



**PROCUREMENT MANAGEMENT UNIT**

**REQUEST FOR PROPOSAL**

**FOR**

**PROVISION OF A CONSULTANT TO CONDUCT A REVIEW OF THE LOGICAL FRAMEWORK OF SAP001 PROJECT- IREMA IMPLEMENTED IN SESFONTEIN, FRANSFONTEIN AND WARMQUELLE AREAS.**

**SAP001: Improving Rangeland and ecosystem management practices of small holder farmers under conditions of climate change (IREMA) in Sesfontein, Fransfontein and Warmquelle Areas**

**Procurement No: SC/RP/IREMA -01/2023**

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

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

Initials \_\_\_\_\_

# Request for Proposal

## LETTER OF INVITATION

17 August 2023

Dear Sir/Madam

**Subject: Provision of a Consultant to Conduct a Review of the Logical Framework of SAP001 Project- IREMA implemented in Sesfontein, Fransfontein and Warmquelle areas.**

1. You are hereby invited to submit technical and financial proposals for the consultancy services to conduct a review of the Logical Framework of SAP001 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](mailto: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](http://www.mof.gov.na/procurement-policy-unit) to acquaint themselves with the legislations related to public procurement in the Republic of Namibia.

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## 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](mailto: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, however, is up to **3 months** 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. 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 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.

<b>No.</b>	<b>SECTION OF SBD</b>	<b>REQUIREMENT</b>	<b>YES/NO</b>	<b>SIGNATURE</b>
<b>1</b>	<b>Bidding Document</b>	Have you initialed all pages of the bidding document? <b>MANDATORY</b>		
<b>2</b>	<b>Labour Act Compliance Form</b>	Have you completed, initialed and signed this form? <b>MANDATORY</b>		
<b>3</b>	<b>Form F-1 Bid Submission</b>	Have you completed, initialed and signed this form? <b>MANDATORY</b>		
<b>4</b>	<b>Form F-2 CVs</b>	Have you submitted and initialed all pages of each CV? <b>MANDATORY</b>		
<b>5</b>	<b>Form- F-3 Consent Letter for use of CV</b>	Have you submitted and initialed all Consent Letter for each CV submitted? <b>MANDATORY</b>		
<b>6</b>	<b>Form F-4 Assignments of similar nature</b>	Have you submitted and initialed all reference letters as required? <b>MANDATORY</b>		
<b>7</b>	<b>Form F-5 Cost Estimate of Services</b>	Have you initialed all pages of the cost estimates submitted in a separate envelope? <b>MANDATORY</b>		

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## Annexure – 1



### **SAP001: Improving Rangeland and ecosystem management practices of small holder farmers under conditions of climate change (IREMA) in Sessfontein, Fransfontein and Warmquelle Areas**

#### **Terms of Reference (TOR)**

##### **DRAFT TERMS OF REFERENCE (TOR) TO CONDUCT A REVIEW OF THE LOGICAL FRAMEWORK OF SAP001 PROJECT**

#### **1. Project Background and Rationale for the Consultancy**

The Environmental Investment Fund of Namibia (EIF) in conjunction with the Ministry of Agriculture, Water and Land Reform (MAWLR) is Implementing Green Climate Fund (GCF) funded project titled SAP001: “Improving Rangeland and Ecosystem Management Practices of Smallholder Farmers Under Conditions of Climate Change in Sesfontein, Fransfontein, and Warmquelle Areas “IREMA Kunene Project. The project period spans from 2019 to 2023. The project aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project is intended to: (1) Promote investments in integrated drought early warning systems and improve the existing ones; (2) Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and (3) Support communities to undertake innovative adaptation actions that reinforce their resilience to drought.

At its Board Meeting held on 9<sup>th</sup> of August 2022, the GCF board considered the decision (33/05) to address the gaps in the Fund’s current portfolio for measurement. This decision fostered the commitment of GCF as a learning organization to iteratively improve the integration of sufficient monitoring and evaluation budget and activities for the gathering of evidence in funding proposals and funded activities to ensure credibility of the portfolio and the projects /programme results.

