



## **PROCUREMENT MANAGEMENT UNIT**

### **REQUEST FOR PROPOSAL**

#### **FOR**

#### **PROVISION OF A CONSULTANT TO DEVELOP AN AUTOMATED ENVIRONMENTAL, SOCIAL AND GOVERNANCE SYSTEM (ESG)**

Procurement No: SC/RP/ EIF-01/2025

<b>Name of Bidder</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Contact Phone Number</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Contact Person</b>		

**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**

**01 April 2025**

Dear Sir/Madam

**Subject: Provision of a consultant to develop an automated Environmental, Social and Governance system (ESG)**

1. You are hereby invited to submit technical and financial proposals to develop an automated Environmental, Social and Governance system (ESG) for the EIF which could form the basis for future negotiations and ultimately, a contract between you and EIF.
2. This Request for Proposal (RFP) has been addressed to the following short-listed Consultants:
3. The purpose of this assignment is to:
  - (a) The objective of this consultancy is to design and establish an effective ESG system to improve environmental reporting, social safety standards, and promote sustainability.
  - (b) To integrate the ESG system into the EIF M&E framework and other policies.
  - (c) This system should enable regular monitoring and reporting on the implementation of safeguard measures to ensure compliance with environmental and social policies and procedures.
4. 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.
5. Any request for clarification should be forwarded in writing to EIF- Procurement Unit [Procurement@eif.org.na](mailto:Procurement@eif.org.na) or [JAndreas@eif.org.na](mailto:JAndreas@eif.org.na). Request for clarifications should be received 14 days prior to the deadline set for submission of proposals.
6. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia

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observe the highest standard of ethics during the procurement process and execution of contracts.

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

## **6. Eligibility**

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

## **7. Submission of Proposals**

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

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

The proposals must be deposited into the bid box on or before:

**Monday, 12 May 2025 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00 PM Namibian time.**

**Electronic proposals to be submitted to [procurement@eif.org.na](mailto:procurement@eif.org.na) on or before the due date and time.**

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## 8. Documents comprising the Bids

The Bid submitted by the Bidder shall comprise the following:

- (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.

**NB: Applicable to sole local bidders only and to local bidders submitting as a joint venture with another local bidder or an international bidder.**

## 9. Deciding Award of Contract

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

## 10. Rights for Public Entity

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

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## **11. Duration of Assignment**

The development of the technical waste management regulations is expected to be completed within a period of 6 months and commencement is expected immediately after signing the contract. This timeline includes various stages of work, such as research and analysis, stakeholder consultations, developing the waste classification system, drafting of regulations, and finalization of deliverables.

## **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 will make its best efforts to finalize the agreement within this period.

## **13. Commencement date of Assignment**

Assuming that the contracting process be satisfactorily concluded within May 2025, you will be expected to take up/commence with the assignment in June 2025.

## **14. Tax Liability**

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

## **15. Insurance**

The Consultant shall meet the cost of any insurance and/or medical examination, or treatment required by him/her in the course of performing the services.

## **16. Confirmation of Invitation to submit proposal**

We should appreciate 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

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(b) further indicate whether you will be submitting the proposal.

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

Yours faithfully,

A handwritten signature in black ink, appearing to be 'D.H. Hamukwaya', enclosed within a hand-drawn oval.

D.H. Hamukwaya

**Secretary to the Procurement Committee**

**Enclosures:**

Annexure 1: Terms of Reference.

Annexure 2: Supplementary information and mandatory documents for consultants.

