



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

PROVISION OF A CONSULTANT FOR FINAL INDEPENDENT EVALUATION CONSULTANCY SERVICES, FP023 – CRAVE PROJECT

Procurement No: SC/RP/CRAVE -01/2023

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**

Request for Proposal

LETTER OF INVITATION

17 August 2023

Dear Sir/Madam

Subject: Provision of a Consultant for Final Independent Evaluation Consultancy Services, FP023 – CRAVE Project

1. You are hereby invited to submit technical and financial proposals for the provision of a Consultant for Final Independent Evaluation Consultancy Services, FP023 – CRAVE Project 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 above-mentioned 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 consultant.
 - (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. 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.
Consultant 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 Consultant 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) Consultant 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 for consultant.
- Part B: Technical Proposals
- Part C: Financial Proposals

The proposals must be deposited into the bid box on or before: **Friday, 15 September 2023 at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek at 12h00PM.**

Please take note: Electronic proposals must be mailed to procurement@eif.org.na on or before closing date and time.

8. Documents comprising the Bids

The Bid submitted by the Bidder shall comprise the following:

(Required from Namibian bidders and Joint Ventures- if ventured with a Namibian registered company only):

1. have a valid certified copy of company Registration Certificate
2. have an original valid good Standing Tax Certificate.
3. have an original valid good Standing Social Security Certificate.
4. have a valid 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. Certified ID copies of Directors/Shareholders of the entity.

(Required from International bidders only):

1. have a valid certified copy of company Registration Certificate in their respective country.
2. Certified ID copies of Directors/Shareholders of the entity.

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 detailed schedule will be discussed with the successful Consultant prior to the commencement of the assignment. The estimated duration is up to **60 Calendar Days** to undertake the assignment.

12. Validity of Proposal

You are requested to hold your proposal valid for ninety (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 September 2023, you will be expected to take up/commence with the assignment in September 2023.

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 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 consultant.

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



GREEN
CLIMATE
FUND

Annexure - 1



**TERMS OF REFERENCE (TOR) FOR A TERMINAL EVALUATION, FP023-
“Climate Resilient Agriculture in three of the Vulnerable Extreme Northern
crop-growing Regions (CRAVE)”**

August 2023

1. PROJECT TITLE

FP023: “: Climate Resilient Agriculture in three of the Vulnerable Extreme northern Crop-Growing Regions (CRAVE)”

2. DURATION

Contract Date : 01 October 2023
Contract End Date : 01 April 2024
Contract Duration : 60 Calendar Days
Location : Zambezi Region and Kavango East & West

3. BACKGROUND/PROJECT DESCRIPTION

The Environmental Investment Fund of Namibia (EIF), in 2015, received accreditation from 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 financial response vehicle to finance climate change interventions through investing in low-emission and climate-resilient development. The EIF has since (2016) been accredited to the GCF as a direct access entity in the micro category. To date, EIF has mobilized more than N\$500 million climate financing from the GCF for various climate change adaptation and readiness projects.

In the year 2016 October, The GCF 14th Board meeting approved the proposal entitled “Climate Resilient Agriculture in three of the Vulnerable Extreme northern crop-growing regions (CRAVE)” for implementation in regions namely Kavango East, Kavango West and Zambezi regions of Namibia. It aims to reduce the vulnerability and food insecurity to climate risks and threats of human populations in rural areas; while increasing the adaptive capacity, well-being, and resilience of the vulnerable small-scale farming communities in crop production landscapes that are threatened by climate variability and change. The project is built on a government-backed baseline investment made considering the Namibia Comprehensive Conservation Agriculture Programme (NCCAP) and revised Namibia Agriculture Policy of 2015. CRAVE - FP023 is implemented from 2017 to 2023, by the EIF with an investment from the Green Climate Fund (GCF). The project is co-implemented since by the EIF and the Ministry of Agriculture, Water and Land Reform in three of Namibia’s crop-growing regions namely; Zambezi and Kavango East and West regions through a Project Management Unit (PMU) and is spearheaded by a regional Project Steering Committee (PSC).

The project implementation is guided by the three components as outlined below:

- I. Component 1: Increased adaptive capacity and enhanced climate change resilience.
- II. Component 2: Reduced exposure to risks and strengthened adaptive capacity to climate change.
- III. Component 3: Solar energy technologies & solar water pumping promoted and widely adopted.

