

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

PROVISION FOR SHORT TERM EXPERT CONSULTANCY - FOR COMPREHENSIVE ANALYSIS AND STRENGTHENING OF NAMIBIA'S CLEANTECH INNOVATION AND ENTREPRENEURSHIP ECOSYSTEM, AND POLICY ENVIRONMENT

Procurement No: SC/RP/GCIP-EIF -08/2025

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

Due date for submission: Wednesday, 08 October 2025 at 16H00

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 _____



LETTER OF INVITATION

Procurement No: SC/RP/GCIP-EIF -08/2025

TO: PROSPECTIVE CONSULTANTS

Dear Sir/Madam

Date: 08th September 2025

Subject: **PROVISION FOR SHORT TERM EXPERT CONSULTANCY - FOR COMPREHENSIVE ANALYSIS AND STRENGTHENING OF NAMIBIA'S CLEANTECH INNOVATION AND ENTREPRENEURSHIP ECOSYSTEM, AND POLICY ENVIRONMENT**

1. The Environmental Investment Fund of Namibia (hereinafter referred to as the Fund) invites proposals to provide the following consulting services:

Consultancy services for short term expert consultancy for Comprehensive Analysis and Strengthening of Namibia's Cleantech Innovation and Entrepreneurship Ecosystem, and Policy Environment.

2. A firm will be selected under Quality & Cost Based Selection (QCBS) and procedures described in this RFP, in accordance with the policies and procedures for procurement for the Environmental Investment Fund of Namibia.
3. 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.
4. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) Evaluation Criteria
 - (c) supplementary information and mandatory documents for Consultants.
5. Any request for clarification should be forwarded in writing to EIF- Procurement Unit (dhamukwaya@eif.org.na / jmaharero@eif.org.na).

Initials _____

Request for clarifications should be received 7 days prior to the deadline set for submission of proposals.

The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

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

6. Eligibility

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

7. Submission of Proposals

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

- Part A:** Requirements in terms of section 50 (1) of the Public Procurement Act, 2015 and as those stipulated in the Supplementary information and Mandatory documents for consultants & Technical Proposals
- Part B:** Financial Proposals

The proposals must be deposited into the bid box on or before **Wednesday, 08 October 2025 @ 16H00** at 8933 Heinitsburg Heights, c/o Heinitsburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 16H00PM.

- 8. Please take note: EIF will not accept proposals forwarded via electronic mail. Late submissions will not be accepted Documents comprising the Bids**

9. Documents comprising the Bids

The Bid submitted by the Bidder shall comprise the following:

- (i) valid Certified copies of either:

- a. certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.
- b. certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia
- c. 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
- d. 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
- ii. have a valid original or certified copy of an original good Standing Tax Certificate, (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)
- iii. have a valid original or certified copy of an original good Standing Social Security Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)
- iv. have a valid original or certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)
- v. A Written 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 and dully signed by the person authorized to sign the proposal.

10. Deciding Award of Contract

Only those Consultants scoring a total of 70 marks on the overall assessment (technical and financial proposals) 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 for Public Entity (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 detailed schedule will be discussed with the successful consultant prior to the commencement of the assignment. The assignment is expected to be completed within a period of five (5) months from the date of signing of the contract/ purchase order.

13. 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.

14. Commencement date of Assignment

Subject to the successful conclusion of the contracting process by the second week of October 2025, you will be expected to commence the assignment no later than 23 October 2025

15. Tax Liability

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

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. Confirmation 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 five (5) working days and
- (ii) further indicate whether or not you will be submitting the proposal.

18. 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

Terms of Reference (ToR):

Consultancy for Comprehensive Analysis and Strengthening of Namibia's Cleantech Innovation and Entrepreneurship Ecosystem, and Policy Environment

1. Background

Namibia is undergoing a transformative shift toward a green, inclusive, and innovation-driven economy. As part of this process, the country recognizes the importance of nurturing a robust Cleantech Innovation and Entrepreneurship Ecosystem (CIEE) to accelerate clean technologies, foster sustainable economic growth, and respond to climate change imperatives. The Global Cleantech Innovation Programme (GCIP), implemented in Namibia by UNIDO in partnership with the Environmental Investment Fund (EIF) and financed by the Global Environment Facility (GEF), aims to enhance this ecosystem by supporting startups, MSMEs, and the broader innovation infrastructure.