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# 1. 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	<p>Name of the Client: <b>Environmental Investment Fund of Namibia (EIF)</b></p> <p>Method of selection: <b>Selection of Consultant- Individual Based (SCIB)</b></p>
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: <b>Yes, and in separate envelopes.</b></p> <p>Name of the assignment is: <b>Provision of a consultant to develop an automated Environmental, Social and Governance system (ESG)</b></p>
1.3	<p>A pre-proposal conference will be held: <b>Yes;</b> <b>Online via Teams Meeting, the link to the pre-proposal conference will be send to all prospective bidders upon request.</b></p> <p><b>The meeting will be on:</b></p> <p><b>Date: Monday, 21 April 2025</b> <b>Time: 10:00 AM- Namibian time</b></p> <hr/> <p>The Client’s representative is: <b>Mr. Sakeus Shilomboleni</b> Address: <b>EIF Head Office, Windhoek</b> Telephone: <b>+264 61 431 7700</b> E-mail: <a href="mailto:SShilomboleni@eif.org.na">SShilomboleni@eif.org.na</a></p>
1.4	<p>The Client envisages the need for continuity for downstream work: <b>No</b></p>
1.5	<p>Proposals must remain valid <b>180 days</b> after the submission date.</p>

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<b>2.1</b>	<p>Clarifications may be requested not later than <i>14</i> days before the submission date.</p> <p>The address for requesting clarifications is:  <b>Procurement Management Unit</b>  E-mail: <a href="mailto:Procurement@eif.org.na">Procurement@eif.org.na</a></p>
<b>2.2</b>	Shortlisted Consultants may associate with other shortlisted Consultants: <b>No</b>

<b>3.1</b>	The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal (FTP)</b>
<b>3.2</b>	Training is a specific component of this assignment: <b>Yes</b>
<b>3.3</b>	Bid security <b>shall not</b> be required.
<b>3.4</b>	Consultant must submit the <b>original and two (2) copies</b> of the Technical Proposal, and the <b>original</b> of the Financial Proposal.
<b>3.5</b>	<p>The Proposal submission address is:  <b>1st Floors, 8933 Heinitzburg Heights, c/o Heinitzburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia</b></p> <p>Proposals must be submitted not later than the following date and time:  <b>Monday, 12 May 2025</b>  <b>At 12H00 PM- Namibian time</b></p>

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## **Annexure – 1**

### **TERMS OF REFERENCE**

#### **1. BACKGROUND**

The Environmental Investment Fund (EIF) is an investment fund, set up under the laws of Namibia with the express purpose of mobilizing resources for direct investment in environmental protection and natural resource management projects, which support the sustainable economic development of Namibians. In so doing, it pursues a broader investment portfolio by providing economic opportunities in the use of natural resources to the poorest segments of society.

As EIF seeks to align with the best international practices and standards, it seeks to develop and implement an effective ESG system that addresses environmental sustainability, social responsibility and governance accountability. Given the complexities involved, expert guidance is necessary to ensure the system's relevance and effectiveness within the specific context of EIF. To facilitate this, EIF requires the services of a qualified and experienced national or international consulting firm, to develop a comprehensive ESG system. The goal is to streamline data collection, monitoring and reporting of sustainability metrics to enhance decision-making and compliance while promoting environmental sustainability.

#### **2. OBJECTIVE**

The objective of this consultancy is to design and establish an effective ESG system to improve environmental reporting, social safety standards, and promote sustainability.

To integrate the ESG system into the EIF M&E framework and other policies.

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This system should enable regular monitoring and reporting on the implementation of safeguard measures to ensure compliance with environmental and social policies and procedures.

### **3. SCOPE OF WORK**

**The consulting firm will be responsible for the following key tasks:**

- (i) Conduct a comprehensive assessment of current ESS policy, practices and system applicability to the EIF's funded development projects and programs.
- (ii) Assess the current ESS monitoring and evaluation tools and reporting processes in place, identify gaps and areas for improvement in the organization's ESS practices.
- (iii) Develop an ESG framework and integrate in the organization's project M&E framework, including reviewing of the following:
  - Key performance indicators as appearing in the indicators Profile/Protocol of the EIF.
  - Monitoring and Evaluation methodologies, tools and data collection processes.
  - Roles and responsibilities for ESS monitoring, evaluation and reporting; and
  - Frequency and format of ESS monitoring reports.
- (iv) Develop and integrate the ESG system into the existing data management platforms to optimize data collection, analysis and reporting
- (v) Train identified EIF staff on the utilization of the newly developed monitoring system for effective implementation
- (vi) Pilot the monitoring system and refine it based on lessons learned

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- (vii) Develop an ESG implementation plan including the budget for operationalization of the ESG system.