4. CONSULTANCY SERVICES SOUGHT

The EIF, together with the Ministry of Agriculture, Water and Land Reform (MAWLR) as the GCF's Accredited Entity (AE), hereby seeks a service of an Evaluator or a Consortium of Evaluators or a Consulting Firm with relevant expertise to undertake a Terminal Project Evaluation of the FP023 CRAVE project covering the period from [March 2017] to [March 2024].

5. OBJECTIVES AND PURPOSE OF THE EVALUATION

The scope of the envisaged evaluation should cover project's activities at different levels. At minimum, the following must be assessed utilising the set of Key Evaluation Questions and sub-Questions as outline in section (6.1):

- (a) Institutional set-up: oversight structures, governance and stakeholder participation/consultation.
- (b) Project Outputs, Outcomes, and Impacts, and
- (c) Compliance with GCF investment criteria and national development priorities.

The evaluation will focus on all the projects and initiatives implemented since 2017 and evaluate their contribution to the results set in the project Theory of Change (TOC), Logical framework and other project documents as approved by the GCF. The scope of the FP023 CRAVE project evaluation includes the entirety of the programme's activities at the outcome and impact levels from 2017 to 2023. The evaluation will also assess the projects performance against the GCF investment criteria's: Impact potential, Paradigm shift potential, Sustainable development potential, Needs of the recipient, Country ownership, Efficiency and effectiveness.

Furthermore, it will assess other cross-cutting issues, e.g., Environmental and Social Safeguards (ESS), human rights, gender mainstreaming, and capacity development. The evaluation should be forward-looking by drawing lessons from the current CRAVE project and propose and provide recommendations for next similar projects.

The evaluation serves as an important accountability function, providing national stakeholders and partners in Namibia with an impartial assessment of the results of the FP023 CRAVE project. It will also provide the EIF with insights for strategic re-alignments and prioritization of its future programming.

The evaluation will be carried out within the overall provisions contained in the GCF evaluation policy obtainable on www.gcf.com . The evaluation will be managed by the EIF of Namibia, with technical support from the programme main funders the GCF.

6. SCOPE AND FOCUS OF THE EVALUATION

In assessing the Project and its alignment to the broader project document, this final evaluation will take into consideration the overall questions aligned with the Green Climate Fund (GCF) evaluation criteria's which are also aligned with the Development Assistance Criteria (DAC) as outline in the next paragraph of this TORs; these are provided as a general framework for the evaluation of the project, its progress, overall

management, credibility of reporting and achievement of results or contributions towards expected results, inclusive of behavioural changes necessary to achieve the expected results.

6.1. GCF Key Evaluation Questions

6.1.1 RELEVANCE, EFFECTIVENESS AND EFFICIENCY EVALUATION CRITERIAS

Relevance, effectiveness and efficiency of projects and programmes – this criterion; seeks to assess the appropriateness in terms of selection, implementation and achievement of FAA/ AE project document detailed log frame activities and expected results (; the following Evaluation questions should use in assessing this criterion.

- Was the context, problem, needs and priorities well analysed and reviewed during project initiation?
- Are the planned project objectives and outcomes relevant and realistic to the situation on the ground?
- Is the project Theory of Change (TOC) and intervention logic coherent and realistic? Does the TOC and intervention logic hold, or does it need to be adjusted?
- Do outputs link to intended outcomes which link to broader paradigm shift objectives of the project?
- Are the planned inputs and strategies identified realistic, appropriate, and adequate to achieve the results? Were they sequenced sufficiently to efficiently deliver the expected results?
- Are the outputs being achieved in a timely manner? Is this achievement supportive of the TOC and pathways identified?
- What and how much progress has been made towards achieving the overall outputs and outcomes of the project (including contributing factors and constraints)?
- To what extent is the project able to demonstrate changes against the baseline (assessment in approved funding proposal) for the GCF investment criteria (including contributing factors and constraints)?
- How realistic are the risks and assumptions of the project?
- How did the project deal with issues and risks during implementation?
- To what extent did the project's M&E data and mechanism(s) contribute to achieving project results?
- Have project resources been utilized in the most economical, effective, and equitable ways possible (considering value for money; absorption rate; commitments versus disbursements and projected commitments; co-financing; etc.)?
- Are the project's governance mechanisms functioning efficiently?
- To what extent did the design of the project help or hinder achieving its own goals?
- Were there clear objectives, TOC, and strategy? How were these used in performance management and progress reporting?
- Were there clear baselines indicators and/or benchmark for performance measurements? How were these used in project management? To what extent and how the project applies adaptive management?
- What, if any, alternative strategies would have been more effective in achieving the project objectives?