To this end, GCIP Namibia seeks to engage a qualified consultancy (local) to carry out a combined assignment that integrates:

- a) a comprehensive mapping and diagnostic of Namibia's CIEE; and
 - b) a thorough policy and regulatory review to support cleantech innovation, including actionable recommendations for institutional and legal reform.
-

2. Objectives of the Assignment

- To conduct a **comprehensive mapping and assessment** of Namibia's cleantech innovation and entrepreneurship ecosystem.
 - To undertake a **detailed review and gap analysis** of the existing policy and regulatory frameworks impacting cleantech innovation.
 - To develop **strategic recommendations and an implementation roadmap** for strengthening both the ecosystem and the policy environment.
 - To assess **gender, youth, and inclusivity dimensions** within the cleantech ecosystem and policy space.
-

3. Scope of Work

a. Ecosystem Mapping and Diagnostic

- Identify and categorize actors in the ecosystem: government agencies, research institutions, incubators, accelerators, financial institutions, CSOs, startups, MSMEs.
- Map their roles, mandates, services, and interrelationships across geographical and thematic dimensions.
- Conduct a **SWOT analysis** of the ecosystem: policy coherence, entrepreneurial support, infrastructure, finance, gender inclusion, etc.

b. Policy and Regulatory Review

- Review all national and sectoral policies, laws, strategies, and regulatory frameworks affecting cleantech (e.g., energy, MSMEs, STI, climate change, investment).
- Assess their alignment with national goals (Vision 2030, NDCs), regional and global commitments (SDGs, Paris Agreement).
- Identify overlaps, redundancies, and gaps in coherence and implementation.

c. Development of Policy and Regulatory Review Matrix

- Develop a matrix cataloging each policy instrument's title, scope, status, relevance to cleantech, MSME support, institutional ownership, and gender responsiveness.

d. Institutional Mapping

- Identify and assess mandates and operational effectiveness of public institutions overseeing cleantech, innovation, and entrepreneurship.
- Highlight fragmentation, duplication, and coordination gaps.

e. Stakeholder Consultations

The consultant is required to undertake a **two-tiered consultation process** to ensure depth and inclusivity of stakeholder perspectives:

1. Individual Stakeholder Consultations:

Conduct targeted one-on-one consultations with key stakeholders across public, private, academic, and civil society sectors. These sessions should aim to gather detailed insights on ecosystem strengths, barriers, and policy implementation challenges. A minimum of 15 key institutions and individuals must be consulted, with clear documentation of stakeholder categories, institutional roles, and thematic contributions.

2. Multi-Stakeholder Consultation Workshop:

Following individual engagements, the consultant will organize and facilitate two high-level comprehensive stakeholder workshops. This event will convene EIF and key policymakers and ecosystem stakeholders to:

- **Workshop 1:** Present preliminary findings of the consultations expand on consultation insights
- **Workshop 2:** Validate consultation insights and co-develop recommendations and, build consensus on the way forward.

The consultation process must ensure **gender, youth, and sectoral balance** in participation. The workshops should follow an interactive format.

A **Stakeholder Consultation Report** must be submitted, summarizing key issues raised, stakeholder positions, emerging consensus points, and how consultation inputs were integrated into the final deliverables.

f. Gender and Inclusivity Assessment

- Evaluate the inclusion of women, youth, and marginalized groups within cleantech policy instruments and support structures.
- Identify specific challenges and provide actionable recommendations to improve equity.

g. Gap Analysis

- Based on consultations, desk reviews, and institutional mapping, conduct a detailed **policy and regulatory gap analysis**.
- Identify regulatory bottlenecks, legal constraints, and areas with weak enforcement or insufficient policy backing.

h. Roadmap and Strategic Recommendations

- Develop a realistic, time-bound **implementation roadmap**.
- Include proposed reforms, institutional responsibilities, resourcing needs, and monitoring framework.