#### **4. EXPECTED DELIVERABLES INCLUDE:**

- i. Inception report outlining the detailed work plan and methodology (Maximum 10 pages)
- ii. Integrated ESG framework including clear data collection & reporting and management practices, ESG Indicator Protocols/profiles and detailed implementation plan
- iii. ESG system Training manual and program
- iv. ESG system piloting report with recommendations for refinement
- v. Final report with the complete ESG system

#### **5. DURATION OF THE CONSULTANCY**

The consultancy is expected to be completed strictly within a period of six (6) months equivalent to.

#### **6. PAYMENT SCHEDULE**

<b>NO</b>	<b>OUTPUT</b>	<b>% OF PAYMENT</b>
<b>1</b>	<b>First disbursement</b> Submission of the inception report outlining: <ul style="list-style-type: none"><li>▪ Methodology</li><li>▪ Detailed work plan</li></ul>	<b>15%</b>
<b>2</b>	<b>Second disbursement</b> Development of an automated ESG framework including: <ul style="list-style-type: none"><li>▪ Clear data collection &amp; reporting and management practices</li><li>▪ ESG Indicator Protocols/profiles and</li></ul>	<b>25%</b>

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NO	OUTPUT	% OF PAYMENT
	<ul style="list-style-type: none"> <li>Detailed Implementation Plan (IP)</li> </ul>	
3	<b>Third disbursement upon:</b> <ul style="list-style-type: none"> <li>Developed and piloted ESG system</li> <li>Training manual</li> <li>Training program and</li> <li>ESG system piloting report with recommendations for refinement</li> </ul>	40%
4	<b>Fourth disbursement</b> upon submission of the <ul style="list-style-type: none"> <li>Final report with the</li> <li>Operationalized ESG system</li> </ul>	20%
	<b>Total payment</b>	<b>100%</b>

## 7. QUALIFICATIONS

- i. Master's degree in environmental studies, Natural Resources Management, Monitoring and Evaluation, Statistics, Agricultural Economics, Development Studies or other related fields.
- ii. Skilled in data management, analysis and presentation,
- iii. A Doctorate in these fields will be an added advantage
- iv. Fluent in English and excellent report writing and oral communication skills.

## 8. RELEVANT EXPERIENCES

- v. Extensive experience in developing ESG systems for large-scale development programs.

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- vi. Strong technical expertise in environmental and social impact assessment, monitoring and reporting.
- vii. Familiarity with ESG/ESS international best practices and standards
- viii. Demonstrated ability to work collaboratively with diverse stakeholders.

## 9. OTHER REQUIREMENTS

The consultancy firm must demonstrate a proven track record of adhering to project timelines and delivering high-quality work. Proposals/ Expression of Interests should include:

- A. **Past Performance:** Provide examples of similar projects completed within specified timelines and evidence of client satisfaction with the quality of deliverables.
- B. **Project Management Approach:** Detail the consultancy's management methodology, including plans to monitor, and control consultancy schedules to ensure deadlines are met.
- C. **Team Expertise:** Outline the qualifications and experience of the proposed team members relevant to the project, emphasizing their ability to produce accurate and effective deliverables within agreed-upon timeframes.
- D. **Quality Assurance Measures:** Describe the consultancy's quality assurance processes and mechanisms for ensuring that deliverables meet or exceed agreed-upon standards
- E. **References:** Include contact information for at least three references from previous clients who can attest to the consultancy's ability to deliver on time and of high quality.
- F. **Commitment to Deadlines:** Provide a commitment statement affirming the consultancy's commitment to meeting the deadlines outlined in this TOR, along with penalties for failure to meet agreed-upon milestones, if applicable."

