attach four (3) references as proof of successfully completed similar assignments or any other evaluation undertaken.
iv. Financial proposal in Namibian Dollars with a detailed cost breakdown of the activities and taxes. **Submission of proposal**

Submit complete applications by email or hand delivery at the EIF offices with the title **"Application for" SAP001 Final Independent Evaluation"** to EIF Procurement Management Unit by 20th October 2025.

14. Evaluation and Award of consultancy/additional

The EIF - Procurement Unit will evaluate all summitted proposals based on both technical merit and financial feasibility. and award the assignment based on technical and financial feasibility. EIF reserves the right to accept or reject any proposal at its sole discretion, without obligation to provide reasons. EIF is further not bound to accept the lowest, or the highest bidder.

15. Evaluation Ethics

Evaluation consultants are expected to undertake the evaluation in strict adherence to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. This evaluation will adhere to the GCF evaluations standards which include the principles of impartiality, objectivity, unbiased, accountability, respect, beneficence, competence, accountability, confidentiality,

equality, rigorous, credibility transparency, value for money, independence, utility and environmental consideration. All evaluations will be operationally and analytically unbiased and will adhere to the highest ethical standards while upholding the Fund's procedures and policies that address conflicts of interest.

16. Annexures:

Annexture 1: Template of Evaluation Report- SAP001 FIE

Project interim/final evaluation report should include the following structure in its structure:

Executive summary

1. **Introduction (**including context, scope, methodology)
2. **Key findings and conclusions:** Specifically outline the answers to the Key Questions Evaluation (KEQ) per criteria outlined in section (6) of the TORs, these should include both negative and positive changes brought upon by the SAP001 in the Project areas. This section may outline challenges in project assistance/implementation
3. **Conclusions:** any other reflections on the evaluation, and way forward for the EIF and country at large in implementing similar interventions
4. **Recommendations:** (corrective actions for on-going or future work and where relevant if major changes are considered necessary to ensure delivery of expected results as per the FAA with the GCF)
5. **Summary Evaluation matrix:** and achievement by objectives and outputs and outcomes (triangulated with evidence and data)
6. **Annexes:** (Reports, list of interviewees, list of documents reviewed and how they were utilised to add value to the evaluation process, data sources used.

Annexes 02 : Evaluation Matrix -SAP001 FE

Evaluative Criteria	Questions	Indicator Criteria	Sources	Methodology
Evaluation Criteria:				

Evaluation Criteria

Stage 1: Eligibility and Legal Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	Submit a 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; in the case of private or public companies, Form CM2, CM2A, CM2C and CM29; in the case of close corporations CC1 (the founding statement or amended founding statement where applicable). ***Required from Namibian bidders and Joint Ventures- if ventured with a Namibian registered company only.***		
2.	Submit a certified copy of company Registration Certificate in their respective country. ***Required from International bidders only.***		
3.	Submit a valid certified copy of company Registration Certificate in their respective country. ***Required from International bidders only.***		
4.	Submit a valid original Good Standing Tax Certificate from the Receiver of Revenue (NamRA).		
5.	Submit a valid original Good Standing Certificate from Social Security Commission.		
6.	Submit a valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.		
7.	A duly completed and signed - 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.		
8.	Fully completed and signed Bid Submission Form.		
	OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE		

NB: Any bid found non-compliant to this section will not be evaluated further and therefore, disqualified.

Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	**1. Evaluation Design, Approach and Work Plan – 40%** Bidders must demonstrate a clear understanding of the Evaluation requirements by addressing the following components: a) **Technical Evaluation Approach and Design** Description of Technical Approach and Design (Refer to the methodology requirements) **Maximum Points: 20** b) **Evaluation Work Plan and Timelines Schedule:** A clear and realistic breakdown of evaluation activities and timelines. **Maximum Points: 20**	**40**
2	**2. Overall Ability and Capability to Perform – 50%** This section assesses the firm's experience, expertise, and past performance in undertaking or commissioning Impact programme, projects or policy Evaluations. This should be demonstrated through the submission of a CV, certified copies of qualifications and reference letters or testimonials. a) At least (10) years' experience in Evaluating programmes or commissioning for Impact Evaluations using mixed approaches in sustainable agriculture, climate change adaptation, environmental management, agricultural economics and similar field (**Marks =10)** b) Demonstrated previous experience of project or programme impact evaluation for – at least (2-5) projects of comparable type and net worth, to be supported by refence letters. **(Marks =10)** c) Experience in depth assessing GCF, GEF and other bilateral donor funded projects will be an added advantage **(Mark=5)** **Maximum Points: 25** **i)** Portfolio of Supporting Evaluators	**50**

