



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

**PROVISION OF A CONSULTANT TO DEVELOP AN INDUSTRIAL PROCESS AND
PRODUCT USE (IPPU) GHG MONITORING, REPORTING AND VERIFICATION (MRV)
REGULATORY FRAMEWORK IN NAMIBIA**

Procurement No: SC/RP/EIF-05/2026

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

Due Date for Submission : Friday 16th October 2026 @12H00AM

**Client: Environmental Investment Fund of Namibia (EIF), Physical
Address: 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-
Gurirab Streets, Klein Windhoek, P O Box 28157, Auas Valley,
Windhoek, Tel: +264 61 431 7700**

Request for Proposal

LETTER OF INVITATION

24th September 2026

Dear Sir/Madam

Subject: **PROVISION OF A CONSULTANT TO DEVELOP AN INDUSTRIAL PROCESS AND PRODUCT USE (IPPU) GHG MONITORING, REPORTING AND VERIFICATION (MRV) REGULATORY FRAMEWORK IN NAMIBIA**

1. You are hereby invited to submit technical and financial proposals to develop an IPPU GHG Monitoring, Reporting and Verification (MRV) Regulatory Framework in Namibia for the EIF which could form the basis for future negotiations and ultimately, a contract between you and EIF. **The consultancy is open to both individual consultants and consulting firms or consortia.**

2. The purpose of this assignment is to:

The overall objective of this consultancy is to develop a mandatory, functional, and transparent regulatory framework for monitoring, reporting, and verifying (MRV) GHG emissions and consumption of certain HFCs from the IPPU sector, and to improve the accuracy of the corresponding national inventories.

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 the consultant.
- (c) a sample format of the Service Contract under which the service will be performed [Annexure 3]

4. Any request for clarification should be forwarded in writing to EIF- Procurement Management Unit procurement@eif.org.na or jmaharero@eif.org.na. Request for clarifications should be received **14 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.

6. Bidders 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.

7. Eligibility

Initials_____

- (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.

For consulting firms or consortia

- (d) valid 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.
- (e) have a valid original or certified copy of an original good Standing NAMRA 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)),
- (f) 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))
- (g) 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)),
- (h) 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. The written

Initials_____

undertaking should be on the company's letterhead and dully signed by the person(s) authorized to sign the proposal.

For individual consultants

- g) have a valid original or certified copy of an original good Standing NAMRA 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).

Additional requirements are listed in the evaluation criteria.

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 (2) of the Public Procurement Act 2015 and as those stipulated in the Supplementary information and Mandatory documents for consultants.
Part B: Technical Proposals
Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: Friday 16th October 2026 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12H00 AM.

Please take note: EIF will not accept proposals forwarded via electronic mail.

Initials_____

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for financial proposals. Proposals from consultants should score at least 70 marks for the Technical Proposals to be retained for further consideration.

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

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 development of Consultancy to Develop an IPPU GHG Monitoring, Reporting and Verification (MRV) Regulatory Framework in Namibia is expected to be completed within a period of **eight (8) months** and commencement is expected immediately after signing the contract. A detailed workplan and timeline shall be proposed by the consultant and agreed upon with EIF. This timeline includes various scope of work stages, such as: Situation analysis and review, Stakeholder engagement and mapping ,Regulation development ,Reviewing and updating of technical guidelines for GHG inventory reporting ,Public consultation Finalization and adoption support.

12. Validity of Proposal

You are requested to hold your proposal valid for **one hundred and eighty (180) 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 (EIF) will make its best efforts to finalize the agreement within this period.

Initials_____

13. Commencement date of Assignment

Assuming that the contracting process be satisfactorily concluded within October 2026, you will be expected to take up/commencing with the assignment in three (3) 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:

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 would appreciate it if you would inform us by hand delivery:

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven (7) working days and
- (b) further indicate whether you will be submitting the proposal.

17. 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: Written Undertaking Labour Act Compliance Form

Annexure 3: Supplementary information and mandatory documents for consultants.

Initials_____

1. 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.	Labour Act Compliance Form	Have you completed, initialled and signed this form? MANDATORY		
2.	Form F-1 Bid Submission	Have you completed, initialled and signed this form? MANDATORY		
3.	Form F-2 CVs	Have you submitted and initialled all pages of each CV? MANDATORY		
4.	Form- F-3 Consent Letter for use of CV	Have you submitted and initialled all Consent Letter for each CV submitted? MANDATORY		
5.	Form F-4 Assignments of similar nature	Have you submitted and initialled all reference letters as required? MANDATORY		
6.	Form F-5 Cost Estimate of Services	Have you initialled all pages of the cost estimates submitted in a separate envelope? MANDATORY		
7.	Annexure 4- Declaration of Conflict of Interest	Have you completed the conflict of interest? MANDATORY		

Initials_____

2. Instructions to Consultants – Data Sheet

[Comments in brackets provide guidance for the preparation of the Data Sheet; they should not appear on the final RFP to be delivered to the shortlisted Consultants]