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## 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.
- 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 colour photocopies allowed.
- The Bid evaluation shall comprise of the following stages:
  - Stage-1: Responsiveness check
    - Eligibility Compliance
    - Administrative Compliance
    - Mandatory Documents Compliance

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➤ Stage-2: Technical Evaluation Criteria **(100 Marks)**

- Adequacy of the proposed methodology and work plan in responding to the Terms of Reference **(Total score 20)**
- Specific experience of the Consultants relevant to the assignment **(Total score 45)**
- Key professional staff qualifications and competence for the assignment **(Total score 15)**
- Presentation proposed ESG Model **(20 marks)**
  - Quality and professionalism of the proposal presentation.
  - Ability to communicate complex ideas clearly and effectively.
  - Engagement with the evaluation panel during the presentation.

➤ 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
<b>1.1</b>	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?		
<b>1.2</b>	Does the bidder appear on any of the development bank ineligibility lists as follows: <ul style="list-style-type: none"><li>• Procurement Policy Unit <a href="http://www.mof.gov.na/procurement-policy-unit">www.mof.gov.na/procurement-policy-unit</a></li></ul>		

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	<ul style="list-style-type: none"> <li>• African Development Bank <a href="https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures">https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures</a></li> <li>• Asian Development Bank, <a href="http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999">http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&amp;count=999</a></li> <li>• European Bank for Reconstruction and Development, <a href="http://www.ebrd.com/pages/about/integrity/list.shtml">http://www.ebrd.com/pages/about/integrity/list.shtml</a></li> <li>• Inter-American Development Bank Group, <a href="http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html">http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html</a></li> <li>• World Bank Group, <a href="http://www.worldbank.org/en/projects-operations/procurement/debarred-firms">http://www.worldbank.org/en/projects-operations/procurement/debarred-firms</a></li> </ul>		
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***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.***

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## 2. ADMINISTRATIVE REQUIREMENT

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 (Applies to Joint-Ventures only)		
2.3	Are all pages of the proposal and attached/supporting documents signed and/or initialized by the person or persons authorized on behalf of the bidder?		
2.4	Has the consultant completed, signed and/or stamped and submitted a Bid Submission 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***

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### 3. MANDATORY DOCUMENT/REQUIREMENTS

No	Mandatory Requirements	Yes	No
3.1	<p>Has the bidder submitted a Certified copies of either:</p> <ul style="list-style-type: none"> <li>(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.</li> <li>(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.</li> <li>(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</li> <li>(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.</li> <li>(v) <b>Non-Namibian</b> bidders must submit company registration documents from their company/business registration authorities.</li> </ul> <p>- <i><b>In the case of Joint Ventures (JV), each JV partner must comply with the above.</b></i></p>		
3.2	<p>Has the Bidder provided a valid original or certified copy of an original Good Standing Tax Certificate;</p> <p>➤ <b>The certificate should be valid at the deadline for submission of bid.</b></p>		

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No	Mandatory Requirements	Yes	No
	<ul style="list-style-type: none"> <li>➤ <b>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</b></li> <li>- <i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></li> <li>- <b>NB: For Namibian bidders only</b></li> </ul>		
2.3	<p>Has the Bidder provided a valid original or certified copy of an original Good Standing Social Security Certificate?</p> <ul style="list-style-type: none"> <li>➤ <b>The certificate should be valid at the deadline for submission of bid.</b></li> <li>➤ <b>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</b></li> <li>- <i>In the case of Joint Ventures (JV), each JV partner must comply with the above</i></li> <li>- <b>NB: For Namibian bidders only</b></li> </ul>		
3.4	<p>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;</p> <ul style="list-style-type: none"> <li>➤ <b>The certificate should be valid at the deadline for submission of bid</b></li> </ul>		

