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**PROCUREMENT MANAGEMENT UNIT**

**REQUEST FOR PROPOSAL**

**FOR**

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

Procurement No: SC/RP/EIF-01/2026

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

**Due Date for Submission: Monday 08 June 2026 @11H00AM**

**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, Awas Valley, Windhoek,  
Tel: +264 61 431 7700**

## **Request for Proposal**

### **LETTER OF INVITATION**

**04 May 2026**

Dear Sir/Madam

**Subject: PROVISION OF A CONSULTANT TO DEVELOP AN 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.

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.

4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit [procurement@eif.org.na](mailto:procurement@eif.org.na) or [jmaharero@eif.org.na](mailto: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.

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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 (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: Monday, 08 June 2026 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 11h00 AM.**

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

## 8. Documents comprising the Bids

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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.

## **9. Deciding Award of Contract**

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

## **10. Rights for Public Entity**

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

## **11. Duration of Assignment**

The 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

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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 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 2026, you will be expected to take up/commence with the assignment in June 2026.

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

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**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.

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

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7.	<b>Annexure 4- Declaration of Conflict of Interest</b>	Have you completed the conflict of interest? <b>MANDATORY</b>		
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## 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: <b>Environmental Investment Fund of Namibia (EIF)</b>  Method of selection: <b>Selection of Consultant- Quality and Cost-Based Selection (QCBS)</b> Type of Contract: <b>Lum Sum Contract</b>
1.2	Financial Proposal to be submitted together with Technical Proposal: <b>Yes, and in separate envelopes.</b>  Name of the assignment is: <b>Provision of a Consultant to develop an IPPU GHG monitoring, reporting and verification (MRV) regulatory framework in Namibia</b>
1.3	A pre-proposal conference will be held: <b>No</b>  <hr/> The Client’s representative is: <b>Mr. More – Blessing Benedict Libanda</b> Address: EIF Head Office, Windhoek Telephone: +264 61 431 7700 E-mail: <a href="mailto:BLibanda@eif.org.na">BLibanda@eif.org.na</a>
1.4	The Client envisages the need for continuity for downstream work: <b>No</b>
1.5	Proposals must remain valid <b>180</b> days after the submission date.

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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 <b>6 days</b> before the submission date.  The address for requesting clarifications is: Procurement Management Unit E-mail: <a href="mailto:jmaharero@eif.org.na">jmaharero@eif.org.na</a>
2.2	Shortlisted Consultants may associate with other shortlisted Consultants: <b>No</b>
3.1	The format of the Technical Proposal to be submitted is: <b>Full Technical Proposal (FTP)</b>
3.2	Training is a specific component of this assignment: <b>No</b>
3.3	Bid security <b>shall not</b> be required.
3.4	Consultant must submit the <b>original and two (2) copies</b> of the Technical Proposal, and the <b>original</b> of the Financial Proposal.
3.5	<b>Addressed to: Procurement Management Unit</b> <b>The Proposal submission address is:</b> <b>1st Floors, 8933 Heinitzburg Heights, c/o Heinitzburg &amp; Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia</b>  Proposals must be submitted not later than the following date and time: <b>Monday, 08 June 2026</b> <b>At 11H00</b>

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## **Annexure - 1**

### **TERMS OF REFERENCE**

#### **Consultancy to Develop an IPPU GHG Monitoring, Reporting and Verification (MRV) Regulatory Framework in Namibia**

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##### **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.

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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.

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;

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- 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:**

#### **3.1.1 Task 1: Situation analysis and review**

- 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

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- 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.

### **3.1.2 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 SF<sub>6</sub>, medical facilities using N<sub>2</sub>O, food and beverage manufacturers, and other entities whose activities fall under the IPCC definition of the IPPU sector or are 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.

### **3.1.3 Task 3: Regulation development**

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- 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.
- 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.

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- 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.
- 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.

#### **3.1.4 Task 4: Reviewing and updating technical guidelines for GHG inventory reporting**

- Review and update a companion Technical Guidelines document for IPPU GHG inventory monitoring, reporting, and verification, which shall provide:

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- 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.

#### **3.1.5 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.
- 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.

#### **3.1.6 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.

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- 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

## **3.2 EXPERTISE REQUIRED AND CONSULTANCY MANAGEMENT**

### **3.2.1 Required Expertise**

The assignment shall be undertaken by a consulting team comprising international and national expertise. The team shall include at minimum one international consultant (or team of international consultants) and one national consultant (or team of national consultants) with complementary qualifications as specified below.

