



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

PROVISION OF A CONSULTANT BUILD CAPACITY FOR GREEN CLIMATE FUND (GCF) PROJECT IDENTIFICATION, PROPOSAL DEVELOPMENT, MONITORING, EVALUATION AND REPORTING

Procurement No: SC/RP/ NAM-RS-005 -02/2023

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**

Initials_____

Request for Proposal

LETTER OF INVITATION

12 April 2024

Dear Sir/Madam

Subject: Provision of a Consultant to build capacity for Green Climate Fund (GCF) Project identification, Proposal development, Monitoring, Evaluation and Reporting

1. You are hereby invited to submit technical and financial proposals for the Provision of a Consultant to build capacity for Green Climate Fund (GCF) Project identification, Proposal development, Monitoring, Evaluation and Reporting a contract between you and EIF.
2. The purpose of this assignment is to:
 - (a) Identify a suitable consultant to render the above-mentioned 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 consultant.
 - (c) a sample format of the Service Contract under which the service will be performed
4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit DHamukwaya@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.
Consultant 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.

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6. Eligibility

- (a) A Consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Proposals from Consultant appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Consultant should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Submission of Proposals

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

- Part A: Mandatory documents for consultant.
- Part B: Technical Proposals
- Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: **Friday, 03 May 2024 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00PM.**

Please take note: No electronic proposals will be accepted.

8. Documents comprising the Bids

The Bid submitted by the Bidder shall comprise the following:

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

- 1. 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.
2. A valid original or certified copy (as certified by the Commissioner of Oath) Good Standing Tax Certificate from the Receiver of Revenue (NamRA).
 3. A valid original or certified copy (as certified by the Commissioner of Oath) Good Standing Certificate from Social Security Commission.
 4. A valid original or certified copy (as certified by the Commissioner of Oath) of 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.
 5. 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.
 6. A signed Bid Securing Declaration.

9. Deciding Award of Contract

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

10. Rights for Public Entity

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

11. Duration of Assignment

The detailed schedule will be discussed with the successful Consultant prior to the commencement of the assignment. The estimated duration is up to **20 days within one year, which is divided into 5 days (a week) per quarter** to undertake the assignment. **The commencement date of the works will be the 1st of June 2024 and completion date will be the 30th of June 2025.**

12. Validity of Proposal

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

13. Commencement date of Assignment

Assuming that the contracting process be satisfactorily concluded within May 2024, you will be expected to take up/commence with the assignment in June 2024.

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 should appreciate if you would inform us by hand delivery:

Initials _____

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven (7) working days and
- (b) further indicate whether or not you will be submitting the proposal.

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

Yours faithfully,

A handwritten signature in black ink, appearing to read 'HAMUKWAYA', enclosed within an oval shape.

D.H. Hamukwaya
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary information and mandatory documents for consultant.

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NOTICE TO BIDDERS

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

No	SECTION OF SBD	REQUIREMENT	YES/NO	SIGNATURE
1	Bidding Document	Have you initialed all pages of the bidding document? MANDATORY		
2	Labour Act Compliance Form	Have you completed, initialed and signed this form? MANDATORY		
3	Form F-1 Bid Submission	Have you completed, initialed and signed this form? MANDATORY		
4	Form F-2 CVs	Have you submitted and initialed all pages of each CV? MANDATORY		
5	Form- F-3 Consent Letter for use of CV	Have you submitted and initialed all Consent Letter for each CV submitted? MANDATORY		
6	Form F-4 Assignments of similar nature	Have you submitted and initialed all reference letters as required? MANDATORY		
7	Form F-5 Cost Estimate of Services	Have you initialed all pages of the cost estimates submitted in a separate envelope? MANDATORY		
8	Directors Certified ID copies	Have you submitted certified copies of IDs?		

TERMS OF REFERENCES

Initials _____

**CONSULTANCY TO BUILD CAPACITY FOR GREEN CLIMATE FUND (GCF) PROJECT
IDENTIFICATION, PROPOSAL DEVELOPMENT, MONITORING, EVALUATION AND
REPORTING**

PROJECT CONTEXT

The Environmental Investment Fund (EIF) of Namibia is a State-Owned Enterprise, established through the Environmental Investment Fund Act of 2001. The main purpose of the EIF is to raise financial resources for direct investment in environmental protection and natural resource management activities and projects. The 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. Nevertheless, the GCF recognizes that developing countries may face capacity constraints in developing climate finance proposals.