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No	Mandatory Requirements	Yes	No
	<ul style="list-style-type: none"> <li>➤ <b>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</b></li> <li>➤ <b>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</b> <ul style="list-style-type: none"> <li>- <i>In the case of Joint Ventures (JV), each JV partner must comply with the above</i></li> <li>- <b>NB: For Namibian bidders only</b></li> </ul> </li> </ul>		
<b>3.5</b>	<p>Written undertaking section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015</p> <ul style="list-style-type: none"> <li>- <i>Ventures (JV), each JV partner must comply with the above</i></li> <li>- <b>NB: For Namibian bidders only</b></li> </ul>		

**Note 1:**        *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.*

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#### 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.

#	DESCRIPTION	Proportional value in %
1	<p><b>Methodology and Work plan:</b></p> <p>Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:</p> <ul style="list-style-type: none"> <li>a. Description of Technical Approach and Methodology (Refer to the terms of reference requirements). <b>(15 marks)</b></li> <li>b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time frame. <b>(5 marks)</b></li> </ul>	20
2	<p><b>Overall Ability and Capability to Perform:</b></p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <ul style="list-style-type: none"> <li>a. <u><b>Years of experience</b></u> <ul style="list-style-type: none"> <li><b>a) Project Manager</b> (team leader) <i>with 10 years working experience in environmental or related space = 10 marks), (9-10 years=10 marks) (6-8 years = 5 marks; 3-5 years=2 marks, less than 3 years=0 mark).</i></li> <li><b>b) ESG Expert</b> (8 years and above experience in developing ESG frameworks and systems = 5 marks) (7-8 years=5 marks, 4-6 years=3 marks Less than 4 years= 0 mark)</li> <li><b>c) Data Analyst</b> (8 years' experience and above in analyzing ESG data and metrics = 5 marks) (7-8 years=5 marks, 4-6 years=3 marks, less than 8 4 years= 0 mark)</li> </ul> </li> </ul>	45

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	<p><b>d) Communications and Stakeholder Engagement Specialist</b> (<i>8 years and above experience in developing communication, educational strategies and materials for stakeholders and the public = 5 marks</i>), (<i>7-8 years=5 marks, 4-6 years=3 marks, less than 4 years= 0 mark</i>)</p> <p><b>e) Training and Development Specialist</b> (<i>7 years' experience and above in designing training programs for clients on ESG practices= 5 marks</i>), (<i>6-7 years=5 marks, 3-5 years=3 marks, less than years= 0 mark</i>)</p> <p>b. Assignments done in the past 5 years</p> <ul style="list-style-type: none"> <li>• Refer to Form-F4 (<b>10 marks</b>)</li> </ul> <p>c. References and testimonials undertaken in similar assignments.</p> <ul style="list-style-type: none"> <li>• <b>Three letters of reference</b> from Clients on similar / related projects (<i>done by the firm and not individual staff</i>) (<b>Three letters= 5 mark</b>) (<b>Two letters= 2 Marks</b>), (<b>less than two letters= 0 Mark</b>)</li> </ul>	
3	<p><b>Profile of key staff members:</b></p> <p>Qualifications and competence of the staff for the assignment:</p> <p>Qualifications, Training, Education, and certifications of the firm's Human Capital to be involved in execution of the assignment.</p> <ul style="list-style-type: none"> <li>• <b>Project Manager (team Leader)</b> <ul style="list-style-type: none"> <li>➤ <u>Technical Degree</u>: <i>A degree in Computer Science, Information Technology, or a related technical field or hold an advanced degree (e.g., Master's, MBA) with a focus on sustainability, business, or data science.</i></li> </ul> </li> </ul>	15