### **3.2.2 International consultant(s)**

The international consultant(s) shall bring the specialized technical, methodological, and regulatory drafting expertise required for the assignment. The following qualifications and experience are required:

- a) An advanced degree (Master's or above) in environmental law, environmental science, climate change policy, chemical engineering, or a closely related field;
- b) At least 10 years of professional experience in one or more of the following: environmental regulation development, climate change MRV system design, or GHG inventory management;
- c) Demonstrated experience in drafting environmental regulations or regulatory frameworks, preferably in an African or developing country context;

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- d) Working knowledge of the UNFCCC Enhanced Transparency Framework, including the Modalities, Procedures and Guidelines under Decision 18/CMA.1 and the Biennial Transparency Report process;
  - e) Familiarity with the relevant volumes and chapters of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and the 2019 Refinement;
  - f) Knowledge of the Montreal Protocol and the Kigali Amendment, including HFC phase-down obligations, licensing systems, and the relationship between ozone treaty reporting and national GHG inventories;
  - g) Practical experience with GHG emission estimation for three or more IPPU sub-categories (mineral industry, fluorinated gases/ODS substitutes, non-energy products from fuels and solvents, or other product manufacture and use), including familiarity with IPCC tier methodologies, activity data collection, and emission factor selection;
  - h) Experience in regulatory impact assessment, including compliance cost analysis and institutional capacity evaluation; and
  - i) Excellent analytical, drafting, and communication skills in English.
- Other desirable qualifications for the international consultant(s):
- j) Prior experience with GCF Readiness or other climate finance programme deliverables;
  - k) Familiarity with South Africa's National Greenhouse Gas Emission Reporting Regulations (2017/2020) or other comparable GHG reporting regulatory frameworks; and
  - l) Previous work experience in the Southern African region.

### **3.2.3 National consultant(s)**

The national consultant(s) shall provide in-country expertise and serve as the local interface between the consulting team, the supervising institutions (the Environmental Investment Fund and the Ministry of Industries, Mines and Energy), and national stakeholders. The following qualifications and experience are required:

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- a) A degree (Bachelor's or above) in environmental science, environmental law, public policy, industrial engineering, or a closely related field;
- b) At least 5 years of professional experience working on environmental policy, climate change, industrial regulation, or natural resource management in Namibia;
- c) Demonstrated experience in stakeholder engagement, consultation processes, and workshop facilitation within the Namibian institutional context;
- d) Established working relationships with relevant government agencies;
- e) Knowledge of Namibia's environmental legislative framework and related sector legislation;
- f) Familiarity with Namibia's industrial sector and the key IPPU activities occurring in the country;
- g) Experience in coordinating multi-stakeholder processes and managing relationships with government clients and development partners; and
- h) Excellent communication skills in English.

Other desirable qualifications for the national consultant(s):

- i) Prior involvement in Namibia's national GHG inventory process, NDC development, or national communications to the UNFCCC;
- j) Experience working with the GCF, the Multilateral Fund for the Implementation of the Montreal Protocol, or other climate/environment financing mechanisms; and
- k) Understanding of the refrigeration and air conditioning sector in Namibia, including HFC import/distribution patterns and the activities of the National Ozone Unit.

#### **4. KEY DELIVERABLES**

The consultant shall be expected to submit the following deliverables:

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

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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.

#### **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:

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- 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, 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

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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;
- 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.

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## **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.

## **7 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.

## **8. EXPERTISE REQUIRED AND CONSULTANCY MANAGEMENT**

### **8.1 Required Expertise**

The assignment shall be undertaken by a consulting team comprising international and national expertise. The team shall include at minimum one international consultant (**or team of international consultants**) and one national consultant (**or team of national consultants**) with complementary qualifications as specified below.