As a result, on the 30 November 2022, the GCF approved the Readiness Proposal for the Republic of Namibia titled: “Developing key legislation, regulation, policies, and concept notes for climate action in Namibia (NAM-RS-005)”. The Readiness and Preparatory Support project objective is to build capacity of the National Designated Authority (NDA) (which is MEFT), the Namibia Green Hydrogen Programme (NGHP), Ministry of Finance and Public Enterprise (MoF), the National Planning Commission (NPC) and the Environmental Investment Fund (EIF) on climate finance coordination mechanisms; and to improve the regulatory and institutional frameworks needed to provide the necessary umbrella to promote green investment in the priority areas identified in the Country Programme. The NAM-RS-005 project is implemented by the EIF through a Readiness Project Team in close collaboration with the Namibia Green Hydrogen Programme (NGHP). This project is currently underway and is, as a first step, building capacity in project identification, proposal development and monitoring for the three (5) institutions who are earmarked as the direct beneficiaries of this funding.

EIF’s NAM-RS-005 project therefore seeks the services of a suitably qualified and experienced consulting firm or consultant(s) with the relevant expertise to undertake this consultancy to build capacity in GCF project identification, proposal development and monitoring.

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1. OBJECTIVE OF THIS CONSULTANCY

Building capacity of Environmental Investment Fund of Namibia (EIF), National Planning Commission (NPC), Ministry of Finance and Public Enterprise (MoF), Green Hydrogen Programme (NGHP) and the Ministry of Environment, Forestry and Tourism to engage on climate finance and effectively serve as a focal point with the National Designated Authority (NDA). With strengthened capacities, the EIF, NPC, MoF, NGHP and NDA (MEFT) will be able to prioritize climate-relevant projects from various sector plans for implementation as well as align Harambee Prosperity Plan 2 measures to Nationally Determined Contributions (NDC) targets to ensure access to climate finance and monitoring of its application are harmonized.

2. SPECIFIC TASKS

The consultant is expected to work closely with the key staff of the selected government entities and the readiness team at EIF Namibia to carry out the following tasks:

- I. **Conduct hands-on coaching and mentoring of eight (8) professionals from the NDA EIF, NGHP, NPC and MoF entities in concept writing, monitoring, evaluation, and reporting** (support proposal writing, project monitoring and reporting tasks, associated with GCF funding to Government entities or any other organization)
 - a. One (1) coaching and mentoring session of five days per quarter and corresponding reports.
 - b. Each session will have a final report with:
 - Contents of the session
 - Weaknesses identified in each junior professional, and plan to overcome those weaknesses during this Mentoring phase
 - Progress evaluation questionnaire by the participants
 - Quality evaluation questionnaire by the participants to the coach
 - Gender disaggregated list of participants

Initials_____

- c. Progress reports: After each one of the coaching and mentoring session, a progress report will be produced with the activities done, achievements by the participants and key issues to be further developed in the next quarter.

3. EXPERTISE REQUIRED AND CONSULTANCY MANAGEMENT

The Consultant or consulting firm is expected to have the following profile.

The lead consultant will possess strong project management skills and experience. A detailed understanding of climate change industry of Namibia must be demonstrated, an understanding of the International and Regional energy environment and experience in funding submissions to the GCF and related climate finance entities will be key.

Qualifications/Education

Lead Consultant (Project programming specialists)

- Master's degree or higher in a relevant field, such as climate change, natural sciences, social sciences, or environment
- Demonstrated competence in the use of project prioritization tools.
- Experience in preparing high-quality donor-funded projects.
- Minimum 3 years work experience in Namibia or southern Africa is preferred.
- Strong technical writing skills'
- Ability to coordinate inter-disciplinary teams and manage complex assignments in a multi-cultural setting.
- Fluent in English

Additional team members

- Other members of the team will have similar background and with professional qualifications and experience to complement the team leader. Data acquisition and analysis skills will be important. Moreover, the consultant or the consulting firm should include the following personnel:

Initials_____

- a. Project pipeline development expert (Master's related degree with minimum 3 years' experience in climate change, natural sciences, social sciences or environment).
- b. Project proposal development expert (Master's related degree with minimum 3 years' experience in project management within Namibia and relevant experience in climate finance funding).
- c. Training expert (minimum 5 years' experience in training professionals in technical writing skills / preparation of proposals)

Experience:

- An excellent understanding of the global resource mobilization, particularly climate change, business and climate finance landscape and the unique developmental challenges facing Africa in general.
- In addition, the consultant is expected to have in-depth knowledge and experience in project management, project pipeline development, project proposal development and training facilitation. Experience in funding submissions to the GCF and related climate finance entities is crucial.

