



UNOPS



Environmental Investment Fund
of Namibia | ensuring sustainability

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

**PROVISION FOR SHORT TERM EXPERT CONSULTANCY SERVICES- REVIEW AND
UPDATING THE CLIMATE CHANGE POLICY (2011)**

Procurement No: SC/RP/ NAM-RS-005-02/2024

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

**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**

Closing date: Thursday, 20 March 2025 @12H00 P.M.

Initials _____

Request for Proposal

LETTER OF INVITATION

Dear Sir/Madam

Date: 21 February 2025

Subject: PROVISION FOR SHORT TERM EXPERT CONSULTANCY SERVICES- REVIEW AND UPDATING THE CLIMATE CHANGE POLICY (2011)

1. You are hereby invited to submit technical and financial proposals for the provision of consultancy services under Operations 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 (procurement@eif.org.na). Request for clarifications should be received 5 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) The EIF will screen all consultants against the FIC UN Sanction list to ensure that the bidders are submitting proposals are not debarred or ineligible from participating in bids submission.
 - (c) 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.

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- (d) 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 consultant shall be submitted in two separate envelopes with the following parts:

Part A: Mandatory documents and Technical Proposals

Part B: Financial Proposals

The proposals must be deposited into the bid box on or before: **Thursday, 20 March 2025**
1st Floor, 8933 Heinitsburg Heights Building, c/o Heinitsburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00PM.

EIF will accept both physical and electronic bids. Physical bids should be addressed to:

**The Environmental Investment Fund Head Office,
C/O Heinitsburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek**

For electronic bids: Email to procurement@eif.org.na

8. Documents comprising the Bids:

The Bid submitted by the Bidder shall comprise the following:

1. An original/certified copy of company Registration Certificate.
2. A valid original/certified good Standing Tax Certificate.
3. A valid original/certified copy good Standing Social Security Certificate.
4. 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.
5. 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 (All joint venture parties must apply this requirement).

International bidders should submit the following documents:

6. An original/certified copy of company Registration Certificate issued in terms of company registration law in their respective countries.

9. Deciding Award of Contract

Only those Agencies 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 judge 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 detailed schedule will be discussed with the successful consultant prior to the commencement of the assignment. The estimated duration, however, is up to **25 days' worth of effort** spread over a period of 30 days to undertake the assignment.

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. Duration of Assignment

Assuming that the contracting process be satisfactorily concluded within 8 months, you will be expected to take up/commence with the assignment in April 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. Conformation 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.

17. 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.

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.

| No. | SECTION OF SBD | REQUIREMENT | YES/NO | SIGNATURE |
|-----|--|--|--------|-----------|
| 1 | Bidding Document | Have you initialed all pages of the bidding document? MANDATORY | | |
| 2 | Form F-1 Bid Submission | Have you completed, initialed, and signed this form? MANDATORY | | |
| 3 | Form F-2 CVs | Have you submitted and initialed all pages of each CV? MANDATORY | | |
| 4 | Form- F-3 Consent Letter for use of CV | Have you submitted and initialed all Consent Letter for each CV submitted? MANDATORY | | |
| 5 | Form F-4 Assignments of similar nature | Have you submitted and initialed all reference letters as required? MANDATORY | | |
| 6 | Form F-5 Cost Estimate of Services | Have you initialed all pages of the cost estimates submitted in a separate envelope? MANDATORY | | |

NB: Bids will not be evaluated further if the above instructions are not complied with.

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Terms of Reference

PROVISION FOR SHORT TERM EXPERT CONSULTANCY SERVICES– REVIEW AND UPDATING THE CLIMATE CHANGE POLICY (2011) - SC/RP/ NAM-RS-005-02/2024

PROJECT CONTEXT

The Environmental Investment Fund (EIF) of Namibia is a State-Owned Enterprise, established through the Environmental Investment Fund Act of 2001. The main purpose of the EIF is to raise financial resources for direct investment in environmental protection and natural resource management activities and projects. The EIF, in 2015, obtained accreditation by the Green Climate Fund (GCF). The GCF is a unique global fund, established within the rubric of the UN Framework Convention on Climate Change (UNFCCC), as a response to climate change for investing in low-emission and climate-resilient development. The GCF recognizes that developing countries may face capacity constraints in developing bankable climate finance proposals.