	Lead Evaluator- Minimum of Master's degree in Monitoring and Evaluation (M&E), Project Management, Agriculture Science/Management, Natural Resource Management, Climate Change, Environmental Management or equivalent. PHD. holders in the above fields will be added advantage **Maximum Points: 20** **ii. References/Testimonials** At least two (2) written references or testimonials from previous clients (***attesting*** to the Lead Evaluator's ability to deliver high quality reports. (Testimonials to be contacted for verification) **(5 Marks)** **iii.** Previous Evaluation Reports copy on link or email **(5 Marks)** **Maximum Points: 10**	
3	**3. Profile of Support Evaluators – 10%** Evaluation of the proposed teams of Evaluator or support team member's qualifications and capabilities: **a) Support Evaluators** - *Certified copy of A Master's degree in Monitoring and Evaluation, Environmental Management, Agriculture sciences/management, statistics, Project Management, Agricultural Science/management and Economics.* - *A doctoral degree would be an added advantage* ***(Master's degree- 7 marks), (Doctoral degree- 10 Marks), (No qualifications/qualification not in line with the requirement= 0 mark)*** -Experience in e-surveys and quantitative & qualitative data collection packages **Maximum Points: 10**	**10**
	OVERALL TECHNICAL SCORE	**100**

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

Stage 3: FINANCIAL EVALUATION

1.1 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:
Fs = 100 x Fm / F,

in which Fs is the financial score,
Fm = is the lowest price proposal and
F = the price of the proposal under consideration.

$$\frac{\textbf{the lowest price proposal x 100}}{\textbf{the price of the proposal of each bidder}}$$

Bidder	Bid Price (From lowest to highest)	Financial Score

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:

$B_S = 0.7 \times T_S + 0.3 \times F_S$, where

B_S = the Bid Total Score
T_S = the Technical Score
F_S = the Financial Score

Bidder	Technical (Score × 0.7)	Financial (score × 0.3)	Total Bid Score	Rank

Annexure - 2

Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Labour Act Compliance Form

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:

2. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
3. *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.*

Annexure - 3

SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR CONSULTANT

Proposals

1. Proposals should include the following information which will form part of the bid evaluation for this service:

    i. Company Registration Documents
    ii. A valid Good Standing with the Receiver of Revenue- NamRA.
    iii. A valid Good Standing with the Social Security Commission.
    iv. A valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of section 42 of the Affirmative Action Act, 1998.
    v. Must submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.

(a) Technical Proposals

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

(b) Financial Proposals

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

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of the consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of

Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.

2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

FORM F-1

BID SUBMISSION FORM

From: _____ To: _____
_____ _____
_____ _____

Request for proposal for consultancy services to conduct a project Final Independent Evaluation (FIE) for SAP001 Project

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: _____

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: _____

FORM F-3

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/IREMA-05/2025: CONSULTANCY SERVICES TO CONDUCT A PROJECT FINAL INDEPENDENT EVALUATION (FIE) FOR SAP001 PROJECT

- THE BID: CONSULTANCY SERVICES TO CONDUCT A PROJECT FINAL INDEPENDENT EVALUATION (FIE) FOR SAP001 PROJECT

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

FORM F-4

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 3 YEARS

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

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

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

FORM F-5

Cost Estimate of Services[1]

(To be submitted in a separate closed envelope)

Remuneration:

Consultant Name	**Monthly Rate**	**Working Months**	**Total Cost**
	(In currency)	**(in currency)**	
_____	_____	_____	_____

Sub-Total (Remuneration)

_____

Out-of-Pocket Expenses[2] **:**

(a) Per Diem[3] :	Room Charge	Subsistence	Total	Days
	_____	_____	____	_____

(b) Air fare _____

(c) Lump Sum Miscellaneous Expenses[4] : _____

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, porterage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.