1. Paragraph Reference	
1.1	Name of the Client: Environmental Investment Fund of Namibia (EIF) Method of selection: Selection of Consultant- Quality and Cost-Based Selection (QCBS) Type of Contract: Lump Sum Contract
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes, and in separate envelopes. Name of the assignment is: PROVISION OF A CONSULTANT TO DEVELOP AN INDUSTRIAL PROCESS AND PRODUCT USE (IPPU) GHG MONITORING, REPORTING AND VERIFICATION (MRV) REGULATORY FRAMEWORK IN NAMIBIA
1.3	A pre-proposal conference will be held: No The Client's representative is: Mr. More – Blessing Benedict Libanda Address: EIF Head Office, Windhoek Telephone: +264 61 431 7700 E-mail: BLibanda@eif.org.na
1.4	The Client envisages the need for continuity for downstream work: No
1.5	Proposals must remain valid 180 days after the submission date.
1.6	The proposal as well as all correspondence and documents should be written in English
1.7	The consultant should submit a power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose
2.1	Clarifications may be requested not later than 14 days before the submission date.

Initials _____

	The address for requesting clarifications is: Procurement Management Unit E-mail: jmaharero@eif.org.na
2.2	Shortlisted Consultants may associate with other shortlisted Consultants: No

3.1	The format of the Technical Proposal to be submitted is: Full Technical Proposal (FTP)
3.2	Training is a specific component of this assignment: Yes
3.3	Bid security shall not be required.
3.4	Consultant must submit the original and two (2) copies of the Technical Proposal, and the original of the Financial Proposal.
3.5	The Proposal submission address is: 1st Floors, 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia Proposals must be submitted not later than the following date and time: Friday, 16th October 2026 At 12H00

Initials_____

TERMS OF REFERENCE

**PROVISION OF A CONSULTANT TO DEVELOP AN INDUSTRIAL PROCESS AND
PRODUCT USE (IPPU) GHG MONITORING, REPORTING AND VERIFICATION (MRV)
REGULATORY FRAMEWORK IN NAMIBIA (MRV)**

1. BACKGROUND AND PROJECT CONTEXT

Namibia is a Party to the United Nations Framework Convention on Climate Change and the Paris Agreement. Under the Enhanced Transparency Framework (ETF), the country is required to submit Biennial Transparency Reports (BTRs) with national greenhouse gas (GHG) inventories prepared in line with the 2006 IPCC Guidelines and the 2019 Refinement. In addition, Namibia has ratified the Kigali Amendment to the Montreal Protocol, which requires the monitoring and reporting of hydrofluorocarbon (HFC) consumption.

The Industrial Processes and Product Use (IPPU) sector is an increasingly important source of emissions in Namibia, with significant growth observed over time and further expansion expected due to emerging industries such as green hydrogen and mineral processing. At the same time, Namibia's Nationally Determined Contributions (NDCs) include mitigation measures for the IPPU sector, creating a need for reliable systems to track emissions and progress.

Addressing these requirements necessitates a robust legal and institutional framework for the monitoring, reporting, and verification (MRV) of GHG emissions and HFC consumption in the IPPU sector.

The Environmental Investment Fund of Namibia (EIF), accredited to the Green Climate Fund (GCF), is implementing the GCF Readiness Project “Developing key legislation, regulation, policies, and concept notes for climate action in Namibia (NAM-RS-005)”. This programme aims to strengthen national capacity and regulatory frameworks for climate action.

Initials_____

Under this initiative, the EIF seeks to engage a qualified consultant to develop an IPPU GHG Inventory Reporting Regulation, including a comprehensive MRV framework to support Namibia's national and international climate obligations.

2. OBJECTIVE OF THIS CONSULTANCY

The objective of this consultancy is to develop a mandatory, functional, and transparent regulatory framework for monitoring, reporting, and verifying (MRV) GHG emissions and consumption of certain HFCs from the IPPU sector, and to improve the accuracy of the corresponding national inventories. The regulation shall:

- Establish legal obligations for industrial facilities to collect and report activity data and GHG emissions across all IPPU categories as defined in the 2006 IPCC Guidelines and the 2019 Refinement;
- Be structured to cover both current and future IPPU activities, ensuring that new emission sources (e.g., hydrogen production, expanded mineral or chemical processing) are automatically subject to MRV requirements upon commencement;
- Align with IPCC methodological guidance on estimation tiers, emission factors, and activity data requirements;
- Ensure Namibia's compliance with its obligations under the Kigali Amendment to the Montreal Protocol, including the monitoring and reporting of HFC and other fluorinated gas imports and consumption;
- Support Namibia's compliance with the ETF reporting requirements under the Paris Agreement;
- Enable the tracking of NDC mitigation measures in the IPPU sector; and
- Improve the accuracy, completeness, and transparency of Namibia's national GHG inventory for the IPPU sector.