4. KEY DELIVERABLES

- (i). Inception report or work plan within **5 days** of award.
- (ii). One (1) coaching and mentoring session of five days per quarter and corresponding reports (**Quarterly**).
- (iii). Progress reports: After each one of the coaching and mentoring session, a progress report will be produced with the activities done, achievements by the participants and key issues to be further developed in the next quarter (**Quarterly**).

5. TIMEFRAMES

- a. The total consultancy period will be 5 days (1 week) per quarter (A total of 20 days)

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6. PROPOSAL SUBMISSION REQUIREMENTS

- a. **Technical proposal** not exceeding 10 pages in length with the proposed approach and activities to be taken for the implementation and management of the assignment, including an operational work plan with timelines and track record of consultant/team, etc.
- b. **Financial offer/budget** including breakdown of costs with man-days for each team members (if team approach is utilized).
- c. **Curriculum Vitae** of consultant and of each member of the team (if a team approach is utilized)
- d. Other supporting material deemed to be relevant to the proposal may be attached as an annex. Although annexes are useful, they will not be evaluated.

RELEVANT DOCUMENTS FOR FURTHER CONSULTATION

It is highly recommended that the consultants refer to the documents listed below, which can be obtained from the EIF <http://www.eifnamibia.com/>, GCF <http://www.greenclimate.fund/home> websites.

1. Funding proposal package for Support for accreditation of direct access entities in Namibia GCF Investment Framework
2. GCF Results Management Framework
3. GCF Gender Policy and Action Plan
4. EIF Environmental and Social Safeguards Policy
5. EIF Gender Policy and Action Plan
6. EIF Procurement Policy and Procedures
7. Namibia's Nationally Determined Contributions

Initials_____

Closing date for submission is **03 May 2024 at 12h00**. Please submit your proposal in a sealed envelope to the following address:

The Procurement Manager
Mr. David Hamukwaya
Environmental Investment Fund of Namibia
P O Box 28157, Auas Valley
Windhoek

AND HAND DELIVERED AT:

Environmental Investment Fund of Namibia Office
8933 Heinitzburg Heights, c/o Heinitzburg
Dr. Theo Ben Gurirab Street, Klein Windhoek
Windhoek
Namibia

Technical enquiries:

Bernadette Shalumbu
Telephone: 061 431 7742
081 2964043
Email: BShalumbu@EIF.ORG.NA

Or

Salome Naivela
Telephone: 061 4317724
Cell:081 3821351
Email: SNaivela@EIF.ORG.NA

Initials_____

Evaluation Criteria

Stage 1: Eligibility and Legal Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	<p>(a) Certified copies of either:</p> <p>(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.</p> <p>(ii) (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.</p> <p>(iii) (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</p> <p>(iv) (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.</p> <p><i>Required from Namibian bidders and Joint Ventures- if ventured with a Namibian registered company only</i></p>		
2.	A have a valid certified copy of company Registration Certificate in their respective country. <i>Required from International bidders only</i>		
3.	A valid original or certified copy (as certified by the Commissioner of Oath) Good Standing Tax Certificate from the Receiver of Revenue (NamRA).		
4.	A valid original or certified copy (as certified by the Commissioner of Oath) Good Standing Certificate from Social Security Commission.		
5.	A valid original or certified copy (as certified by the Commissioner of Oath) of 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.		
6.	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.		
7.	A signed Bid Securing Declaration		
	OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE		

Any bid found non-compliant to this section as per the requirement under No. 8 on page. 3 of the bidding documents will not be evaluated further.