4. Key Deliverables and Payment Schedule

Deliverable	Timeline	Review & Approval	Payment Milestone
1. Inception meeting (Report and Work Plan)	End of Week 2	Reviewed and approved by PMU	10% upon approval
2. Policy and Regulatory Review Matrix, CIEE Mapping and Diagnostic Report (Drafts)	End of Week 6	Reviewed by PMU , approved by PSC	20% upon approval

3. Stakeholder Consultations (Individual meetings & Multi-stakeholder Workshop) & Consultation Report	End of Week 10	Reviewed and approved by PMU	20% upon approval
4. Draft Gap Analysis, Strategic Recommendations, and Draft Implementation Roadmap	End of Week 14	Reviewed by PMU , approved by PSC	20% upon approval
5. Final Comprehensive Report incorporating all validated findings and Final Roadmap	End of Week 20	Reviewed by PMU , approved by PSC	30% upon final approval

5. Duration and Location

- **Duration:** 5 months (September – January 2025)
- **Location:** Windhoek, Namibia (with possible regional travel for consultations)

6. Consultant Profile and Qualifications

- A **Master's degree** or higher in **Public Policy, Innovation Management, Environmental Law, Economics, Natural Resource Management, Climate Change**, or a related discipline.
- At least **7 years of professional experience** in policy review, regulatory reform, or innovation systems analysis.
- Proven experience in **ecosystem mapping**, policy diagnostics, and stakeholder engagement in Southern Africa.
- Knowledge of clean technologies, green entrepreneurship, MSME development.
- Demonstrated capacity to produce high-quality, evidence-based outputs.

7. Proposal and Eligibility Requirements

- Technical proposal (methodology, work plan, stakeholder engagement plan).
 - Financial proposal (in NAD and USD).
 - Detailed CV(s) of proposed consultants/team.
 - Proof of legal registration (company documents or passport/ID for individuals).
 - Conflict of Interest Declaration.
-

8. Evaluation Criteria

The submitted Bid will be assessed by the bid evaluation committee as per the evaluation criteria provided herein, which comprises of the following:

- Alignment of proposed methodology to the scope of work/Terms of reference
- Realistic work plan in line with requirements and deadlines
- Skills and experience of the project support consultant
- Evidence of successful completion of similar Jobs or related

9. Reporting and Supervision

The consultant will report to the GCIP Namibia National Project Coordinator, hosted by the Environmental Investment Fund of Namibia. Technical oversight will be provided by UNIDO. The final deliverables will be reviewed and approved by PMU, EIF and the Project Steering Committee.

10. Submission Requirements

- Proposals must be submitted to:
Deadline: Wednesday, 08 October 2025 at 16h00 PM **(Namibian time)**

Hard copy should be submitted to the following address:

The Environmental Investment Fund
Procurement Management Unit
First Floor, Bid Box
8933 Heinitzburg Heights c/o Heinitzburg & Burg Street Klein Windhoek
P.O. Box 28157, Auas Valley,
Windhoek, Namibia

Initials _____



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION
Progress by innovation



Stage 1. Evaluation Criteria

No	Eligibility Requirements.	Yes	No
1.1	Is the Bidder under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter?		
1.2	<p>Does the bidder appear on any of the development bank ineligibility lists as follows:</p> <ul style="list-style-type: none"> Procurement Policy Unit www.mof.gov.na/procurement-policy-unit UN Sanction list maintained by the Financial Intelligence Centre https://tfs.fic.gov.za/?_gl=1*9w6ev4*_ga*MTA2MzEyNjA2NC4xNzQ5NjI0NzE5*_ga_3EYLKF5QCS*czE3NDk2MjQ3MTgkbzEkZzAkdDE3NDk2MjQ3MzckajQxJGwwJGgw 		

Stage 2: Mandatory Documents Compliance

#	Mandatory Requirements	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; 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).		
2.	have a valid original or certified copy of an original good Standing Social Security Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)		
3.	have a valid original or certified copy of an original good Standing Tax Certificate (NamRA), (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)		

4.	have a valid original or certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)		
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.	Fully completed and signed Bid Submission Form		
OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE			