3. Scope of Work (SOW)

The consultant will be required to undertake, but not be limited to the following tasks:

3.1. Task 1: Situation analysis and review

Initials_____

- Review existing Namibian legislation relevant to IPPU GHG consumption and emissions monitoring and reporting, legislation administered by the relevant Ministries, and the regulatory mandate of the National Ozone Unit in relation to the Montreal Protocol and Kigali Amendment.
- Review Namibia's obligations under the Montreal Protocol and the Kigali Amendment, including the applicable HFC phase-down schedule and licensing requirements, and assess how existing data systems managed by the National Ozone Unit can be integrated into the IPPU regulatory framework to avoid duplication.
- Identify regulatory and institutional gaps that currently prevent mandatory collection, reporting, and verification of GHG consumption and emissions data from IPPU sources.
- Review the 2006 IPCC Guidelines (Volume 3 — IPPU) and the 2019 Refinement to identify all relevant estimation methodologies, activity data requirements, emission factors, and tier structures applicable to Namibia's current and prospective IPPU activities.
- Conduct a comparative review of IPPU-related GHG reporting regulations in peer countries, with particular reference to South Africa's National Greenhouse Gas Emission Reporting Regulations, to identify transferable regulatory design elements such as data provider classifications, reporting thresholds, registration requirements, and transitional arrangements.
- Prepare a situation analysis report synthesizing findings from task 1 a)–e), including a gap analysis and recommendations for the regulatory design.

3.2. Task 2: Stakeholder engagement and mapping

- Identify and map all stakeholders relevant to the IPPU regulatory framework, distinguishing between:
- Regulated entities (current and prospective data providers): cement producers, importers and users of refrigerants and fluorinated gases, distributors of lubricants and paraffin wax, users of electrical equipment containing SF₆, medical facilities using N₂O, food and beverage manufacturers, and other entities whose activities fall under the IPCC definition of the IPPU sector or are

Initials_____

potentially subject to regulation under the Kigali Amendment to the Montreal Protocol;

- Government agencies: the Ministry of Industries, Mines, and Energy, the Ministry of Industrialization and Trade, the Ministry of Environment, Forestry and Tourism (Climate Change Unit, Environmental Commissioner), the National Ozone Unit, the Namibia Statistics Agency (data repository), Customs and Excise (NamRA) (import/export data on refrigerants and industrial inputs), and relevant local authorities;
- Other stakeholders: sector associations, academic and research institutions, civil society organizations, and development partners.
- Develop and implement a stakeholder engagement plan, specifying the objectives, methods, and timeline for consultations at each stage of the regulation development process.

3.3. Task 3: Regulation development

- Draft the IPPU GHG Inventory Reporting Regulation, comprising at minimum the following elements:
- Scope and application: Definition of the regulation's coverage, structured around the full IPCC 2006/2019 IPPU classification, with a mechanism to automatically bring new activities under MRV obligations upon commencement. The scope shall also encompass the reporting of HFC and other fluorinated gas imports, consumption, and emissions as required to track compliance with the Kigali Amendment to the Montreal Protocol.
- Definitions: Key terms including regulated GHGs and sectors/sub-sectors, activity data, emission factors, data provider, facility, competent authority, operational control, and reporting tiers.
- Classification of data providers: Establish categories of regulated entities (e.g., Category A — mandatory reporters above defined thresholds; Category B — entities required to provide data upon request), consistent with the structure of the national GHG inventory for BTR purposes and reporting requirements under the Kigali Amendment.

Initials_____

- Registration requirements: Obligations for data providers to register their facilities and IPPU activities with the competent authority, including timelines for initial registration and notification of changes.
- Reporting thresholds and frequency: Define activity-based or emissions-based thresholds that trigger mandatory reporting for each IPPU sub-category and establish the reporting cycle.
- Estimation methodologies: Specify the minimum IPCC methodological tier required for each IPPU sub-category and provide for the use of plant-specific data and country-specific emission factors where available. For fluorinated gases covered under the Kigali Amendment, the methodologies shall be designed to utilize data collected through Kigali Amendment licensing and reporting mechanisms, including import, export, bank, and consumption data managed by the National Ozone Unit.
- Reporting format and data submission: Define the format, content, and submission procedures for annual emissions reports, including activity data, emission factors used, estimation methods, and supporting documentation.
- Quality assurance and quality control (QA/QC): Establish QA/QC requirements for data providers, consistent with the Monitoring, Reporting, and Verification (MRV) methods of the IPCC and the QA/QC plan of Namibia's national inventory.
- Verification: Define procedures for verification of reported data by the competent authority or independent third parties, including provisions for site inspections and data audits.
- Confidentiality: Establish provisions for the protection of confidential business information submitted by data providers, while ensuring that aggregated data remains available for the national inventory.
- Compliance, enforcement, and penalties: Define obligations, offences, and penalties for non-compliance with registration, reporting, and data quality requirements.
- Transitional arrangements: Provide for a phased implementation, allowing regulated entities a defined period to build internal monitoring and reporting capacity before higher-tier methodologies become mandatory.

Initials_____

- Institutional responsibilities: Define the roles and responsibilities of the competent authority, including the designation of the entity responsible for receiving, verifying, and managing reported data, and its relationship to the national GHG inventory system.

3.4. Task 4: Reviewing and updating of technical guidelines for GHG inventory reporting

This assignment will include conducting fieldwork and secondary data collection from industrial companies and further require the consultant to rely on existing studies, reports, and datasets already available from relevant institutions and stakeholders. Primary industrial emissions data required for the assignment is expected to be made available through the Ministry of Environment, Forestry and Tourism, back dated to the year 2010.