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	<p>➤ <u>Certifications in ESG</u>: Additional certifications specific to ESG (e.g., SASB Fundamentals of Sustainability Accounting (FSA) Credential, CFA ESG Investing, GRI Standards Certification) should be an added advantage, = <b>5 marks</b>, (<b>No qualifications/qualification not in line with the requirement= 0 mark</b>)</p> <ul style="list-style-type: none"> <li>• <b>ESG Expert</b> (Postgraduate qualification in project management, environmental science/sustainability, environmental engineering, social sciences, economics, Law or related field) = <b>4 marks</b>), (<b>No qualifications/qualification not in line with the requirement = 0 mark</b>).</li> <li>• <b>Data Analyst</b> (8 years' experience and above in analyzing ESG data and metrics (A masters' degree or MBA with a focus on analytics) or related fields = <b>2 marks</b>), (<b>No qualifications/qualification not in line with the requirement = 0 mark</b>).</li> <li>• <b>Communications and Stakeholder Engagement Specialist</b> (postgraduate qualification in Marketing, Communication or related field = <b>2 marks</b>), (<b>No qualifications/qualification not in line with the requirement = 0 mark</b>).</li> <li>• <b>Training and Development Specialist</b> (postgraduate qualification in Human Resources, Education, Organizational Development Communication or related field) = <b>2 marks</b>), (<b>No qualifications/qualification not in line with the requirement =0 mark</b>)</li> </ul>	
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Initials\_\_\_\_\_



4	<b>Presentation of the proposed ESG Model (20 marks)</b> <ul style="list-style-type: none"> <li>• Quality and professionalism of the proposal presentation.</li> <li>• Ability to communicate complex ideas clearly and effectively</li> <li>• Engagement with the evaluation panel during the presentation.</li> </ul>	20
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**Note:** Bidders obtaining more than 70 marks of the Total Technical Score shall qualify for the financial evaluation and bidders obtaining less than 70 marks will be deemed non-responsive and therefore will not be evaluated further.

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 $\times$ 0.7)	Financial (score $\times$ 0.3)	Total Bid Score	Rank

Initials \_\_\_\_\_



## Labour Act Compliance Form



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

### 1. EMPLOYERS DETAILS

Company Trade Name: .....

Registration Number: .....

Vat Number: .....

Industry/Sector: .....

Place of Business: .....

Physical Address: .....

Tell No.: .....

Fax No.: .....

Email Address: .....

Postal Address: .....

Full name of Owner/Accounting Officer: .....

.....

Email Address: .....



## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

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

.....

## 3. UNDERTAKING

I ..... [insert full name], owner/representative

of ..... [insert full name of company]

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

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

**Signature:** .....

**Date:** .....

**Seal:** .....

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

**(b) Technical Proposals**

- (i) Curriculum Vitae 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 automated Environmental, Social and Governance system (ESG)**

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 \_\_\_\_\_



**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-01/2025: LETTER OF CONSENT TO USE MY CURRICULUM VITAE**

- The Bid: Provision of a consultant to develop an automated Environmental, Social and Governance system (ESG)

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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 \_\_\_\_\_



### 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.)



**Cost Estimate of Services<sup>1</sup>**

(To be submitted in a separated closed envelope)

**Remuneration:**

Consultant Name (In currency)	Monthly Rate (in currency)	Working Months	Total Cost
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Sub-Total (Remuneration) \_\_\_\_\_

**Out-of-Pocket Expenses<sup>2</sup> :**

(a) Per Diem <sup>3,4</sup> :	Room Charge	Subsistence	Total	Days
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(b) Air fare \_\_\_\_\_

(c) Lump Sum Miscellaneous Expenses<sup>4</sup> : \_\_\_\_\_

Sub-Total (Out-of-Pocket) \_\_\_\_\_

Contingency Charges: \_\_\_\_\_

**Total Estimate:** \_\_\_\_\_

<sup>1</sup> Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

<sup>2</sup> Reimbursable at cost with supporting documents/receipts unless otherwise specified.

<sup>3</sup> Per Diem is fixed per calendar day and need not be supported by receipts.

<sup>4</sup> 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.