6.1.2. COHERENCE IN CLIMATE FINANCE DELIVERY WITH OTHER MULTILATERAL ENTITIES

Coherence in climate finance delivery with other multilateral entities – looks at how GCF financing is additional and able to amplify other investments or de-risk and crowd-in further climate investments.

The following are Evaluation Questions can be used to assess these criteria.

- Who are the partners of the project and how strategic are they in terms of capacities and commitment?
- Is there coherence and complementarity by the project with other actors for local other climate change interventions?
- To what extent has the project complimented other on-going local level initiatives (by stakeholders, donors, governments) on climate change adaptation or mitigation efforts?
- How has the project contributed to achieving stronger and more coherent integration of shift to low emission sustainable development pathways and/or increased climate resilient sustainable development (GCF RMF/PMF Paradigm Shift objectives)? Please provide concrete examples and make specific suggestions on how to enhance these roles going forward.

6.1.3. GENDER EQUITY

Gender equity – ensures integration of understanding on how the impacts of climate change are differentiated by gender, the ways that behavioural changes and gender can play in delivering paradigm shift, and the role that women play in responding to climate change challenges both as agents but also for accountability and decision-making.

The following are Evaluation Questions can be used to assess these criteria.

- Does the project only rely on sex-disaggregated data per population statistics?
- Are financial resources/project activities explicitly allocated to enable women to benefit from project interventions?
- Does the project account in activities and planning for local gender dynamics and how project interventions affect women as beneficiaries?
- Do women as beneficiaries know their rights and/or benefits from project activities/interventions?
- How do the results for women compare to those for men?
- Is the decision-making process transparent and inclusive of both women and men?
- To what extent are female stakeholders or beneficiaries satisfied with the project gender equality results?
- Did the project sufficiently address cross cutting issues including gender?

6.1.4. COUNTRY OWNERSHIP OF PROJECTS AND PROGRAMMES

Country ownership of projects and programmes – including concepts of OECD DAC Sustainability criteria; examines the extent of the emphasis on sustainability post project through country ownership; on ensuring the responsiveness of the GCF investment to country needs and priorities including through the roles that countries play in projects and programmes. The Country Ownership of the project will be assessed using the following Key Evaluation Questions (KEQs).

- To what extent is the project aligned with national development plans, national plans of action on climate change, or sub-national policy as well as projects and priorities of the national partners?
- How well is country ownership reflected in the project governance, coordination and consultation mechanisms or other consultations?
- To what extent are country level systems for project management or M&E utilized in the project?
- What level and types of involvement for all Is the project as implemented responsive to local challenges and relevant/appropriate/strategic in relation to SDG indicators, National indicators, GCF RMF/PMF indicators, AE indicators, or other goals?
- Were the modes of deliveries of the outputs appropriate to build essential/necessary capacities, promote national ownership and ensure sustainability of the result achieved?

6.1.5 INNOVATION IN RESULTS AREAS

Innovativeness in results areas – focuses on identification of innovations (proof of concept, multiplication effects, new models of finance, technologies, etc.) and how changes that bring about paradigm shift can contribute or be attributed to GCF investment. Below is the related question to assess the innovation result area.

- What role has the project played in the provision of "thought leadership," "innovation," or "unlocked additional climate finance" for climate change adaptation/mitigation in the project and country context? Please provide concrete examples and make specific suggestions.
- How can these roles be enhanced going forward?

6.1.6 REPLICATION AND SCALABILITY

Replication and scalability –assess the extent to which the project activities can be sustained post implementation and scaled up in other locations within the country or replicated in other countries and identify what are the explicit conditions/success factors that enable the replication or scalability. These criteria should be assed utilised the below Key Evaluation Questions (KEQ);

- What are project lessons learned, failures/lost opportunities to date? What might have been done better or differently?
- How effective were the exit strategies and approaches to phase out assistance provided by the project including contributing factors and constraints?
- What factors of the project achievements are contingent on specific local context or enabling environment factors?
- Are the actions and results from project interventions likely to be sustained, ideally through ownership by the local partners and stakeholders?
- What are the key factors that will require attention in order to improve prospects of sustainability, scalability or replication of project outcomes/outputs/results?