- Review and update a companion Technical Guidelines document for IPPU GHG inventory monitoring, reporting, and verification, which shall provide:
- Detailed step-by-step guidance for each IPPU sub-category on the application of IPCC estimation methodologies (Tier 1, 2, and 3 as applicable), including worked examples relevant to Namibia's IPPU profile.
- Specification of the activity data, emission factors, and other parameters required for each sub-category, including data sources, default values, and procedures for deriving country-specific values.
- Reporting templates and forms for use by data providers.
- QA/QC checklists and verification protocols.
- Guidance on record-keeping, documentation, and data archiving obligations.

3.5. Task 5: Public consultation

- Organize at least two rounds of stakeholder consultations: (i) an initial consultation on the situation analysis findings and proposed regulatory approach, and (ii) a validation workshop on the draft regulation and technical guidelines.

Initials_____

- Ensure participation from regulated entities, government agencies, legal experts, and civil society, with targeted outreach to IPPU data providers identified during stakeholder mapping.
- Prepare a consultation report documenting feedback received and how it has been addressed in the revised drafts.

3.6. Task 6: Finalization and adoption support:

- Revise the draft regulation and technical guidelines based on stakeholder feedback.
- Prepare a regulatory impact assessment summarizing the expected compliance costs, institutional requirements, and benefits of the regulation.
- Support the inter-ministerial coordination process required for the regulation's legal adoption, including engagement with the Ministry of Industries, Mines, and Energy, the Ministry of Industrialization and Trade, the Ministry of Environment, Forestry and Tourism (Climate Change Unit, Environmental Commissioner), the National Ozone Unit, the Namibia Statistics Agency (data repository), Customs and Excise (NamRA), and relevant local authorities.
- Provide support for the formal legal review and publication process.
- Deliver a final package comprising: the approved regulation, the technical guidelines, and a summary brief for decision-maker

4.1 Deliverable 1: Inception report and work plan (linked to tasks)

An inception report to be submitted within two weeks of contract commencement, containing:

- a) The consultant's understanding of the assignment and its context within the GCF Readiness Support Programme, the Paris Agreement ETF, and the Kigali Amendment;
- b) A detailed methodology and approach for each task;
- c) A work plan with milestones, timelines, and key dates for stakeholder consultations; and
- d) An initial list of documents, data sources, and stakeholders to be consulted.

Initials_____

4.2 Deliverable 2: Situation analysis report (linked to task 1)

A comprehensive situation analysis report containing:

- a) A review of existing Namibian legislation relevant to IPPU GHG inventory reporting, including an assessment of existing laws and regulations serving as a potential legal basis for the regulation;
- b) An analysis of Namibia's obligations under the Kigali Amendment and the extent to which existing National Ozone Unit data systems can be integrated into the IPPU MRV framework;
- c) A review of the 2006 IPCC Guidelines and 2019 Refinement for IPPU, identifying applicable estimation methodologies and tier structures for Namibia's current and prospective IPPU activities;
- d) A gap analysis identifying the regulatory, institutional, and data gaps that the IPPU regulation must address; and
- e) Recommendations for the regulatory design, including proposed scope, data provider classifications, reporting thresholds, and institutional arrangements.

4.3 Deliverable 3: Stakeholder mapping and engagement report (linked to task 2)

A stakeholder mapping and engagement report containing:

- a) A register of all identified stakeholders, classified by category (regulated entities, government agencies, other stakeholders);
- b) A stakeholder engagement plan specifying objectives, methods, and timeline for consultations; and
- c) A record of initial stakeholder consultations conducted during the situation analysis phase, including feedback received and how it has informed the regulatory design.

4.4 Deliverable 4: Draft IPPU regulatory framework (linked to task 3)

A draft regulation for IPPU GHG emission reporting, structured as a legal instrument ready for stakeholder consultation, containing at minimum: scope and application (covering both IPCC IPPU categories and Kigali Amendment reporting requirements), definitions, classification of data providers, registration requirements, reporting thresholds and frequency, estimation methodologies, reporting format and data submission procedures, QA/QC requirements,

Initials_____

verification procedures, confidentiality provisions, compliance and enforcement provisions, transitional arrangements, and designation of institutional responsibilities.

4.5 Deliverable 5: Draft technical guidelines for IPPU GHG inventory reporting (linked to task 4)

A companion technical guidelines document providing:

- a) Step-by-step guidance on the application of IPCC estimation methodologies for each relevant IPPU sub-category, including worked examples for Namibia's current IPPU profile;
- b) Specification of required activity data, emission factors, and other parameters, including data sources and default values;
- c) Guidance on the integration of Kigali Amendment data (HFC import, export, consumption, and bank data) into IPPU emissions estimation;
- d) Reporting templates and forms for use by data providers; and
- e) QA/QC checklists and verification protocols.

4.6 Deliverable 6: Public consultation report (linked to task 5)

A consultation report documenting:

- a) The proceedings and outcomes of the validation workshop(s) on the draft regulation and technical guidelines;
- b) A summary of all feedback received from stakeholders; and
- c) A response matrix indicating how each substantive comment has been addressed in the revised drafts.