As a result, on the 30 November 2022, the GCF approved the Readiness Proposal for the Republic of Namibia titled: “Developing key legislation, regulation, policies, and concept notes for climate action in Namibia (NAM-RS-005)”. The Readiness & Preparatory Support programme objective is to build capacity of the National Designated Authority (NDA), the National Planning Commission (NPC) under the Office of the President and the Namibia Green Hydrogen Programme (NGH2P), on climate finance coordination mechanisms; and to improve the regulatory and institutional frameworks needed to provide the necessary umbrella to promote green investment in the priority areas identified in the Country Program. The NAM-RS-005 project is implemented by the EIF as the GCF’s Delivery Partner (DP) through a Readiness Project Team in close collaboration with the Namibia Green Hydrogen Programme (NGH2P).

The Government of Namibia is committed to addressing climate change through robust policy frameworks that align with international commitments, national priorities, and sustainable development goals. The Ministry of Environment, Forestry and Tourism in consultation with other sectoral stakeholders is mandated to spearhead the coordination, implementation and reporting on climate change actions towards achieving the national ambition. Moreover, Namibia has identified through the second Nationally Determined Contributions (NDC 2.0) sectoral measures and actions towards achieving the goals of the Paris Agreement, the update to NDC 3.0 is underway. As part of its efforts to adapt to and mitigate the effects of climate change, the Government seeks to review and update its existing Climate Change Policy. This review process will ensure that Namibia's climate response strategies remain effective, relevant, and aligned with

international best practice, current scientific findings, regional dynamics, and national circumstances.

EIF's NAM-RS-005 project therefore seeks the services of a suitably qualified and experienced consulting firm or consultant(s) with the relevant expertise to undertake the review and update the National Climate Change Policy (2011).

1. OBJECTIVE OF THIS CONSULTANCY

The key objectives and assessment areas outlined below are not exhaustive. The Consultancy may include other additional activities deemed necessary during the assignment, provided they do not incur significant cost implications:

1. **Evaluate the Effectiveness of Existing Policy (Baseline Assessment)** Assess how well the current National climate change policy have achieved the intended outcomes, highlight the lessons learned and success stories and identify gaps or inefficiencies in implementation and enforcement.
2. **Analyse Policy Alignment with International and National climate change Commitments and Best Practise** Ensure that existing policies align with international climate agreements such as the Paris Agreement, Sustainable Development Goals (SDGs), Nationally Determined Contributions, Long Term Low Emission Development Strategy (LT - LEDS), Carbon Market Framework and any other national climate pledges.
3. **Identify Policy Gaps and Emerging Issue** Assess areas where the existing policy framework may be outdated, incomplete, or not responsive to Namibian's emerging climate change challenges and markets.
4. **Strengthen Monitoring and Evaluation Mechanisms:** Assess the adequacy of monitoring and reporting systems in tracking the implementation and outcomes of climate policies and relevant strategies. Recommend improvements to ensure effective tracking, transparency, and accountability in policy implementation aligned to sectoral needs and planned outcomes.
5. **Promote Policy Coherence and Integration:** Evaluate the integration of climate change considerations into other policy areas aligned to the NDC, such as agriculture, energy, health, waste and urban planning. Recommend ways to achieve cross-sectoral policy coherence and improving coordination and monitoring between and among various levels of government, sectors, and stakeholders.
6. **Efficiency:** Assess efficiency in resource utilisation for resources mobilised and utilised to implement the policy. This includes efficiency in time taken to implement projects and programmes against agreed timeframes.

7. Sustainability: Assess whether the outcomes will be sustained without project or external financing, document lessons and recommend key considerations for ensuring sustainability.

2. SCOPE OF WORK

The scope of work for this consultancy will include the following key tasks:

2.1 Review of the Existing Policy (Baseline Review)

- Review the current *National Policy on Climate Change (2011)* and, identifying its strengths, weaknesses, and gaps and opportunities including but not limited to the Policy, Environment, Social, Technology, Economic and Legal (PESTEL).
- Analyze the implementation progress, assessing the effectiveness of strategies and actions outlined in the policy and relevant strategies.
- Consult with key government departments, stakeholders, and institutions to gather input on the current policy's impact and relevance.

2.2 Stakeholder Engagement

- Conduct consultations with a broad range of stakeholders, including government ministries, local authorities, civil society, private sector, academia, youth groups, and vulnerable communities.
- Facilitate workshops, surveys, and meetings to gather insights and recommendations for the updated policy.

