



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

PROVISION OF A NATIONAL CONSULTANCY: FOR THE FORMULATION OF TWO (2) - CLIMATE CHANGE PROJECT CONCEPT NOTES FOR THE ADAPTATION FUND

Procurement No: SC/RP/ EIF-02/2023

Bidder Name :

Postal Address :

Telephone No :

Cell No. :

Contact Person :

E-Mail Address :

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

Due Date for Submission: 27 January 2023

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

Subject: Provision of a National Consultancy: For the Formulation of two (2) - Climate Change Project Concept Notes for the Adaptation Fund

1. You are hereby invited to submit technical and financial proposals for the provision of a National Consultancy: For the Formulation of two (2) - Climate Change Project Concept Notes for the Adaptation Fund, under the Operations Department in the Environmental Investment Fund of Namibia (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:
 - (a) Identify a suitable consultant to render the said services, on behalf of EIF during the period indicated in the ToR.
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 consultants.
 - (c) a sample format of the Service Contract under which the service will be performed
4. Any request for clarification should be forwarded in writing to EIF- Procurement Unit (dhamukwaya@eif.org.na OR jelagon@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.
Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.
6. **Eligibility**
 - (a) A Consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
 - (b) Proposals from Consultants appearing on the 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
- Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: **Friday, 27 January 2023 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00.**

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

8. Deciding Award of Contract

Part	Evaluation Process	Pass Rate
Part: A	Compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. Any bid found non-compliant to this section will be excluded from the competition and will not be evaluated further.	100%
Part: B	Technical Evaluation will be out of a possible score of 70	50 marks
Part: C	Financial Evaluation will be out of a possible score of 30	15 Marks
Part: D	Total Evaluation will be out of a possible score of 100	70 Marks

Qualification and experience of the Consultants shall be considered as the paramount requirement. This is however subjected to 100% compliance with the requirements required in terms of section 50(1) of the Public Procurement Act, 2015. The proposals will be evaluated on the basis of a maximum of 70 marks for Technical Proposals and 30 marks for financial proposals. Proposals from Consultants should score at least 50 marks for the Technical Proposals to be retained for further consideration.

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

9. 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.

10. Duration of Assignment

The detailed schedule will be discussed with the successful consultant prior to the commencement of the assignment. The estimated duration, however, is up to **30 working days over a maximum of 60 days period** to undertake the assignment.

11. Validity of Proposal

You are requested to hold your proposal valid for ninety (120) 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.

12. Commencement date of Assignment

Assuming that the contracting process be satisfactorily concluded within in January 2023, you will be expected to take up/commence with the assignment in February 2023.

13. Tax Liability

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

14. 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.

15. 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 or not you will be submitting the proposal.

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

Yours faithfully,

D.H. Hamukwaya
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary information and mandatory documents for consultants.

Annexure 3: Draft contract under which service will be performed.

TERMS OF REFERENCE

Terms of Reference for National Consultancy: Formulation of Two (2) - Climate Change Project

1. Background

The Environmental Investment Fund of Namibia (EIF) has been nominated by the Ministry of Environment Forestry and Tourism (MEFT), for accreditation to the Adaptation Fund (AF). The process of securing such accreditation is at an advanced stage, an activity the EIF expects to complete during the first quarter of 2023. The Adaptation Fund (AF) was established to finance concrete adaptation [projects and programmes](#) in developing countries that are parties to the Kyoto Protocol and are particularly vulnerable to the adverse effects of climate change.

Once accredited, the EIF will become the second Direct Access Entity (DEA), besides the Desert Research Foundation of Namibia, to be accredited to the AF. AF accreditation will make the EIF eligible for accessing AF's climate change adaptation financing for Namibia. Two thematic areas presently being envisaged are (i) building climate change resilience at group resettlement farms and non-proclaimed settlements in the |Khomas Region and (ii) improvement of water quality for human consumption in areas and regions affected by highly mineralised groundwater.

The EIF, while finalising the above-mentioned accreditation, intends to pro-actively develop 2 project proposals for submission to the AF during 2nd or 3rd quarters of 2023. It is within this context that EIF seeks to procure the services of a consultant to lead the development of 2 concept notes (1 for each envisaged project) as precursors for the envisaged full project proposals. The proposed concepts are derived from EIF's project pipeline that forms part of Namibia's overall national climate change financing ambition.

