



REQUEST FOR PROPOSAL

FOR

**CONSULTANCY TO CONDUCT INTERIM INDEPENDENT EVALUATION FOR THE
SAP001 PROJECT (IREMA KUNENE PROJECT)**

Procurement No: SC/RP/ EIF-04/2021

Bidder Name : -----

Postal Address: -----

Telephone No: -----

Cell No.: -----

Contact Person: -----

E-Mail Address: -----

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

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



**REQUEST FOR PROPOSAL
LETTER OF INVITATION**

Date: 21 October 2021

Windhoek
Dear Sir/Madam,

**Subject: CONSULTANCY TO CONDUCT INTERIM INDEPENDENT EVALUATION
FOR THE SAP001 PROJECT (IREMA KUNENE PROJECT)**

1. You are hereby invited to submit legal and financial proposals for consultancy services required to the Environmental Investment Fund of Namibia which could form the basis for future negotiations and ultimately, a contract between you and the Environmental Investment Fund of Namibia. This Request for Proposal is issued under Open International Bidding
2. The purpose of this assignment is to: See attached Terms of Reference
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae [Annexure 2]; and
4. Any request for clarification should be forwarded in writing to the Environmental Investment Fund of Namibia, 8933, Heinitzburg and Dr. Theo-Ben Gurirab A St. Klein Windhoek. Mr. Joseph Elagon JElagon@EIF.ORG.NA, +264 61 431 7700 for administrative enquiries and Mr. Karl Aribeb KAribeb@EIF.ORG.NA clarifications. Request for clarifications should be received 3 days prior to the deadline set for submission of proposals.
5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia. The IREMA Kunene Project is exempted from the Namibian Public Procurement Act No. 15 of 2015

6. Eligibility

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

7. Evaluation Criteria

ADMINISTRATIVE COMPLIANCE (required from Namibian bidders)

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Police or Commissioner of Oaths of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA;		
2.	Certified copies of Identification Documents (IDs) of the shareholders or members of the Trustee as certified by the Police or Commissioner of Oaths;		
3.	A valid original of a Good Standing Tax Certificate from the Receiver of Revenue;		
4.	A valid original of a Good Standing Certificate from Social Security Commission;		
	OVERALL ADMINISTRATIVE COMPLIANCE		

TECHNICAL EVALUATION

#		DESCRIPTION	Proportional value in %	Bidder
1	T _T	<p>Overall Technical features:</p> <ul style="list-style-type: none"> ▪ Proposed methodology to carry-out the activities to obtain the expected output and Measurable goals, objectives on how the consultant will approach and complete the assignment in response to the Terms of Reference. Understanding of the objectives of the assignment, approach to the services, (30) 	30	
2	T _d	<p>Delivery –</p> <ul style="list-style-type: none"> ▪ Work plan with descriptions, timeframes and deliverables (15) 	15	
3	T _o	<p>Overall ability and capability to perform the work –</p> <ul style="list-style-type: none"> • Experience in project implementation review and evaluation of technical projects (20) • Minimum of Masters degree in Project Management, Agriculture, Natural Resource Management, Climate Change, Environmental Management, M&E or equivalent. This must apply at least to the team leader of the consultancy team. (10) • Minimum of ten (10) years' experience in sustainable agriculture, climate change adaptation, environmental management, agricultural economics, disaster risk management/early warning systems, and conservation, climate change, environmental and agricultural policies. One or two of these must apply at least to the team leader of a consultancy team. (15) • Comprehensive CVs of the team members based on competency, expertise, qualifications and experience (10) 	55	
4	T _s	OVERALL TECHNICAL SCORE	100	
		Overall Ranking		

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

FINANCIAL EVALUATION

Financial Score

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

The formula for determining the financial scores is the following:

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

in which F_s is the financial score,

F_m = is the lowest price proposal and

F = the price of the proposal under consideration.

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

Bidder	Bid Price (from lowest to highest)	Financial Score

TOTAL SCORE AND FINAL RANKING BIDS:

Calculation of Bid Total Score

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

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

B_s = the Bid Total Score

T_s = the Technical Score

F_s = the Financial Score

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

8. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". **The proposals must be Hand Delivered by depositing it in the bid box at the Reception, 1st floor, EIF offices, Heinitzburg Heights, Heinitzburg street, Klein Windhoek on or before 04 November 2021 at 11H00 AM.**

Late submissions will be rejected.

Proposals should not be forwarded by electronic mail.