4.7 Deliverable 7: Final regulatory package (linked to task 6)

A finalized package comprising:

- a) The final IPPU GHG Inventory Reporting Regulation, revised on the basis of stakeholder feedback, and prepared in a form suitable for submission through the legal adoption process;
- b) The final Technical Guidelines for IPPU GHG Inventory Reporting;
- c) A regulatory impact assessment summarizing expected compliance costs, institutional requirements, and benefits;

Initials_____

- d) A summary brief for decision-makers outlining the regulation's purpose, key provisions, and recommended adoption pathway, including the inter-ministerial coordination required between the Ministry of Industries, Mines, and Energy, the Ministry of Industrialization and Trade, the Ministry of Environment, Forestry and Tourism (Climate Change Unit, Environmental Commissioner), the National Ozone Unit, the Namibia Statistics Agency (data repository), Customs and Excise (import/export data on refrigerants and industrial inputs), and relevant local authorities; and
- e) A record of the full consultation process undertaken during the assignment.

5. DURATION OF THE ASSIGNMENT

The assignment is expected to be completed within **eight (8) months** from the date of contract signing. A detailed workplan and timeline shall be proposed by the consultant and agreed upon with EIF.

6. REPORTING AND COORDINATION

The consultant will report to the EIF and work under the overall supervision of the Chief Operations Officer (COO). The consultant will be required to provide regular progress updates throughout the duration of the assignment. All deliverables will be subject to review and approval by EIF.

7. EXPERTISE REQUIRED AND CONSULTANCY MANAGEMENT

7.1 Required Expertise

The assignment shall be open to individual national consultants and/or national consulting firms/teams from the local market.

The consultant or consulting team shall demonstrate the qualifications, experience and technical capacity necessary to undertake the assignment. Where a team approach is proposed, the team shall collectively possess expertise covering IPPU and industrial GHG emissions, GHG inventory and MRV systems, environmental and climate change regulatory development, stakeholder engagement, and institutional coordination.

Initials_____

The proposed team shall include, at a minimum, the following core areas of expertise:

7.1.1 Team Leader / Environmental and Regulatory Specialist

- A Master's degree or higher in environmental law, environmental science, climate change, public policy, natural resource management, industrial engineering, or a closely related field.
- At least 8 years of relevant professional experience in environmental policy, regulatory development, climate change, industrial regulation, or related fields.
- Demonstrated experience in the development, drafting, review or implementation of environmental, climate change, industrial or sector-specific legislation, regulations, policies, standards or regulatory frameworks.
- Demonstrated experience in regulatory and institutional assessments, including institutional mandates, compliance requirements, implementation arrangements and capacity needs.
- Experience in conducting or supporting regulatory impact assessments or similar policy and regulatory analysis.
- Demonstrated experience in stakeholder consultation, inter-institutional coordination and multi-stakeholder processes in Namibia.
- Strong knowledge of Namibia's environmental, climate change and relevant sectoral legislative and institutional framework.
- Excellent analytical, report-writing and regulatory drafting skills in English.

7.1.2 IPPU / Industrial GHG Specialist

- A degree or advanced degree in chemical engineering, industrial engineering, environmental engineering, environmental science, chemistry, or a closely related discipline.
- At least 7 years of relevant professional experience in industrial processes, industrial environmental management, GHG emissions assessment, GHG inventories, or related fields.
- Demonstrated technical experience in Industrial Processes and Product Use (IPPU) and relevant industrial emission sources.

Initials_____

- Practical experience in GHG emission estimation, including the use of activity data, emission factors and applicable IPCC methodologies.
- Demonstrated familiarity with the 2006 IPCC Guidelines for National Greenhouse Gas Inventories and the 2019 Refinement, particularly the IPPU sector.
- Experience in one or more relevant IPPU categories, including mineral industries, chemical industries, metal production, non-energy products and use of fuels and solvents, and fluorinated gases/ODS substitutes.
- Understanding of Namibia's industrial profile and emerging industries, including mineral beneficiation, green hydrogen and its derivatives, sustainable fuels and green manufacturing.
- Experience in developing or applying technical guidelines, GHG reporting methodologies or industrial emissions monitoring systems would be an advantage.

7.1.3 GHG MRV / Climate Change Specialist

- A degree or advanced degree in climate change, environmental science, environmental engineering, economics, statistics, or a related discipline.
- At least 5 years of relevant professional experience in GHG accounting, MRV systems, climate change mitigation, national GHG inventories or related areas.
- Demonstrated understanding of the UNFCCC Enhanced Transparency Framework, including national GHG inventory requirements and Biennial Transparency Reports.
- Experience in designing or implementing systems for GHG data collection, reporting, quality assurance/quality control and verification.
- Knowledge of emission factors, activity data requirements, reporting methodologies and institutional arrangements for GHG reporting.
- Experience supporting Namibia's national GHG inventory, NDC implementation, National Communications or BTR process would be an advantage.
- Familiarity with the Montreal Protocol and Kigali Amendment, particularly HFC phase-down, licensing and reporting requirements and their relationship with national GHG inventory systems, would be an advantage.