2. Aim/Purpose of the Consultancy

To procure services of a consultant to support the EIF with development 2 concept notes according to AF funding requirements, and on AF templates. The final concepts notes will be expected to be of a standard that fully conforms with AF requirements and be practically ready for submission to AF.

3. Reporting Lines

The consultancy will be undertaken under the overall supervision of the Chief Operations Officer (COO), and guidance of Namibia's Nationally Designated Authority (NDA), which is the Ministry of Environment Forestry and Tourism (MEFT). The COO will assemble an EIF team, mostly from the Operations Department, that will provide necessary support and backstopping to the consultancy.

4. Tasks and Responsibilities:

- 4.1 Conduct rigorous literature review on: programming for the AF especially familiarising himself/herself/themselves with AF's direct access financing funding modality; Namibia's climate change country programme strategy; EIF project pipeline and all relevant literature.
- 4.2 Assist EIF to develop a digest of stakeholders to be consulted for each envisaged concept note thematic area.
- 4.3 Undertake necessary stakeholder engagements (amongst others Ministry of Agriculture Water and Land Reform (Water Affairs), Khomas Regional Council, Khomas Rural Constituency, MEFT, civil society, CBO, local authorities, UN agencies and other development partners), collect their inputs and incorporate these into envisaged concept notes.
- 4.4 Formulate 2 draft concept notes including rigorous climate rationales and Theories of Change (ToC) for each proposed project.
- 4.5 Attend stakeholder validation meetings (1 for each concept note), present the respective concept notes to stakeholders, collect and incorporate stakeholder inputs and update concept accordingly.
- 4.6 Develop 2 submission-ready Concept Notes which fully align with AF's funding criteria.
- 4.7 Support the EIF to respond to and incorporate AF's first round comments following AF review of the submitted concept notes.
- 4.8 Perform any other duties related to the review and refinement of the concept note as deemed necessary by the EIF.

5. Minimum Requirements

- 5.1 MSc degree with a focus on one or combination of the following: Climate Change, Environmental Management, Sustainable Fisheries Management, Sustainable Agriculture, Ecosystem management, natural resources management or related qualifications.
- 5.2 At least 5 or 7 years' experience in formulation of large scale project proposal and development of feasibility study, with particular experience in climate change financing and international donor funded project proposal development.
- 5.3 Demonstrated experience with similar project proposal development in Namibia and/or other countries.
- 5.4 Demonstrated technical skills in climate change mitigation and adaptation strategies or with focus on adaptation and climate change related livelihood improvement projects.
- 5.5 Some experience with GHG emission reductions accounting methodologies or using other tools will be an added advantage.
- 5.6 Previous experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.

6. Duration:

30 working days over a maximum of 60 days.

7. Expected start date:

1st February 2023 (Not fixed).

8. Expected Performance Indicators and Payment Schedule

No	Output	Timeline	% of payment	Target date all in 2023
Contracting				1 st February
1.	Inception report on proposed methodology, work plan, strategy etc.	Within 5 days after the contracting date.	30%	6 th February
2.	Literature review, review of current 2 draft Concept Notes and AF comments feedback, provide verbal report to EIF.	Within 10 days of contracting.		10 th February
3.	Attend and lead discussions at stakeholder consultative meetings with EIF and NDA support. Also consult some key stakeholders one-on-one as necessary.	To be advised by EIF but within 14 days of contracting.		14 th February
4.	Develop and submit to EIF proposals of (a) 2 climate change rationale statements (1 for each Concept Note) and (b) 2 Theory of Change (ToC) diagrams and necessary accompanying narratives, both in compliance with AF requirements.	Within 16 days after contracting (2 days after step 2).	20%	17 th February
5.	Submit first draft Concept Note on concept number 1 for EIF review and comment.	Within 7 days after Step 4 i.e., submission of ToC and Climate Rationale.		24 th February
6.	Submit second draft Concept Note on concept number 2 for EIF review and comment.	Within 7 days after submission of concept nr 1.	20%	3 rd March
7.	Incorporate EIF comments, update and submit to EIF updated draft Concept Notes for both concepts. Updates to be submitted in both track changes and clean copy.	Within 4 days after receipt of EIF comments		Concept 1: 1 st March Concept 2: 8 th March