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The scoring of the proposals is divided between 70% for Technical and 30% for Financials. A bidder will advance to the next stage of evaluation when they have obtained a minimum score of 70% for the Technical Proposals.

Only consultants that will score a technical score of 70% or better on the overall assessment will be considered for the assignment. Negotiations will start with the Consultant scoring the highest total score marks and if the negotiations are not successful, the next best ranked Consultant will be engaged and this will go on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and any other clarifications to the proposals submitted by you, as may be required to ensure the reasonableness of your priced proposals.

10. Rights a Public Entity

- a. Please note that the Environmental Investment Fund of Namibia is not bound to select any of the consultants submitting proposals.
- b. Please note that the cost of preparing the proposals and of the negotiations of any ensuing contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment and should be borne by the consultant.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of three (3) months, but the actual work will be limited to 30 days' worth of effort.

You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent of time to be spent in Namibia and in office outside Namibia should be clearly indicated. The rate proposed in your submission will be used in cases whereby the duration of the assignment might require extension.

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 contract can be satisfactorily concluded in 5 days, you will be expected to take up/commence with the assignment in two (2) days' time.

14. Tax Liability

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

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

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. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by email:

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

16. The Environmental Investment Fund of Namibia would like to thank you for considering this invitation for submission of proposals.

Yours faithfully,

Joseph Elagon
Procurement Management Unit

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.



TERMS OF REFERENCE (TOR)

INTERIM INDEPENDENT EVALUATION (EEI) FOR THE SAP001 PROJECT

1. PROJECT TITLE

SAP001: “Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers under Conditions of Climate Change in Sesfontein, Fransfontein and Warmquelle Areas of the Republic of Namibia”

2. DURATION

Number of working days: 30 working days in 90 calendar days/3 calendar months

Contract start date: 08 November 2021

Contract end date: 04 March 2022

3. BACKGROUND/PROJECT DESCRIPTION

The Environmental Investment Fund of Namibia (EIF), in 2015, obtained accreditation by the Green Climate Fund (GCF) in order to access funding on behalf of the Government of the Republic of Namibia. 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 in eligible developing countries. The said status of accreditation makes the EIF eligible for accessing climate change funding from the GCF.

At its 19th meeting of the Board on 1 March 2018, the GCF approved a full funding proposal for the project titled: *Improving Rangeland and Ecosystem Management Practices of*

Smallholder Farmers under conditions of Climate Change in Sesfontein, Fransfontein and Warmquelle areas of the Republic of Namibia, shortened IREMA” – referenced SAP001 on GCF portfolio. The project’s overall objective is to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generates ecosystem services to sustain agricultural production systems.

The GCF approved the project for up to the amount of USD 9,300,000 (nine million five hundred thousand USD) in the form of a grant contingent on the fulfilment of certain conditions. This project design makes provision for USD 700,000 in-kind co-financing by the Namibian government, through the Ministry of Agriculture, Water and Land Reform (MAWLR). The said MAWLR implements the project, as the Executing Entity (EE), through a Subsidiary Agreement (SA) with the EIF.

More specifically, this project is intended to:

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

4. CONSULTANCY SERVICES SOUGHT

The EIF, with collaboration of the MAWLR, hereby seeks consultancy services from suitable consultant/s to undertake the required Interim Independent evaluation of the IREMA Project. The assignment is open to (a) individual consultant/s, (b) consulting firm/s or (c) a consortium of consultants working as a team. It is also open for both national and international consultants. International consultants will be required to comply, at own expense, with all requisite permits to work in Namibia as well as with applicable COVID-19 travel regime.

5. PURPOSE AND OBJECTIVE

The Funded Activity Agreement (FAA) for the SAP001 Project, which is essentially the grant agreement between EIF and GCF, requires the EIF to undertake an Interim Independent Evaluation (IIE) of the project implementation at the midpoint of the project lifespan. In case of the SAP001 project, the reporting requirements outlined in the FAA prescribes that the

evaluation is required at the mid-term of its period 2019-2024 and for submission on or before 20th February 2022.

The main objective of the IIE is to provide the EIF, MAWLR, GCF and stakeholders with an independent evaluation of the project's efficiency and progress towards the set targets in the Logical Framework (LF) in order to improve the project performance.

The specific objectives of the Interim Independent Evaluation are to:

- a) Determine the extent to which the SAP001 Project has effectively implemented the various components and activities of the project.
- b) Draw key lessons learned and formulate recommendations to improve performance and strengthen the results-based management approaches; and
- c) Strengthen organizational learning by sharing lessons learnt and good practices that emerged from the evaluation findings.