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

Stage 3 Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	<p>Methodology and Work plan:</p> <p>Institutions are expected to demonstrate an understanding of the terms of reference by addressing the following components:</p> <ol style="list-style-type: none"> Description of Technical Approach and Methodology (Refer to the methodology requirements). (20 marks) Description of Work Plan and Production Schedule. This should highlight the breakdown of activities needed to carry out the assignment and the timelines (15 marks) 	35
2	<p>Overall Ability and Capability to Perform:</p> <p>This section assesses the Consultant/ firm's experience, expertise, and past performance in Producing similar assignment:</p> <p>a) the Firm should have a minimum of least three (3) years' experience in policy review, regulatory reform, or innovation systems analysis. Maximum Points:10</p> <p>b) Portfolio of Support Consultants Lead Consultant Should have a Strong, proven team leader's capacity to lead effectively as the project manager for successful implementation and completion of the assignment.</p> <p>The Lead Consultant must possess at least 7 years of professional experience in policy review, regulatory reform, or innovation systems analysis. (10)</p> <p>The lead consultant must demonstrate the below by means of certified qualification / reference letters:</p> <ul style="list-style-type: none"> Proven experience in ecosystem mapping, policy diagnostics, and stakeholder engagement in Southern Africa and dona funded projects. (4) Knowledge of clean technologies, green entrepreneurship, MSME development. (4) Demonstrated capacity and experience to produce high-quality, evidence-based outputs. (3) Well established experience in Multi – stakeholders consultation workshops and meetings (4) <p>Maximum Points:35</p> <p>c)References/Testimonials At least three (2) written references letters or testimonials from previous clients attesting to the firm's ability to deliver high-quality reports, in policy review, regulatory reform, or innovation systems analysis with in the past three (3) years (Testimonials to be contacted for verification if needed) Maximum Points: 10 (5 marks per testimonial)</p>	45
3	<p>Profile of Key Staff Members – Evaluation of the proposed production team's qualifications and capabilities:</p> <ul style="list-style-type: none"> Lead Consultant - A Master's degree or higher in Public Policy, Innovation Management, Environmental Law, Economics, Natural Resource Management, Climate Change, or a related discipline. (original /certified copies of qualification) 	20

	- Maximum Points: 20	
	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:

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

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

Stage 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 × 0.7)	Financial (score × 0.3)	Total Bid Score	Rank

Labour Act Compliance Form



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:

.....

Registration Number:

.....

Vat Number:

.....

Industry/Sector:

.....

Place of Business:

.....

Physical Address:

.....

Tell No.:

.....

Fax No.:

.....

Email Address:

.....

Postal Address:

.....

Full name of Owner/Accounting Officer:

.....

.....

Email Address:

.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

.....

Procurement Description:

.....

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I [insert full name],
owner/representative

of [insert full name
of company]

hereby undertake in writing that my company will at all relevant times comply
fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective
Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of
the labour Act, 2007, which include but not limited to the cancellation of the
contract/licence/grant/permit or concession.

Signature:

Date:

Seal:

SUPPLEMENTARY INFORMATION AND MANDATORY DOCUMENTS FOR CONSULTANTS

Proposals

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

(a) Requirements in terms of section 50 (1) of the Public Procurement Act, 2015 and as those stipulated in the Supplementary information and Mandatory documents for consultants.

- (i) Company Registration Documents
- (ii) A valid Good Standing Certificate with the Receiver of Revenue- NamRA.
- (iii) A valid Good Standing Certificate 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.

(b) Technical Proposals

- (i) Curriculum Vitae of Consultant (Form F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last seven (7) years (Form F-3).
- (iii) A description of the manner in which the Consultant would plan to execute the work.

(c) Financial Proposals

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

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

Contract Negotiations

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

BID SUBMISSION FORM

From: _____

To: _____

PROVISION FOR SHORT TERM EXPERT CONSULTANCY - FOR COMPREHENSIVE ANALYSIS AND STRENGTHENING OF NAMIBIA'S CLEANTECH INNOVATION AND ENTREPRENEURSHIP ECOSYSTEM, AND POLICY ENVIRONMENT

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: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

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

Key Qualifications:

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

Education:

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

Employment Record:

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

Languages:

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

Certification:

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

Date: **Day/Month/Year**

.....
[Signature of Consultant]

Full name of consultant: _____

Consent Letter for use of CV
(To be duplicated per CV submission)

Name, Surname
Postal Address
(Town/City)
(Country)

Email:
Cell:
Date:

The Environmental Investment Fund of Namibia
8933 Heinitzburg Heights,
c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek,
Windhoek
Namibia
Tel: +264 61 431 7700

TO WHOM IT MAY CONCERN

SUBJECT: SC/RP/GCIP-EIF -08/2025: LETTER OF CONSENT TO USE MY CURRICULUM VITAE

PROVISION FOR SHORT TERM EXPERT CONSULTANCY - FOR COMPREHENSIVE ANALYSIS AND STRENGTHENING OF NAMIBIA'S CLEANTECH INNOVATION AND ENTREPRENEURSHIP ECOSYSTEM, AND POLICY ENVIRONMENT

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

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 agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

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

Cost Estimate of Services¹

(To be submitted in a separated closed envelope)

Remuneration:

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

		Sub-Total	(Remuneration)

Out-of-Pocket Expenses² :

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