2.3 Identification of Emerging Issues and Markets

- Conduct a review of international and regional climate change developments, including updated scientific assessments and policy trends.
- Identify emerging climate change challenges and opportunities that should be addressed in the updated policy (e.g., impacts of climate change on biodiversity, water resources, agriculture, and human health).
- Identify emerging markets that contributes towards achieving the national climate ambitions.

2.4 Policy Alignment with International Frameworks

- Ensure the updated policy is aligned with the Paris Agreement, the United Nations Framework Convention on Climate Change (UNFCCC), and other relevant international frameworks.
- Ensure the updated policy incorporates Namibia's nationally determined contributions (NDCs) and long-term climate goals.
- Ensure alignment to the Long-Term Low Emission Development Strategy (LT - LEDS) and Carbon Market Framework

2.5 Updating the Policy

- Draft an updated National Climate Change Policy that reflects the findings from the review, stakeholder consultations, and emerging issues and opportunities.
- Revise key sections of the policy, including vision, goals, objectives, strategies, and actions, as well as monitoring and evaluation frameworks.
- Provide recommendations for institutional roles, financing mechanisms, and capacity-building requirements and implementation and monitoring strategies.

2.6 Drafting of Final Report

- Prepare a detailed report outlining the review process, consultations, findings, and recommendations for updating the policy.
- Submit a draft updated policy for review by relevant stakeholders and incorporate feedback.
- Finalize the updated policy document based on feedback and submit the final version to the relevant authorities for approval.

3. EXPERTISE & QUALIFICATIONS REQUIRED AND CONSULTANCY MANAGEMENT

The consultant or consultancy team should meet the following qualifications:

- **Expertise in Climate Change Policy:** Demonstrated experience in developing, reviewing, or updating national climate change policies, with an understanding of climate change adaptation and mitigation strategies, previous demonstrated knowledge of NDC will be an added advantage.
- **Knowledge of International Climate Frameworks:** In-depth knowledge of the UNFCCC, Paris Agreement, and other global and regional climate change frameworks.
- **Experience in Stakeholder Engagement:** Proven ability to engage effectively with diverse stakeholders, including government agencies, local communities, youth groups, NGOs, and the private sector.

- **Sectoral Expertise:** Expertise in key sectors impacted by climate change in Namibia, such as agriculture, water resources, energy, biodiversity, and coastal management as outlined in the NDC.
- **Technical Expertise:** Ability to analyze climate data and trends, including the use of climate models and projections to inform policy.
- **M&E and Reporting:** Familiarity with monitoring and evaluation techniques, and experience in developing policy implementation frameworks and action plans.
- **Language Skills:** Proficiency in English (written and spoken) is required. Knowledge of other Namibian languages is an advantage.

Team Composition:

Lead Consultant (with overall responsibility for the assignment is expected to be well versed in environmental, social science, public policy, climate change, gender and social inclusion, project management, and team coordination).

- A minimum of 7-10 years of progressive experience in policy formulation, with particular focus on climate change policies and/or environmental governance.
- Previous experience working with government institutions and development partners in Namibia or the Southern African region is desirable.
- Familiarity with Namibia's specific climate challenges and opportunities will be considered an asset.
- Strong project management skills.
- Good communication and negotiation skills.
- Open to traveling and engaging with diverse stakeholders across all sectors in Namibia.

Climate Change Specialist (with expertise in policy development and adaptation/mitigation strategies).

- A minimum of 10 years of professional experience in all or most of the above-mentioned areas.
- Strong knowledge of Namibian and regional contexts.

Sectoral Experts (Agricultural Economics, Business Economics/commerce/administration, environmental and natural resource economics and related areas).

Stakeholder Engagement Expert (to lead consultation processes).

- Proven experience in consultation processes and facilitation.
- Willing to travel and engage with diverse stakeholders across all sectors in Namibia.

M&E Specialist (A masters or higher in the following areas: Sociology, Business Administration, monitoring and evaluation, environmental and natural resource economics, public policy and management, sustainable development, and project management).

- A minimum of 10 years of progressive professional experience in all or most of the above-mentioned areas, to ensure the policy includes effective monitoring frameworks.