6. SCOPE AND FOCUS

The evaluation will take into consideration the evaluation criteria from the GCF IEU (GCF/B.06/06) and GCF Evaluation Policy along with guidance provided by the OECD DAC. It will encompass progress made towards reaching the project objectives measured against the planned outcomes, outputs, targets and activities as outlined in the Funding Proposal (FP) and the FAA. In this process, the evaluation will further take into consideration the following criteria:

- (i). Relevance, effectiveness and efficiency of projects and programmes – aligned with *OECD DAC Relevance, Effectiveness and Efficiency criteria*; seeks to assess the appropriateness in terms of selection, implementation and achievement of FAA/ FP, detailed log frame activities and expected results (outputs, outcomes and impacts);
- (ii). 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 investment;
- (iii). Gender equity – ensures integration of understanding on how the impacts of climate change are differentiated by gender, the ways that behavioral 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;

- (iv). 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;
- (v). 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;
- (vi). Replication and scalability – *including concepts of the OECD DAC Sustainability criteria*; assesses the extent to which the activities can be sustained post project implementation and scaled up in other locations within the country or replicated in other countries and identification what are the explicit conditions/success factors that enable the replication or scalability; and
- (vii). Unexpected results, both positive and negative – identifies the challenges and the learning, both positive and negative, that can be used by all parties (governments, stakeholders, civil society, AE, GCF, and others) to inform further implementation and future investment decision-making.

7. SPECIFIC TASKS

Working in close collaboration and with support from the Project Support Team (PST), especially the Chief Operations Officer, the Project Management Unit (PMU), and the relevant sections/officials of the MAWLR, the consultant(s) is/are expected to carry out the assessment using the following specific process:

- (i) Familiarize themselves with GCF instruments outlined under section 6 above;
- (ii) Familiarize themselves with the FAA between GCF and EIF, with the SA between EIF and MAWLR, and all attachments/annexures referenced SAP001, especially the funding proposal and logical framework.
- (iii) Convene an inception meeting with the PMU, EIF, EE and NDA to agree on the concept, tasks and the relevant logistical arrangements and timeframes;
- (iv) Undertake a Desk Review of all existing materials and documentation related to the project and conduct an extensive review of all reports and documents generated

thus far under the SAP001 implementation. These will include, but not limited to: Project Inception Report, the Stakeholders Engagement Strategy and Gender Action Plan and Environmental and Social Safeguards Report; reports on stakeholders' engagement activities, mandatory Annual Progress Reports (APRs), Quarterly Progress Reports (QPRs), Monthly Financial Reports (MFR), monitoring reports, minutes of EIF's project oversight structures (i.e. Project Steering Committee (PSC), Technical Advisory Panel (TAP), Fund Management Committee (FMC) and Project Support Team (PST), and other internal documents;

- (v) Select a representative sample of project beneficiaries from both constituencies of the Kunene Region targeted by the project and undertake a comprehensive assessment of the project's impacts on their livelihoods as well as their experiences with the SAP001 project. This process must appraise community experiences with the project from proposal development through to current stage of project implementation using the project cycle approach. It must also include site/field visits, focus group discussions and key informant interviews and sampled ordinary community members/beneficiaries;
- (vi) Conduct extensive but focused consultations and/or interviews with the relevant key stakeholders as key informants. These include, but not limited to, the Ministry of Environment, Forestry and Tourism (MEFT) (the NDA) and Ministry of Agriculture, Water and Land Reform (MAWLR) (the EE), and project oversight structures i.e. Project Support Team (PST), Fund Management Committee (FMC), the Technical Advisory Panel (TAP), the Project Steering Committees (both national and regional) as well as the key EIF staff members and PMU staff members;
- (vii) Present preliminary findings to EIF, EE and NDA
- (viii) Compile a comprehensive assessment report - detailing the following (not limited to), in the format and of quality acceptable to EIF, NDA and GCF:
 - Assessment of progress with respect to project objectives;
 - Assessment of challenges, constraints and shortcomings;
 - Assessment of strengths and opportunities;
 - Assess the efficiency of the NDA, EIF and Project Management Unit towards delivering on the expected outputs and activities, in terms of quality, quantity, timelines and cost efficiency; and

- Lessons learned and recommendations.