6.1.7 UNEXPECTED RESULTS

Unexpected results, both positive and negative – identifies the challenges and the learning, both positive and negative, that can be used by all parties (governments, stakeholders, civil society). Results both unintended and intended should be assessed utilising the following Key Evaluations Questions;

- What has been the project's ability to adapt and evolve based on continuous lessons learned and the changing development landscape? Please account for factors both within the AE/EE and external.
- Can any unintended or unexpected positive or negative effects be observed as a consequence of the project's interventions?
- What factors have contributed to the unintended outcomes, outputs, activities, results?
- Accredited Entity (AE), GCF, and others to inform further implementation and future investment decision-making. The evaluation will also assess progress made to the gender equity.

7. METHODOLOGY

The terminal evaluation will be carried out by an independent evaluation consultant or an Evaluator, under the direct supervision of the AE and the FP023 project team. Technical support will also be provided from the GCF evaluation office. The Evaluator should adopt an integrated approach involving a combination of data collection and analysis tools to generate concrete evidence to substantiate all findings. Evidence obtained and used to assess the results of FP023 project support should be triangulated from a variety of sources, including verifiable data on indicator achievement, existing reports, evaluations and technical papers, stakeholder interviews, focus groups, surveys, and site visits. It is expected that the evaluation methodology will comprise of the following elements:

- Review documents (Desk Review)
- Interviews with key stakeholders including project PMU, key AE staff members, government line ministries, development partners, civil society and other relevant partners through a participatory and transparent process.
- Consultations with beneficiaries through interviews and/ or focus group discussions done outside providing details on sampling.
- Site visits to all projects in all 3 political regions – a representative sample of three (3) project components
- Survey and/ or questionnaires or use of secondary data where appropriate

An evaluation matrix or other methods can be used to map the data and triangulate the available evidence. In line with the AE gender mainstreaming policy, gender disaggregation of data is a key element of all GCF interventions and data collected for the evaluation need to be disaggregated by gender, to the extent possible, and assessed against the programme outputs/outcomes.

8. EXPECTED OUTPUTS AND DELIVERABLES

- (i). Inception report within **(5) days of award** detailing approach of the assignment, proposed methodology, evaluation matrix, timelines, and budget. This would be a guide of his/her understanding of the assignment and how to go about it; **(Max 10 Pages)**
- (ii). Draft Terminal Evaluation Report for FP023 Project Management Unit (PMU), AE, National Designated Authority (NDA) and Project Steering Committee inputs **(Within 3 weeks of award)**. All reports submitted after AE or GCF review- must be done in two versions (a) Track Changes (b) Clean Word document.
- (iii). One consolidated first evaluation report should be submitted to the AE a week after submission of first draft evaluation report (within **Four weeks of award**). The GCF follows rigorous internal review processes, and the consultant will be expected to address such comments as they arise until the document is approved by the GCF.
- (iv). Final Terminal Evaluation Report **(Within Five Weeks of award)**, including a 2-3-page executive summary, a set of limited and strategic recommendations (not to exceed 10 recommendations total), and response addressing issues raised during presentation of draft (Please refer to the table under section 9 below). The said report should have the structure as outlined in **(Annexure 1)**
- (v). Submit a concise PowerPoint presentation (not exceeding 20 slides) with the review process, findings and recommendations **(Within Five Weeks of award)**.
- (vi). An updated version of the PowerPoint presentation must be submitted with final report.
- (vii). Lead a Stakeholders validation of the Final Report workshop for the Terminal Evaluation. Report from stakeholders' validation and recommendation workshops should include actionable recommendations **(Within Six Weeks of award)**.
- (viii). Submit a 20-minute videos with interview recording and brief highlights of the evaluation for knowledge management **(Within Eight Weeks of award)**.

9. LEVEL OF EFFORT AND DURATION

The detailed schedule for the evaluation and length of assignment will be discussed with the Technical Evaluating (TE) Consultant team prior to the assignment. The total consultancy will be (60) calendar days' worth stretching over Three (3) calendar months.