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As a result, the Environmental Investment Fund of Namibia, the Accredited Entity to the GCF, has received a remediation grant from the Green Climate Fund to implement remedial measures/activities for its GCF funded activity-SAP001 in accordance with the Remedial Agreement signed on the 12 October 2022. This remedial grant is earmarked for the revision of the logical framework for SAP001.

Considering the above background, the EIF is looking for a qualified consultant to revise the logical framework of SAP001 as a remedial measure to address the identified gaps in accordance with the action plan.

## **2. Objective of the consultancy**

The overall objective of this consultancy is to support the EIF to revise the logical framework of SAP001. The consultancy aims to close the Monitoring and Evaluation gaps that exist within the SAP001 project. The consultancy further intends to align the project indicators as well as the development of effective data collection tools for some indicators.

**To achieve this, the consultancy aims to carry out the following specific tasks:**

- 2.1 Update log frame with updated targets and correct wording and reflect all changes in the most recent Annual Performance Report (APR).
- 2.2 Assess the monitoring and data collection system used by the Project to integrate the proposed remediation regarding the Means of Verification (MoV), number of beneficiaries relative to total population and gender disaggregation data, and mid-term & final target values.
- 2.3 Review and update the mid-term and final target missing values for impact indicator A.1.2 & A.2.2 and integrate the proposed remediation
- 2.4 Assess the monitoring and data collection system used by the Project to integrate the proposed remediation with respect to the MoVs; and
- 2.5 Update the name of the Performance Measurement Frameworks (PMF) indicator and ensure adequacy of MoVs, targets and M&E plan to report on "A5.1 Institutional and regulatory systems that improve incentives for climate resilience and their effective implementation.

## **3. Management, and Scope of the consultancy**

This consultancy will be undertaken under the direct supervision of the M&E Manager at the EIF and will work closely with the PMU staff. In addition, the GCF's Project Support Office will provide technical support to the process when required.

The assignment will serve as a platform for remediation of the SAP001 project activities. the purpose of the consultancy is to deliver the revised logical framework for the Project covering the three project sites (Warmquelle, Sesfontein and Fransfontein areas) for observation.



#### 4. Approach and Methodology

The consultant shall adopt an integrated approach involving a combination of data collection and analysis tools to generate concrete evidence to substantiate all remediation actions and revision undertaken to the SAP001 project structure/logical framework.

#### 5. Deliverables and Schedule

1. Inception report with detailed methodological approach to the assignment, timelines, budget and preliminary findings (Max 10 Pages);
2. Developed data collection tools and monitoring system.
3. Data collection tools for the Indicators of Core (Adaptation) Direct Beneficiaries of GCF funded project/programme core (Adaptation) Indirect Beneficiaries of GCF funded project/programme Core (Adaptation) & Number of beneficiaries relative to total population Indicators and how participants (including internal personnel) were included at each context (at project level);
4. Updated mid-term and final target with the missing values for impact indicator: Number of food secure households (in areas/periods at risk of climate change impacts) and integrated proposed remediation; and
5. Revised project logical framework including the reviewed indicators and targets /outcomes/ impacts per activity.

#### 6. Payment Schedule

NO	OUTPUT	% OF PAYMENT
<b>1</b>	<b>Inception Phase</b>	<b>20%</b>
	Draft Inception Report and Presentation	
	Final Inception Report (Agreed methodologies, work plan, timelines, budget and report structure)	
<b>2</b>	<b>Remedial Exercise</b>	<b>35%</b>
	Reviewed and updated the mid-term and final targets	
	-Updated log frame with updated targets and correct wording, and reflect all changes in the most recent APR and MTR -Developed data collection tools and monitoring system	
	Assessed monitoring and data collection system used by the Project to integrate the proposed remediation with respect to the MoVs	
<b>3</b>	<b>Developed tool(s)/methodology for qualitative/quantitative data collection:</b>	<b>10%</b>
	- Conduct data collection, cleaning, and analysis	