8. METHODOLOGY AND PROCESS

The Interim Independent Evaluation should be aligned with the principles established in GCF's Evaluation Policy and pending GCF guidance on conflicts of interest in evaluation, UNEG Code of Conduct for Evaluations that include but are not limited to: impartiality, objectivity, unbiased, independent, relevance, utility, credibility, measurability, transparency, ethics, and partnerships. The exercise should also seek to the extent possible to be inclusive and participatory, involving principal stakeholders and beneficiaries in the analysis. The consultant(s) is/are expected to apply the following approaches for data collection, analysis and triangulation of evidence for validation.

- Desk review of relevant documents including baseline studies, progress reports and any records of surveys conducted during the Project, stakeholder maps, etc.;
- Survey/Questionnaires, Focus Groups or Key informative interviews with relevant stakeholders, beneficiaries, EE's, possibly national and or local Governments, and where relevant other development partners;
- Data collection as needed (government data/records, field observation visits; CDM verifications, public expenditure reporting, GIS data, etc.) to validate evidence of results and assessments (including but not limited to: assessment of TOC, activities delivery, and results/changes occurred)

The consultant(s) is/are expected to remain independent and objective throughout the consultancy. S/he/they will, however, be supported by EIF's Chief Operations Officer and the Project Manager, who will provide guidance and ensure satisfactory completion of the assignment deliverables. The PMU will assist with the coordination to link the consultant with the key project stakeholders, particularly the Project Steering Committee members (both regional and national) as well as the EE.

The IIE must provide evidence-based information that is credible, reliable and useful. Therefore, the consultant is expected to review all relevant sources of information including and especially those listed under Section 7(iv) above.

Additionally, the consultant(s) is/are expected to conduct field missions to the Kunene Region. The final IIE report should describe the full IIE approach taken and the rationale for the approach making explicit the underlying assumptions, challenges, strengths and weaknesses about the methods and approach of the review.

9. EXPECTED OUTPUTS AND DELIVERABLES

The consultant(s) is/are expected to deliver the following outputs:

- (i). Inception report or work plan within **5 days** of award: The consultant will submit an Inception Report to EIF within five days of the commencement of assignment on proposed evaluation methodology, work plan and structure of the report. This would be a guide of his/her understanding of the assignment and how to go about it;
- (ii). Draft IIE Report for PMU, EIF, NDA and PSC inputs: The consultant will present a draft evaluation report for review by EIF **within 6 weeks** after commencement of the assignment. This will be presented at a debriefing meeting;
- (iii). Submit a concise PowerPoint presentation (not exceeding 20 slides) with the review process, findings and recommendations, **within 30 days** before completion date.
- (iv). Final IIE Report, including a 2-3-page executive summary, a set of limited and strategic recommendations (not to exceed 10 recommendations total), and response addressing issues raised during presentation of draft (Please refer to the table under section 10 below). The said report should have the following structure:
 - Executive Summary;
 - Introduction (including context, scope, methodology);
 - Key Strategic Findings and Conclusions: Where relevant and possible, specifically outline role, impact and issues in project assistance/implementation;
 - 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);
 - Summary review matrix/project RRF and achievement by objectives and outputs (triangulated with evidence and data);
 - Annexes (mission reports, list of interviewees, list of documents reviewed, data sources used, etc.);
 - An updated version of the PowerPoint presentation must be submitted with final report; and
- (v). Lead a validation meeting for the Interim Independent Evaluation of the Final Report.

10. DURATION OF THE WORK AND MANAGEMENT ARRANGEMENTS

The detailed schedule of the evaluation and length of the assignment will be discussed with the successful consultant prior to the assignment.

No	Output	Timeline	% of payment	Target date
1	Inception report on proposed Interim Independent evaluation methodology, work plan, interview list, and proposed structure of the report	Within 5 days of contracting date (1 st November 2021)	20%	15/11/2021
2	A draft preliminary IIE Report and presentation, to be presented at a debriefing meeting	Within 6 weeks of contracting.	30%	17/12/2021
3	Validation meeting	Within 30 days before completion date.	20%	04/02/2022
4	Draft IIE Report	Within 5 days after the validation meeting	0%	11/02/22
4	Final IIE Report	Within 10 working days after receipt of comments on the IIE Draft Report	10%	25/02/2022
5	GCF Approval of IIE Report	Payment to be made after GCF has approved and signed off the IIE Report	20%	04/03/22
TOTAL:			100%	

11. REPORTING AND COMMUNICATION

- I) The Consultant will be contracted by the EIF;
- II) The Consultant will report directly to the Chief Operations Officer (COO) who will supervise the consultancy;
- III) The Consultant will be required to submit to the Project NPM periodic status update reports, meeting reports for any meetings/consultations held, and copies of any presentations made at meetings/workshops (may be done via e-mail);
- IV) The Project Team/Staff will provide administrative and coordination support to the project to facilitate meetings/ interviews;
- V) Travel within the country will be required to facilitate the completion of the consultancy;
- VI) At the end of the contracted time period, the Project Consultant shall submit all project outputs to the National Project Manager, which will be assessed for validity and completeness of required information, and should be in the desired format specified by the EIF. Once approved by the National Project Manager, all outputs delivered in full or in part become the property of the client to utilize and disseminate as deemed necessary; and
- VII) All reports will be in English.