Initials _____

Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	<p>Methodology and Work plan:</p> <p><u>Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:</u></p> <ol style="list-style-type: none"> Description of Technical Approach and Methodology (Refer to the methodology requirements). (20 marks) Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time. (10 marks) 	30
2	<p>Overall Ability and Capability to Perform:</p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <p>a. <u>Experience of the consultant/team:</u></p> <ol style="list-style-type: none"> Minimum 3 years work experience in Namibia or southern Africa. (5 marks) An excellent understanding of the global resource mobilization, particularly climate change, business and climate finance landscape and the unique developmental challenges facing Africa in general. (5 marks) The consultant is expected to have in-depth knowledge and experience in project management, project pipeline development, project proposal development and training facilitation. (5 marks) Experience in funding submissions to the GCF and related climate finance entities is crucial. (5 marks) <p><u>Skills:</u></p> <ol style="list-style-type: none"> Demonstrated competence in the use of project prioritization tools (2.5 marks) Experience in preparing high-quality donor-funded projects. (2.5 marks) Strong technical writing skills. (2.5 marks) 	50

	<p>iv. Ability to coordinate inter-disciplinary teams and manage complex assignments in a multi-cultural setting. (2.5 marks)</p> <p>b. <u>Three and above similar assignments done in the past 5 years</u></p> <p>i. Less than three similar assignments done (3 marks)</p> <p>ii. Three and above similar assignments done (7 marks)</p> <p>iii. Sample of similar work done – provide a tentative outline of a typical coaching session previously completed by the consultant (3 marks)</p> <p>c. <u>Three references/testimonials undertaken in similar assignment.</u></p> <p>i. No reference proof (0 mark)</p> <p>ii. Less than three references/testimonial proof (5 marks)</p> <p>iii. Three and more references/testimonial proof (10 marks)</p>	
3	<p>Profile of key staff members:</p> <p><u>Qualifications and competence of the staff for the assignment:</u></p> <p>a. Qualifications,</p> <p>i. Master's degree by lead consultant (5 marks)</p> <p>ii. Team members to comprise of:</p> <p>1. Project pipeline development expert (master's related degree with minimum 3 years' experience in climate change, natural sciences, social sciences, or environment). (5 marks)</p> <p>2. Project proposal development expert (master's related degree with minimum 3 years' experience in project management within Namibia). (5 marks)</p> <p>3. Training expert of the firm's Human Capital to be involved in execution of the assignment (minimum 5 years' experience in training professionals in technical writing skills / preparation of proposals). (5 marks)</p>	20
	OVERALL TECHNICAL SCORE	100

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

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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:

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

in which F_s is the financial score,

F_m = is the lowest price proposal and

F = the price of the proposal under consideration.

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

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:

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

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

Initials_____

BID SECURING DECLARATION

Date:

Procurement Ref No.: SC/RP/NAM-RS-005-02/2023

To: Environmental Investment Fund of Namibia (EIF)

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**

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Labour Act Compliance Form



Republic Of Namibia

Ministry of Labour, Industrial Relations, and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:

Registration Number:

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tell No.:

Fax No.:

Email Address:

Postal Address:

Full name of Owner/Accounting Officer:

.....

Email Address:

2. PROCUREMENT DETAILS

Procurement Reference No.:

Initials _____

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.*

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**SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR
CONSULTANT**

Proposals

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

a) Mandatory documents for consultant.

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

b) Technical Proposals

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

c) Financial Proposals

- (i) The financial proposals should be given in the form of summary of Contract estimate (Form F- 4) or formal quotation indicating all cost breakdown.
- (ii) The proposals shall be submitted in one original and one copy of the original.

NB: The proposals shall be submitted in one original and one copy of the original.

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.
2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

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BID SUBMISSION FORM

From: _____ To: _____

Provision of a Consultant to build Capacity for Green Climate Fund (GCF) Project Identification, Proposal Development, Monitoring, Evaluation and Reporting

I/We _____ herewith enclose Technical and Financial Proposals for selection as Consultant for the **Environmental Investment Fund of Namibia**.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

Initials _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant : _____
 Profession : _____
 Date of Birth : _____
 Nationality : _____
 Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employer's references, where appropriate. Use about two pages.]

Languages:

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

Certification:

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

Date: *Day/Month/Year*

.....
[Signature of Consultant]

Full name of consultant: _____

Initials _____

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/NAM-RS-005-02/2023: LETTER OF CONSENT TO USE MY CURRICULUM VITAE

- The Bid: Provision of a Consultant to build Capacity for Green Climate Fund (GCF) Project Identification, Proposal Development, Monitoring, Evaluation and Reporting
-

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

Sincerely Yours

(Name and surname)

DATE

Initials_____

FORM F-4**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.)

Initials_____

Cost Estimate of Services¹

(To be submitted in a separated closed envelope)

Remuneration:

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

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room Charge	Subsistence	Total	Days
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(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.

Initials _____