NO	OUTPUT	% OF PAYMENT	TARGET DATES
	Contracting	-	02 October 2023
1	Inception Phase	15%	11 October 2023
	Stakeholders Consultation		
	Draft Inception Report		
	Final Inception Report (Agreed methodologies, work plan, timelines, report structure and evaluation matrix)		
	Finalize data collection instrument		
2	Data Collection	20%	18 to 27 October

NO	OUTPUT	% OF PAYMENT	TARGET DATES
	Data collection (Field work to all sampled projects)		2023
	Data Analysis and Reporting		
3	Draft Terminal Evaluation Report	20%	27 November 2023
	Share draft with stakeholders for input		
	Stakeholders Validation Workshop		
4	Final Terminal Evaluation Report	10%	08 January 2024
	Submission of CRAVE Final Evaluation Report to the GCF		01 March 2024
6	Approval by GCF and Dissemination of CRAVE Evaluation Report	20%	Date to be Communicated
	Incorporation of GCF Inputs and Comments	15%	Date to be Communicated
	Final GCF Approved Evaluation Report		
	Prepare Management Responses		

10. REPORTING AND COMMUNICATION

- I) The Consultant will be contracted by the AE/EIF.
- II) The Consultant will report directly to the Chief Operations Officer (COO) who will supervise the consultancy with support from the Manager: M&E.
- III) The Consultant will be required to submit to the Project periodic status update reports, meeting reports for weekly meetings/consultations held, and copies of any presentations made at meetings/workshops (may be done via e-mail).
- IV) The Project Team/Staff will provide administrative and coordination support to the project to facilitate weekly meetings as well as the interviews during data collection process.
- V) Travel within the three regions (Kavango East and West and Zambezi) of Namibia will be required to facilitate the collection of data and completion of the evaluation .
- VI) At the end of the contracted time period, the Project Consultant shall submit all project outputs to the M&E Manager and Project Management Unit (PMU), which will be assessed for validity and completeness of required information and should be in the desired format specified by the Accredited Entity (AE). Once approved by the M&E Manager and PMU, all outputs delivered in full or in part become the property of the client to utilize and disseminate as deemed necessary; and
- VII) All reports will be in English.

11. QUALIFICATIONS

- Minimum of master's degree in project management, Agriculture, Natural Resource Management, Climate Change, Environmental Management, Monitoring and Evaluations or equivalent. This must apply at least to the team leader of a consultancy team.
- Minimum of ten (10) years' experience in sustainable agriculture, climate change adaptation, environmental management, agricultural economics, disaster risk management/early warning systems, and conservation, climate change, environmental and agricultural policies. One or two of these must apply at least to the team leader of a consultancy team.
- Demonstrated previous experience of project implementation review and Evaluations utilizing a result-based management methodology – at least 5 projects of comparable type.
- Experience in assessing GCF, GEF and other bilateral donor funded projects will be an added advantage (Employees of EIF, MAWLR, MEFT and member institutions and their close associates are not eligible to apply).
- Fluency in English (written and spoken)

9.1 Specific professional experience

- Specific professional experience in designing and /or undertaking or managing large scale evaluations, is a minimum requirement.
- Experience in conducting at least 4-5 programme evaluations.
- Experience as the lead Evaluator in at least 4-5 programme evaluations
- Extensive competencies in qualitative data collection and analysis using ATLAS.01 and SPSS or other statistical software's.
- Strong analytical skills and English proficiency
- Experience of compiling, editing, producing timely evaluation reports
- Evaluation consortiums must have at least one team member who have CCA programme experience.

12. Response To Proposal Specification

Interested Evaluators must include in their application a detailed technical and financial proposal with the following components in not more than 10 pages:
Interested and eligible candidates should submit.

- A CV (maximum 3 pages) outlining profile of the consultant
- A cover letter highlighting their relevant experience for this assignment and indicating how the candidate meets the requirements
- Up to two examples of their work on a previous similar assignments (programme evaluations, reviews, or research reports)
- Two relevant references
- A work plan (time and activity schedule) and budget for the assignment, including the estimated number of days and daily rate (in NAD) within 44 days

- Detailed cost proposal in Namibian Dollars including the number of days you would spend on the assignment and daily fees (budget should cover all costs in-country as well, including local research teams, travel and logistical costs)

13. Submission of proposal

Submit complete applications by email or hand delivery at the EIF offices with the title “Application for FP023, CRAVE Programme Terminal Evaluation”.

Evaluation and Award of consultancy/additional

The Environmental Investment Fund - Procurement Unit will evaluate the proposals and award the assignment based on technical and financial feasibility. EIF reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

14. Evaluation Ethics

Evaluation consultants are expected to undertake the evaluation with adherence to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment. This evaluation on GCF funded projects will adhere to the GCF evaluations standards of; impartial, objective and unbiased. All evaluations will be operationally and analytically unbiased and will adhere to the highest ethical standards while upholding the Fund’s procedures and policies that address conflicts of interest.