7.1.4 Stakeholder Engagement and Institutional Coordination Expertise

Initials_____

This expertise may be provided by a dedicated team member or combined with the Team Leader/Environmental and Regulatory Specialist, provided the proposed team demonstrates adequate capacity.

The expert shall have:

- A degree in public policy, environmental management, development studies, social sciences, natural resource management, or a related discipline.
- At least 5 years of relevant professional experience in stakeholder engagement, institutional coordination, consultation processes and workshop facilitation in Namibia.
- Demonstrated understanding of Namibia's government institutional structures and relevant ministries, agencies and industry stakeholders.
- Experience coordinating consultations involving government, private sector, industry associations, technical experts and development partners.
- Demonstrated ability to document stakeholder inputs and incorporate them into policy, regulatory and technical recommendations.
- Excellent communication, facilitation and stakeholder management skills in English.

7.2 Desirable Team Experience

The following experience will be considered an advantage for the consultant or consulting team:

- Previous involvement in Namibia's national GHG inventory, NDC, National Communications or Biennial Transparency Report processes;
- Experience developing or reviewing regulatory frameworks for industrial, environmental, climate change or emerging sectors;
- Experience in industrial, mining, energy, manufacturing, chemical, refrigeration and air-conditioning sectors;
- Experience relating to HFCs, ozone-depleting substances or implementation of the Montreal Protocol/Kigali Amendment;
- Experience with IPPU-related GHG reporting systems or technical guidelines;
- Familiarity with comparable GHG reporting or MRV regulatory frameworks in SADC countries, including South Africa;
- Previous experience working with Namibian Government institutions, industry stakeholders and development partners; and

Initials_____

- Experience with GCF Readiness or other climate finance programmes would be an advantage.

7.3 Team Composition

The assignment may be undertaken by an individual national consultant or by a national consulting firm/team.

Where a team is proposed, the consultant shall clearly demonstrate how the proposed team composition provides all the required technical competencies. The assignment does not require international consultant(s), and all proposed experts shall be national/local consultants.

The consulting firm/team shall identify a Team Leader who will serve as the principal point of contact with EIF and will be responsible for overall coordination, quality assurance and timely delivery of the assignment.

The consultant shall ensure that the proposed team has sufficient technical capacity to undertake the full scope of work, including the situation analysis, stakeholder engagement, regulatory drafting, technical guideline development, public consultation, regulatory impact assessment and finalization/adoption support.

9. PAYMENT SCHEDULE

Payments shall be linked to satisfactory completion and approval of deliverables, in accordance with EIF's contractual arrangements.

10. SUBMISSION REQUIREMENTS

- (a)** A brief 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)** A Financial Proposal, submitted as a lump-sum quotation in Namibian Dollars **(NAD)**, clearly indicating the total professional fees inclusive of all applicable costs, including but not limited to taxes, travel, subsistence, and any other related expenses, including breakdown of costs with man-days for each team members (if team approach is utilized).

Initials_____

(c) Curriculum Vitae(s) highlighting relevant experience of consultant/s and of each member of the team

(c) At least **three** references from similar assignments and evidence of similar assignments undertaken.

10. EVALUATION CRITERIA

<u>Criterion</u>	<u>Weight (%)</u>
Understanding of the assignment and proposed methodology	30
Relevant experience and technical expertise	45
Qualifications and competence of the staff for the assignment	25
Financial quotation (cost-effectiveness)	-
<u>Total</u>	<u>100</u>

1.EVALUATION CRITERIA

This section contains supplementary criteria that the Employer shall use to evaluate bids.

1. Evaluation

- The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- The Procuring client shall award the Contract to one bidder based on the technical **quality** of the proposal, the expertise of his or her key staff members, the proposed work methodology, as well as the **price** of the proposal.
- Bidders should provide proof of citizenship, Namibian Identity Documents of shareholders certified by a Commissioner of Oath.

Initials_____

- All certified documents must be 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)) will be accepted. No color photocopies allowed.

The Bid evaluation shall comprise of the following stages:

- **Stage-1:** Responsiveness check
 - Eligibility Compliance
 - Administrative Compliance
 - Mandatory Documents Compliance
- **Stage-2:** Technical Evaluation Criteria
 - Adequacy of the proposed methodology and work plan in responding to the Terms of Reference **(Total score 30)**
 - Specific experience of the Consultants relevant to the assignment **(Total score 45)**
 - Key professional staff qualifications and competence for the assignment **(Total score 25)**
- **Stage-3:** Evaluation of Financial Proposal of bidders who have secured a minimum pass mark in the technical evaluation.

1. ELIGIBILITY EVALUATION

No	Mandatory 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	Does the bidder appear on any of the development bank ineligibility lists as follows:		

Initials_____

	- Procurement Policy Unit www.mof.gov.na/procurement-policy-unit - African Development Bank https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures - Asian Development Bank, http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999 - European Bank for Reconstruction and Development, http://www.ebrd.com/pages/about/integrity/list.shtml - Inter-American Development Bank Group, http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html - World Bank Group, http://www.worldbank.org/en/projects-operations/procurement/debarred-firms		
--	---	--	--

Note: Bidders who do not comply with any of the above eligibility requirement(s) will be disqualified from the entire evaluation process and will not be considered further.