4. KEY DELIVERABLES AND INDICTIVE SCHEDULE

| Deliverable | Description | Timeline | Payment (%) |
|--|--|-----------------|-------------|
| 1. Inception Report | Overview of the objectives, methodology, timeline, and key stakeholders involved in the review process. Detailed work plan outlining the key activities and milestones for the review | Within 5 days | 15% |
| 2. Policy Gap Analysis Report | Identification of key gaps in the current policy framework and an assessment of new issues that may require policy attention (e.g., new climate risks, technologies, or market trends). | Within 2 Months | 20% |
| 3. Policy Coherence analysis Report | To identify emerging climate change issues, challenges, and opportunities that require attention in the updated policy. Align the National Climate Change Policy with Namibia's national development goals, international climate agreements (e.g., the Paris Agreement), and regional frameworks. | | |
| 4. Draft updated Climate Change Policy | A draft updated Climate Change Policy document for review by stakeholders | Within 5 Months | 30% |
| 5. Stakeholders Engagement Report | Engage Stakeholders and Gather Input in the policy; To assess the effectiveness of the current National Climate Change Policy in addressing climate change mitigation and adaptation in Namibia. Assess and determine if the policy addresses the needs of vulnerable communities, Engage broad stakeholder and gather inputs in the policy consultation and participation throughout the review process | | |
| 5. Monitoring and Evaluation Frameworks | A proposed results framework for tracking, evaluating and reporting on the progress and impact of revised climate change policy, including an implementation and | Within 5 Months | 15% |

| | | | |
|-----------------------------------|--|------------------------------|-----|
| | Action Plan containing indicators, and reporting mechanisms. | | |
| 6. Capacity-Building Plan: | A plan that outlines the necessary steps to enhance the institutional and technical capacity of key stakeholders to implement and enforce climate policies effectively. | Within 6 Months | |
| 7.Final Review Report | A comprehensive report synthesizing the findings from all phases of the review, presenting the analysis, stakeholder inputs, policy gaps, and recommendations for policy improvements. Executive summary for high-level policymakers and a set of actionable recommendations for future climate policy directions. | Within 8 Months | 20% |
| 8. Supporting Documents | Technical annexes, data analysis, or policy briefs for dissemination to stakeholders. | As needed during the project | |

5. TIMEFRAMES

- i. The total consultancy period will be 8 months.

6. REPORTING AND OVERSIGHT

- a) The Policy Review Team will report to the Readiness Support Team at the Environmental Investment Fund of Namibia and Climate Change Unit at the Ministry of Environment, Forest and Tourism on progress at regular intervals.
- b) Final outputs will be submitted to Readiness Support Team at the Environmental Investment Fund of Namibia and Climate Change Unit at the Ministry of Environment, Forest and Tourism for approval

7. PROPOSAL SUBMISSION REQUIREMENTS

- a. **Technical proposal**; detailing the proposed approach and methodology, including an operational work plan with timelines and track record of consultant/team, etc. (max 10 pages).
- b. **Financial offer/budget** ; including breakdown of costs with man-days for each team members (if team approach is utilized).
- c. **Curriculum Vitae** of consultant and of each member of the team (if a team approach is utilized)
- d. Other supporting material deemed to be relevant to the proposal may be attached as an annex. Although annexes are useful, they will not be evaluated.

RELEVANT DOCUMENTS FOR FURTHER CONSULTATION

It is highly recommended that the consultants refer to the documents listed below, which can be obtained from the EIF <http://www.eifnamibia.com/>, GCF <http://www.greenclimate.fund/home> websites.

1. Funding proposal package for Developing key legislation, regulation, policies and concept notes for climate action in Namibia
 2. GCF Results Management Framework
 3. GCF Gender Policy and Action Plan
 4. EIF Environmental and Social Safeguards Policy
 5. EIF Gender Policy and Action Plan
 6. EIF Procurement Policy and Procedures
 7. National Climate Change Policy
 8. Second Nationally Determined Contribution (NDC 2.0)
 9. Long Term Low Emission Development Strategy (LT - LEDS) Vision and Roadmap with scenarios mapping
- Carbon Market Framework

1. Further Information

For procurement enquiries contact:

Mr. David Hamukwaya
Manager: Procurement Unit
Email: procurement@eif.org.na

2. Copyrights And Ownership

The consultant acknowledges that the printed corporate profile and related materials created during the production of the publication in reference remain the property of the Fund