#### **8.1.1 International consultant(s)**

The international consultant(s) shall bring the specialized technical, methodological, and regulatory drafting expertise required for the assignment. The following qualifications and experience are required:

#### **Qualifications required:**

- a)** An advanced degree (Master's or above) in environmental law, environmental science, climate change policy, chemical engineering, or a closely related field

Initials \_\_\_\_\_

**Relevant Experiences:**

- a)** At least 10 years of professional experience in one or more of the following: environmental regulation development, climate change MRV system design, or GHG inventory management;
  - b)** Demonstrated experience in drafting environmental regulations or regulatory frameworks, preferably in an African or developing country context;
  - c)** Working knowledge of the UNFCCC Enhanced Transparency Framework, including the Modalities, Procedures and Guidelines under Decision 18/CMA.1 and the Biennial Transparency Report process;
  - d)** Familiarity with the relevant volumes and chapters of the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, and the 2019 Refinement;
  - e)** Knowledge of the Montreal Protocol and the Kigali Amendment, including HFC phase-down obligations, licensing systems, and the relationship between ozone treaty reporting and national GHG inventories;
  - f)** Practical experience with GHG emission estimation for three or more IPPU sub-categories (mineral industry, fluorinated gases/ODS substitutes, non-energy products from fuels and solvents, or other product manufacture and use), including familiarity with IPCC tier methodologies, activity data collection, and emission factor selection;
  - g)** Experience in regulatory impact assessment, including compliance cost analysis and institutional capacity evaluation; and
  - h)** Excellent analytical, drafting, and communication skills in English.
- Other desirable qualifications for the international consultant(s):

Initials \_\_\_\_\_

- i) Prior experience with GCF Readiness or other climate finance programme deliverables;
- j) Familiarity with South Africa's National Greenhouse Gas Emission Reporting Regulations (2017/2020) or other comparable GHG reporting regulatory frameworks; and
- k) Previous work experience in the Southern African region.

### **8.1.2 National consultant(s)**

The national consultant(s) shall provide in-country expertise and serve as the local interface between the consulting team, the supervising institutions (the Environmental Investment Fund and the Ministry of Industries, Mines and Energy), and national stakeholders.

#### **Qualifications required:**

- a) A degree (Bachelor's or above) in environmental science, environmental law, public policy, industrial engineering, or a closely related field

#### **Relevant Experiences:**

- a) At least 5 years of professional experience working on environmental policy, climate change, industrial regulation, or natural resource management in Namibia;
- b) Demonstrated experience in stakeholder engagement, consultation processes, and workshop facilitation within the Namibian institutional context;
- c) Established working relationships with relevant government agencies;
- d) Knowledge of Namibia's environmental legislative framework and related sector legislation;

Initials \_\_\_\_\_

- e) Familiarity with Namibia's industrial sector and the key IPPU activities occurring in the country;
  - f) Experience in coordinating multi-stakeholder processes and managing relationships with government clients and development partners; and
  - g) Excellent communication skills in English.
- Other desirable qualifications for the national consultant(s):
- h) Prior involvement in Namibia's national GHG inventory process, NDC development, or national communications to the UNFCCC;
  - i) Experience working with the GCF, the Multilateral Fund for the Implementation of the Montreal Protocol, or other climate/environment financing mechanisms; and
  - j) Understanding of the refrigeration and air conditioning sector in Namibia, including HFC import/distribution patterns and the activities of the National Ozone Unit.

## **8. PAYMENT SCHEDULE**

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

## **9. 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

Initials \_\_\_\_\_

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).

- (c) Curriculum Vitae(s) highlighting relevant experience of consultant/s and of each member of the team
- (d) At least **three** references from similar assignments and evidence of similar assignments undertaken.

**10. EVALUATION CRITERIA**

<b><u>Criterion</u></b>	<b><u>Weight (%)</u></b>
Understanding of the assignment and proposed methodology	<b>40</b>
Relevant experience and technical expertise	<b>45</b>
Qualifications and competence of the staff for the assignment	<b>15</b>
Financial quotation (cost-effectiveness)	-
<b><u>Total</u></b>	<b><u>100</u></b>

**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

Initials\_\_\_\_\_

- 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
- **Stage-2:** Technical Evaluation Criteria
  - Adequacy of the proposed methodology and work plan in responding to the Terms of Reference **(Total score 40)**
  - Specific experience of the Consultants relevant to the assignment **(Total score 45)**
  - Key professional staff qualifications and competence for the assignment **(Total score 15)**
- **Stage-3:** Evaluation of Financial Proposal of bidders who have secured a minimum pass mark in the technical evaluation.