2. ADMINISTRATIVE REQUIREMENT

ADMINISTRATIVE COMPLIANCE

No.	Administrative Compliance	Yes	No
2.1	Is the proposal as well as all correspondence and documents written in English?		
2.2	Has the consultant submitted a power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose. (For joint-Venture Firm)		
2.3	Are all pages of the proposal signed and/or initialized by the person or persons authorized on behalf of the bidder?		

Initials_____

No.	Administrative Compliance	Yes	No
2.4	Has the consultant completed, signed and/or stamped and submitted a Bid Securing Declaration?		
2.5	Has the consultant complete, signed the Conflict-of-Interest form		

Note: The consultant submission will either be responsive or nonresponsive. Bidders who do not comply with any of the above administrative requirements(s) will be disqualified from the entire evaluation process and will not be considered further

3. MANDATORY DOCUMENT/REQUIRMENTS

No	Mandatory Requirements	Yes	No
3.1	Has the bidder submitted a 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) 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. - <i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i>		
3.2	Has the Bidder provided a valid original or certified copy of an original Good Standing Tax Certificate;		

Initials_____

No	Mandatory Requirements	Yes	No
	➤ The certificate should be valid at the deadline for submission of bid. ➤ 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 - <i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i>		
3.3	Has the Bidder provided a valid original or certified copy of an original Good Standing Social Security Certificate? ➤ The certificate should be valid at the deadline of submission of bid. ➤ 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 - <i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i>		
3.4	Has the Bidder provided a valid certified copy of Affirmative Action Compliance Certificate or 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; ➤ The certificate should be valid at the deadline of submission of bid		

Initials_____

No	Mandatory Requirements	Yes	No
	➤ 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 ➤ In the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report from the period following the date when the certificate was issued should be submitted with the technical proposal - In the case of Joint Ventures (JV), each JV partner must comply with the above.		
3.5	Written undertaking section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015 - Ventures (JV), each JV partner must comply with the above		

Note 2: *Bidders' submission will either be responsive or non-responsive. Bidders who do not comply with any of the above Mandatory Documents/Requirements will be disqualified from the entire evaluation process and will not be considered further.*

4. TECHNICAL EVALUATION CRITERIA

To substantiate compliance with the following technical specifications, consultants are required to provide full written technical proposals that speak to technical requirements as listed in the table below.

Initials_____

#	DESCRIPTION	Proportional value in %
2	Methodology and Work plan Consultants are expected to demonstrate an understanding of the terms of reference by provision the following a) Technical Approach and Methodology: Demonstrates a clear understanding of the Industrial Processes and Product Use (IPPU) GHG Monitoring, Reporting and Verification (MRV) Regulatory Framework in Namibia, including the assignment's objectives, scope, key requirements and expected outputs, supported by a clear, practical and well-structured methodology with appropriate tools and analytical approaches. (20 Marks) b) Work Plan: Demonstrates a clear and detailed breakdown of the activities required to undertake the assignment, including realistic timelines, sequencing of activities and key deliverables. (10 Marks)	30
3	Overall Ability and Capability to Perform: Relevant Experience of the consultant in the field related to the assignment a. Years of experience (15 marks) Project Manager (Team Leader) Minimum 8 years' relevant experience in environmental policy, climate change, regulatory development and related fields, including legislative drafting, regulatory and institutional assessments, policy analysis, knowledge of Namibia's legal and institutional framework, stakeholder engagement, and strong analytical and report-writing skills. •(8 years and above experience = 15 marks) • (Less than 8 years= 0 mark) Key Professional Staff Experience: (10 marks) • IPPU / Industrial GHG Specialist (At least 7 years proven experience) (7 years and above experience = (4 marks)	45

Initials_____

	(Less than 7 years= 0 mark) • GHG MRV / Climate Change Specialist (At least 5 years proven experience) (5 years and above experience = (3 marks) (Less than 5 years= 0 mark) • Stakeholder Engagement and Institutional Coordination Expertise (At least 5 years proven experience) (5 years and above experience = (3marks) (Less than 5 years= 0 mark) b) similar assignments: Completion of at least three similar assignments within the past five years. Refer for Form-F4 (10 marks) c.) References (Company) and testimonials undertaken in similar assignments. (5 Marks) Three letters of reference from Clients on similar / related projects (Three letters= 10 marks) (Less than two letters= (0 Mark)) Notes: Please refer to TOR for detailed requirements <i>Please submit documentary evidence in the forms of qualifications, verifiable reference letters and any other information to substantiate the above requirements. Failure to submit documentary evidence will result in a zero score.</i>	
4	Profile of key staff members: (15 Marks) Qualifications and competence of the staff for the assignment: a. Qualifications, Training, Education, and certifications of the firm's Human Capital to be involved in execution of the assignment. • Project Manager (team Leader) A Master's degree or higher in environmental law, environmental science, climate change, public policy, natural resource management, industrial engineering, or a closely related field. = 15 marks, (No qualification= 0 mark)	25