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Evaluation Criteria

Stage 1: Eligibility and Legal Evaluation

| # | DESCRIPTION | Bidder | |
|----|---|--------|----|
| | | Yes | No |
| 1. | A valid certified copy by the Namibian Police of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA; in the case of private or public companies, Form CM2, CM2A, CM2C and CM29; in the case of close corporations CC1 (the founding statement or amended founding statement where applicable). | | |
| 2. | A valid original Good Standing Tax Certificate from the Receiver of Revenue (NamRA); | | |
| 3. | A valid original Good Standing Certificate from Social Security Commission; | | |
| 4. | A valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; | | |
| 5. | A duly completed and signed - An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable if it is awarded the contract or part thereof | | |
| 6. | Certified ID copies of Directors/Shareholders of the entity | | |
| | OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE | | |

Any bid found non-compliant to this section will not be evaluated further.

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Stage 2: Technical Evaluation

| # | DESCRIPTION | Proportional value in % |
|---|---|-------------------------|
| 1 | <p>Company Profile:</p> <p>a. Company Description / CVs (Fill Form F-3) that meets the following qualification (15 Marks)</p> <ul style="list-style-type: none"> - Expertise in Climate Change Policy - Knowledge of International Climate Frameworks - Experience in Stakeholder Engagement - Sectoral Expertise - Technical Expertise - M&E and Reporting - Language Skills <p>b. Qualifications and competence of lead consultant (Qualifications, and Education). (15 Marks)</p> <ul style="list-style-type: none"> - A minimum of 7-10 years of progressive experience in policy formulation (climate change policies and/or environmental governance) - Previous experience (Government institutions and development partners in Namibia or the Southern African region) - Sectoral Experts - Stakeholder Engagement Expert | 30 |
| 2 | <p>Methodology and Work plan:</p> <p>Institutions/ Individuals expected to demonstrate an understanding of the terms of reference by providing the following:</p> <p>a. A Clear Description of Technical Approach and Methodology (Refer to the methodology requirements). (15 marks)</p> <p>b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time (15 marks)</p> <p>c. Clear time schedule in relation to the expected time frame for each assignment. (10 marks)</p> | 40 |
| 3 | <p>Overall Ability and Capability to Perform:</p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <p>a. At least 10 experiences in Climate Change Policies in Southern African Context, Knowledge of NDC, Knowledge of international climate frameworks, expertise in stakeholder engagement, Monitoring & Evaluation, Reporting. (10 marks)</p> <p>b. Assignments done in the past 3 years. (Fill Form – F4) (11 marks)</p> <p>c. References and testimonials letters undertaken in similar assignment from at least 3 (three) previous organizational clients. (3 Marks per letter) (9 Marks)</p> | 30 |
| | OVERALL TECHNICAL SCORE | 100 |

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

Stage 3: FINANCIAL EVALUATION

1.1 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 = 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 |
|--------|---------------------------------------|-----------------|
| | | |

Stage 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 |
|--------|-------------------------|-------------------------|-----------------|------|
| | | | | |

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 Certificate with the Receiver of Revenue- NamRA.
- (iii) A valid Good Standing Certificate 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 3 years (Form F-3).
- (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- (iv) A description of the manner in which the Consultant would plan to execute the work.

(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.

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 FOR SHORT TERM EXPERT CONSULTANCY SERVICES- REVIEW AND
UPDATING THE CLIMATE CHANGE POLICY (2011) - SC/RP/ NAM-RS-005-02/2024**

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: _____

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/ NAM-RS-005-02/2024: LETTER OF CONSENT TO USE MY CURRICULUM VITAE

The Bid: **PROVISION FOR SHORT TERM EXPERT CONSULTANCY SERVICES- REVIEW AND UPDATING THE CLIMATE CHANGE POLICY (2011)**

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

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 3 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 |
|--------|--------------------|-----------------|----------------------------|-----------------|----------------------|--------------------|---|
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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**(To be submitted in a separate closed envelope)****Remuneration:**

| Consultant Name | Monthly Rate (in currency) | Working Months | Total Cost (in currency) |
|------------------------|---------------------------------------|-----------------------|-------------------------------------|
|------------------------|---------------------------------------|-----------------------|-------------------------------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses² :

| (a) Per Diem³ : Room Charge | Subsistence Total | Days |
|---|------------------------------|-------------|
|---|------------------------------|-------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

(b) Air fare _____

(c) Lump Sum Miscellaneous Expenses⁴ : _____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

<END>

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

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

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

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