Annexure1 1

Template of Report

Project interim/final evaluation report should include the following structure in its structure:

- Executive summary
- Introduction (including context, scope, methodology)
- Key strategic findings and conclusions: Where relevant and possible, specifically outline role, impact and issues in project assistance/implementation
- Recommendations (corrective actions for on-going or future work and where relevant if major changes are considered necessary to ensure delivery of expected results as per the FAA with the GCF)
- Summary review matrix/project RRF and achievement by objectives and outputs and outcomes (triangulated with evidence and data)
- Annexes (mission reports, list of interviewees, list of documents reviewed and how they were utilised to add value to the evaluation process, data sources used)

Annex 2 Evaluation Matrix



EVALUATION CRITERIA INDICATOR	KEY EVALUATION QUESTION	SUB-QUESTIONS	INDICATOR	DATA SOURCE AND COLLECTION	METHODS ANALYSIS PROCEDURE/ TRIANGULATION	DATA AVAILABILITY/ RELIABILITY
Relevance						
Effectiveness						
Efficiency						
Impact						
Sustainability						
Coherence in climate finance delivery with other multilateral entities						
Gender Equity						
Country ownership of projects and programmes Innovativeness in result areas						
Replication						
Scalability						
Unexpected results (positive and negative)						

Initials _____

(Source: GCF Evaluation Guideline)

Initials _____

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). <i>Required from Namibian bidders and Joint Ventures- if ventured with a Namibian registered company only</i>		
2.	A have a valid certified copy of company Registration Certificate in their respective country. <i>Required from International bidders only</i>		
3.	A Certified ID copies of Directors/Shareholders of the entity.		
4.	A valid original Good Standing Certificate from Social Security Commission.		
5.	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.		
6.	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.		
7.	A valid original Good Standing Tax Certificate from the Receiver of Revenue (NamRA).		
OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE			

Any bid found non-compliant to this section as per the requirement under No. 8 on page. 3 of the bidding documents will not be evaluated further.

Initials _____

Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	<p>Methodology and Work plan:</p> <p>Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:</p> <ul style="list-style-type: none"> a. Description of Technical Approach and Methodology (Refer to the methodology requirements). (20) b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time. (10) 	30
2	<p>Overall Ability and Capability to Perform:</p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <ul style="list-style-type: none"> a. Skills and experience of the consultant/team. (20) b. Two and above similar assignments done in the past 5 years (15) c. Two references/testimonials undertaken in similar assignment. (15) 	50
3	<p>Profile of key staff members:</p> <p>Qualifications and competence of the staff for the assignment:</p> <ul style="list-style-type: none"> a. Qualifications, Training, Education, and certifications of the firm's Human Capital to be involved in execution of the assignment. (20) 	20
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

Initials _____

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

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

Annexure - 2

Labour Act Compliance Form

Initials _____



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:

.....
.....

Initials _____

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.

Initials _____

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:

2. *A labour inspector may conduct unannounced inspections to assess the level of compliance.*
3. *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 CONSULTANT

Proposals

1. Proposals should include the following information which will form part of the bid evaluation for this service:

a) Mandatory documents for consultant.

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

b) Technical Proposals

- (i) Curriculum Vitae (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 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.

NB: 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.

FORM F-1

BID SUBMISSION FORM

From: _____ To: _____

Provision of a Consultant for Final Independent Evaluation Consultancy Services, FP023 – CRAVE Project

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: _____

Initials _____

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]

Initials _____

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: _____

FORM F-3

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

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

Email:
Cell:
Date:

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

TO WHOM IT MAY CONCERN

SUBJECT: SC/RP/CRAVE-01/2023: LETTER OF CONSENT TO USE MY CURRICULUM VITAE

- The Bid: Provision of a Consultant for Final Independent Evaluation Consultancy Services, FP023 – CRAVE Project
-

I (*name & surname*) of Namibian Identity Number (*insert ID Number*) (also appended hereto) residing at (insert residential address); herewith give due consent

Initials _____

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

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

Initials _____

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 _____

F-5

Cost Estimate of Services¹

(To be submitted in a separated closed envelope)

Remuneration:

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

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room Charge	Subsistence	Total	Days
	_____	_____		_____
(b) Air fare	_____			
(c) Lump Sum Miscellaneous Expenses ⁴ :			_____	
			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.

Initials _____