12. COMPETENCIES AND EXPERTISE REQUIRED

- Minimum of Master's degree in Project Management, Agriculture, Natural Resource Management, Climate Change, Environmental Management, M&E or equivalent. This must apply at least to the team leader of a consultancy team.
- Minimum of ten (10) years' experience in sustainable agriculture, climate change adaptation, environmental management, agricultural economics, disaster risk management/early warning systems, and conservation, climate change, environmental and agricultural policies. One or two of these must apply at least to the team leader of a consultancy team.

- Demonstrated previous experience of project implementation review and evaluation of technical projects utilizing a result-based management methodology – at least 5 projects of comparable type.
- Demonstrated subject matter expertise in climate change adaptation.
- Ability to assess complex scenarios and situations in order to succinctly and clearly distil critical issues and draw well supported conclusions.
- An ability to assess policy and governance framework and institutional capacity;
- Understanding of governance, political, economic and institutional issues associated with climate change.
- Familiarity with GCF frameworks and strategies.
- Good planning, organising and managing skills;
- Ability to work constructively with different stakeholders in a complex environment and under strict defined timeline;
- Strong and proven research and analytical skills;
- Excellent writing and presentation skills; and
- Having worked on a similar /related assignment at transboundary level.
- Knowledge of Namibia’s agricultural sector will be an advantage.
- English proficiency, both in writing and speaking.

11. APPLICATION PROCESS AND EVALUATION OF PROPOSALS

The Consultant will be evaluated based on the Technical and Financial criteria as indicated below:

A) Technical proposal

- Comprehensive CVs and proof of similar work must be provided;
- Background information of the Consultant including profile and examples of similar work previously undertaken;
- Competency and experience including qualifications and expertise of the Consultant including years of relevant experience and at least three (3) references from contactable referees;
- Demonstration of the understanding of the work with a proposed methodology and approach to the assignment;
- Should have a clear work plan with timelines;
- The proposal should not exceed 10 pages

B) Financial Proposal

Financial proposal should be submitted clearly detailing total number of days to complete work and daily rates inclusive of all anticipated costs in Namibian Dollars or US Dollars during the period of assignment.

Furthermore, the Consultant will be scored on the following methodology:

- i. Technical Criteria weight: 70% (only applications meeting minimum of 70% of technical evaluation shall be considered for the financial evaluation); and
- ii. Financial Criteria weight: 30%.

Contract awarding shall be made to the Consultant whose offer has received the highest score out of a pre-determined set of weighted technical and financial criteria.

Contact persons

Mr. Joseph Elagon –Procurement

Mr. Karl M. Aribeb (Chief Operations Officer)

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

a) 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 five years (Form F-3).
- iii. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- iv. A description of the manner in which the Consultant would plan to execute the work.
- v. The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).

Two documents (one original and one copy) and a soft copy (USB/Flash drive/memory stick or CD) of the proposals should be submitted.

b) Financial Proposals

- i. The financial proposals should be given in the form of a summary of Contract estimate (Form F- 4)

2. Contract Negotiations

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.

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

3. Review of reports

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

BID SUBMISSION FORM

From: _____

To: _____

CONSULTANCY TO CONDUCT INTERIM INDEPENDENT EVALUATION FOR THE SAP001 PROJECT (IREMA KUNENE 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

ATTACHED CVS FOR THE TEAM LEADER AND TEAM MEMBERS

**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

Cost Estimate of Services¹

Remuneration:

Consultant Name	Gazetted Hourly Rate (in currency)	Working Hour	Total Cost (in currency)
_____	_____	_____	_____
Sub-Total (Remuneration)			_____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Day	
	_____	_____	_____	_____	_____
(b) Air fare/Car hire					_____
(c) Lump Sum Miscellaneous Expenses @ % ⁴ :					_____
Sub-Total (Out-of-Pocket)					_____
Contingency Charges:					_____
⁵ VAT 15%					_____
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.

⁵ Vat 15% excluded only for international consultants.