Initials_____

	• IPPU / Industrial GHG Specialist: A degree or advanced degree in chemical engineering, industrial engineering, environmental engineering, environmental science, chemistry, or a closely related discipline. = 6 marks, (No qualification= 0 mark) • GHG MRV / Climate Change Specialist : A degree or advanced degree in climate change, environmental science, environmental engineering, economics, statistics, or a related discipline. = 2 marks, (No qualification= 0 mark) • Stakeholder Engagement and Institutional Coordination Expertise: A degree in public policy, environmental management, development studies, social sciences, natural resource management, or a related discipline. = 2 marks, (No qualification= 0 mark) Notes: Please refer to TOR for detailed requirements <i>Please submit documentary evidence in the forms of qualifications, verifiable reference letters and any other information to substantiate the above requirements. Failure to submit documentary evidence will result in a zero score.</i> Bidders obtaining more than 70% of the Total Technical Score shall qualify for the financial evaluation.	
TS	Total Score	100

Initials_____

Stage 3: FINANCIAL EVALUATION

a. 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:

$$F_s = (100 \times F_m / F) \times F_c$$

in which F_s is the financial score,

F_m = is the lowest price proposal and

F = the price of the proposal under consideration

F_c = 1 if financial health suitable or 0 if financial health is not suitable

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

Bidder	Bid Price (From lowest to highest)	Financial Score

F_c : will be assessed by examining key solvency and liquidity ratios per IFRS accounting standards, calculated using the average of the most recent 3x audited annual financial statements

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

Initials _____

Annexure - 2

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:

Initials _____

.....
.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative

of [insert full name of company]

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

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

Signature:

Date:

Seal:

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance.*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

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. An original/certified copy of company Registration Certificate.
- II. A valid original/certified good Standing Tax Certificate.
- III. A valid original/certified copy good Standing Social Security Certificate.
- IV. A valid original/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.
- V. An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, the Remuneration Order, and Award, where applicable and that it will abide by sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof

(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 5 years (Form F-3).
- (iii) A description of the way 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.

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 OF A CONSULTANT TO DEVELOP AN INDUSTRIAL PROCESS AND
PRODUCT USE (IPPU) GHG MONITORING, REPORTING AND VERIFICATION (MRV)
REGULATORY FRAMEWORK IN NAMIBIA**

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 _____

FORM F-2

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

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

Key Qualifications:

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

Education:

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

Employment Record:

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

Languages:

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

Certification:

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

Date: **Day/Month/Year**

.....
[Signature of Consultant]

Full name of consultant: _____

Initials _____

FORM F-3

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

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

Email:
Cell:
Date:

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

TO WHOM IT MAY CONCERN

**SUBJECT: SC/RP/EIF-05/2026: LETTER OF CONSENT TO USE MY CURRICULUM
VITAE**

The Bid: PROVISION OF A CONSULTANT TO DEVELOP AN INDUSTRIAL PROCESS
AND PRODUCT USE (IPPU) GHG MONITORING, REPORTING AND
VERIFICATION (MRV) REGULATORY FRAMEWORK IN NAMIBIA

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 (In currency)	Monthly Rate (in currency)	Working Months	Total Cost
--	---------------------------------------	-----------------------	-------------------

_____	_____	_____	_____
-------	-------	-------	-------

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses² :

(a) Per Diem ³⁴ :	Room Charge	Subsistence	Total	Days
------------------------------	-------------	-------------	-------	------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

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

DECLARATION OF CONFLICT OF INTEREST

(For Bidders / Suppliers / Service Providers)

Procurement Reference Number : _____

Procurement Description : _____

Name of Bidder / Company : _____

Registration Number : _____

Physical Address : _____

Contact Person : _____

Contact Details : _____

1. Declaration

I/We, the undersigned, hereby declare that:

1. I/We have read and understood the provisions relating to **Conflict of Interest** as required by the Environmental Investment Fund (EIF) and applicable public procurement laws and regulations of the Republic of Namibia.

2. I/We declare that **neither the bidder, its directors, shareholders, partners, nor key personnel** have any direct or indirect personal, financial, business, or other interest with:

- o Any EIF staff member,
- o Any member of EIF Management, or
- o Any member of the EIF Board,

Except as disclosed below:**2. Disclosure of Interest (if applicable)**

☐ **No conflict of interest exists.**

☐ **A conflict of interest exists**, details of which are disclosed below:

Initials _____

2.1 Name of EIF staff/Board/Management member: _____

2.2 Nature of relationship or interest:

(e.g. family relationship, business partnership, shareholding, consultancy, etc.)

2.3 Extent of interest (direct/indirect):

2.4 Any mitigating measures taken or proposed:

(Attach additional pages if necessary)

3. Undertaking

I/We undertake to:

- Immediately notify the EIF in writing should any conflict of interest arise during the procurement process or execution of any resulting contract.
- Accept that failure to disclose any conflict of interest may result in **disqualification, termination of contract**, or any other remedial action as deemed appropriate by the EIF.

I/We further confirm that the information provided in this declaration is **true, correct, and complete** to the best of my/our knowledge.

4. Authorised Signatory

Full Name : _____

Designation : _____

Signature : _____

Date : _____