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## 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	<p>Does the bidder appear on any of the development bank ineligibility lists as follows:</p> <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> <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>		

Initials \_\_\_\_\_

***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. <b>(For joint-Venture Firm)</b>		
2.3	Are all pages of the proposal 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 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**

Initials \_\_\_\_\_

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> </ul> <ul style="list-style-type: none"> <li>- <b><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></b></li> <li>- <b><i>National &amp; International bidders are required to submit company registration documents.</i></b></li> </ul>		
3.2	<p>Has the Bidder provided a valid original or certified copy of an original Good Standing Tax 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> </ul> <ul style="list-style-type: none"> <li>- <b><i>For Namibian bidders only</i></b></li> </ul>		

Initials \_\_\_\_\_

No	Mandatory Requirements	Yes	No
	<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> </ul>		
3.3	<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 of 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> </ul> <ul style="list-style-type: none"> <li>- <i>For Namibian bidders only</i></li> <li>- <i>- In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></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 of 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> </ul>		

Initials \_\_\_\_\_

No	Mandatory Requirements	Yes	No
	<p>➤ <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></p> <p>- <b><i>For Namibian bidders only</i></b></p> <p>- <b><i>In the case of Joint Ventures (JV), each JV partner must comply with the above.</i></b></p>		
3.5	<p>Written undertaking section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015</p> <p>- <b><i>For Namibian bidders only</i></b></p> <p>- <b><i>Ventures (JV), each JV partner must comply with the above</i></b></p>		

***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**

Initials\_\_\_\_\_

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 %
2	<p><b>Methodology and Work plan</b></p> <p>Consultants are expected to demonstrate an understanding of the terms of reference by provision the following</p> <p>a) Institutions are expected to demonstrate an understanding of the terms of reference by providing the following: <b>(20 marks)</b></p> <p>b) Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time <b>(20 marks)</b></p>	40
3	<p><b>Overall Ability and Capability to Perform:</b></p> <p>Relevant Experience of the consultant in the field related to the assignment</p> <p><i>a. Years of experience (15 marks)</i></p> <p><i>Project Manager (Team Leader) At least 5 years of professional experience working on environmental policy, climate change, industrial regulation, or natural resource management in Namibia; (National Consultant)</i></p> <p><i>Project Manager (Team Leader) International Consultancy At least 10 years of professional experience in one or more of the following: environmental regulation development, climate change MRV system design, or GHG inventory management; (International Consultant)</i></p> <p>- (5 years and above experience = 15 marks) National Consultant</p> <p>- (10 years and above experience = 15 marks) International Consultant</p>	45

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	<p>- (Less than 5 years= 0 mark) (International &amp; National)</p> <p><b>b).Assignment done in the past 5 years</b></p> <ul style="list-style-type: none"> <li>• <b>Refer for Form-F4 (15 marks)</b></li> </ul> <p><b>c.) References and testimonials undertaken in similar assignments. (15 Marks)</b></p> <ul style="list-style-type: none"> <li>• <i>Three letters of reference from Clients on similar / related projects (Two letters= 15 marks) (Less than two letters= 0 Mark)</i></li> </ul>	
4	<p><b>Profile of key staff members: (15 Marks)</b></p> <p>Qualifications and competence of the staff for the assignment:</p> <p>a. 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> (A degree (Bachelor's or above) in environmental science, environmental law, public policy, industrial engineering, or a closely related field (National Consultant)</li> <li>• <b>Project Manager (Team Leader)</b> (An advanced degree (Master's or above) in environmental law, environmental science, climate change policy, chemical engineering, or a closely related field</li> </ul> <p><b>= 15 marks, (No qualification= 0 mark)</b></p> <p><b>Bidders obtaining more than 70% of the Total Technical Score shall qualify for the financial evaluation.</b></p>	15
TS	<b>Total Score</b>	<b>100</b>

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 \_\_\_\_\_

## 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.*

## Annexure - 3

### 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 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: \_\_\_\_\_

**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:** \_\_\_\_\_

**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-01/2026: LETTER OF CONSENT TO USE MY CURRICULUM VITAE**

- The Bid: Provision of a Consultant to develop an 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 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
_____	_____	_____	_____

Sub-Total (Remuneration) \_\_\_\_\_

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

(a) Per Diem <sup>34</sup> :	Room Charge	Subsistence	Total	Days
	_____	_____	_____	_____

(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, 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 \_\_\_\_\_

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**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** : \_\_\_\_\_

Initials \_\_\_\_\_