8.	Present 2 Concept Notes at stakeholder validation meeting (organised by EIF), incorporate stakeholder inputs and resubmit to EIF. Updates to be submitted in both track changes and clean copy.	To be advised by EIF but within 10 days of Step 7.	20%	15 th March
9.	Incorporate AF comments - as necessary - on both Concept Notes. Updates to be submitted in both track changes and clean copy.	Depends on AF feedback loop.	10%	TBA
TOTAL:			100%	

For procurement enquiries contact:

Mr. David Hamukwaya
 Manager: Procurement Unit
 Email: dhamukwaya@eif.org.na
 Telephone: 061 4317745

For any technical enquiries contact:

Mr. Karl Mutani Aribeb
 Chief Operations Officer
 Email: KAribeb@eif.org.na
 Telephone: 061 4317701

10. Evaluation Criterion

#	DESCRIPTION	Criteria		Proportional Value in %	Bidder	
1	Relevant Experience			70%		
	Evaluation Methodology/Plan	The planned approach to the assignment	-	30%		
	At least 5 or 7 years' experience in formulation of large scale project proposal and development of feasibility study, with particular experience in climate change financing and international donor funded project proposal development	Proven experience and knowledge and focus on one or combination of the following: Climate Change, Environmental Management, Sustainable Fisheries Management, Sustainable Agriculture, Ecosystem management, natural resources management or related qualifications.	5 years and above		15%	
	Demonstrated technical skills in climate change mitigation and adaptation strategies or with focus on adaptation and climate change related livelihood improvement projects.	Experience with GHG emission reductions accounting methodologies or using other tools with be an added advantage	-		15%	
Proven experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.	Experience with GCF/GEF/Adaptation Fund project proposal development will be an added advantage.	-		10%		
2	Skills and Qualifications			30%		
	Staff with adequate experience in a similar working environment to undertake the assignment.	Minimum MSc degree with a focus on one or combination of the following: Climate Change, Environmental Management, Sustainable Fisheries Management, Sustainable Agriculture, Ecosystem management, natural resources management or related qualifications.	Master's degree and Higher Qualifications	10%		

		Proven experiences in designing of data collection tools and coordinating data collection processes	-	10%	
3	Time Schedule Work Plan	Clear time schedule workplan-meeting the required timelines	-	10%	
	OVERALL TECHNICAL SCORE			100%	

1.1 Total Technical Score:

The weight Score for Technical Evaluation will be calculated according to the following formula:

Total Technical Score = Technical Documentation Evaluation Score x 0.7

Bidder	Technical Documentation Evaluation (Score × 0.7)	Total Technical Score

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

1.2 Financial Evaluation

Financial Bid Price Proposal Score

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

The formula for determining financial Bid Price Proposal scores is the following:

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

in which ;

F_s is the financial score,

F_m is the lowest price proposal and

F is the price of the proposal under consideration.

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

Bidder	Bid Price (From lowest to highest)	Financial Score

1.3 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

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.

(a) Technical Proposals

- (i) Curriculum Vitae of Consultant (Form F-2).
- (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last 5 years (Form F-3).
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the way the Consultant would plan to execute the work.

(b) Financial Proposals

2. The financial proposals should be given in the form of summary of Contract estimate. (Form F- 4) or formal quotation indicating all cost breakdown.
3. 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: _____

Hiring of Recruitment Consulting Services for *[Provision of Legal Consultancy Services]*

I/We _____ herewith enclose Technical and Financial Proposals for selection as Consultant for the *[name of public entity]*.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

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

Key Qualifications:

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

Education:

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

Employment Record:

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

Languages:

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

Certification:

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

Date: *Day/Month/Year*

.....
[Signature of Consultant]

Full name of consultant: _____

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 Services¹

Remuneration:

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

Out-of-Pocket Expenses² :

(a) Per Diem ³ : Room Charge	Subsistence	Total	Days
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(b) Air fare _____

(c) Lump Sum Miscellaneous Expenses⁴ : _____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

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

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

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

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portorage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.