N O	OUTPUT	% OF PAYMENT
	- Processing of qualitative and quantitative information and analysis	
	Revised project logical framework and update the mid-term and final target missing values for impact indicator A.2.2	
	<b>Updated PMF indicators</b>	<b>15%</b>
	Reviewed and updated MoVs, targets and M&E plan for adequacy to report on "A5.1 ( <i>Institutional and regulatory systems that improve incentives for climate resilience and their effective implementation</i> )"	
	Updated name of the PMF indicator and ensure adequacy of MoVs, targets and M&E Plan to report on A5.1.	
<b>4</b>	<b>Submission and Approval of the Remediation Measures and Reviewed Logical Framework of SAP001</b>	<b>20%</b>

## 7. Expert Profile or Professional Qualifications

Candidates submitting proposals shall demonstrate the following minimum requirements:

- A master's degree (or equivalent) in a relevant discipline such as Monitoring and Evaluation, Results Based Management, Social Sciences, Economics, Natural Resources Management and Environmental Management.
- Specific professional experience in developing and reviewing M&E frameworks, especially for donor funded climate change adaptation projects will be an added advantage.
- Experience in Developing Logical Frameworks in the agriculture, natural resources management or environment sector will be an added advantage.
- Interpersonal and Communication skills.
- Experience as the lead consultant/evaluator in similar assignments.
- Experience in evaluation design as well as data collection & analysis.
- Strong analytical skills.
- Experience in compiling, editing, producing timely reports.
- Fluency in English (written and spoken)

## 8. Submission Requirements

**Applications will only be considered if they include the following items:**

- Applicant's CV (In case of a Consulting Company, submit the CVs of all the Team members, indicate the TEAM Leader)
- Proposed Methodology
- Workplan and Schedule
- Credentials of consultants/team members
- A list of previous clients with contact details
- Samples of similar work completed

- Budget

## **9. Evaluation Criteria**

Bids will be assessed on the following basis:

- Alignment of proposed methodology to the scope of work/ToR
- Realistic work plan in line with requirements and deadlines
- Skills and experience of the consultant/team
- Evidence of successful completion of similar products
- Value for money

## **9. Further Information**

**For procurement enquiries contact:**

Mr. David Hamukwaya  
Manager: Procurement Unit  
Email: [DHamukwaya@eif.org.na](mailto:DHamukwaya@eif.org.na)  
Telephone: 061 4317745

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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 have a valid certified copy of company Registration Certificate in their respective country.		
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).		
<b>OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE</b>			

**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.**

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## Stage 2: Technical Evaluation

#	DESCRIPTION	Proportional value in %
1	<p><b>Methodology and Work plan:</b></p> <p>Institutions are expected to demonstrate an understanding of the terms of reference by providing the following:</p> <ul style="list-style-type: none"> <li>a. Description of Technical Approach and Methodology (Refer to the methodology requirements). (20)</li> <li>b. Description of Work Plan. This should highlight the breakdown of activities needed to carry out the assignment and the time. (10)</li> </ul>	30
2	<p><b>Overall Ability and Capability to Perform:</b></p> <p>Relevant Experience of the Consultant in the field related to the assignment:</p> <ul style="list-style-type: none"> <li>a. Skills and experience of the consultant/team. (20)</li> <li>b. Assignments done in the past 5 years (15)</li> <li>c. References and testimonials undertaken in similar assignment. (15)</li> </ul>	50
3	<p><b>Profile of key staff members:</b></p> <p>Qualifications and competence of the staff for the assignment:</p> <ul style="list-style-type: none"> <li>a. Qualifications, Training, Education, and certifications of the firm's Human Capital to be involved in execution of the assignment</li> </ul>	20
<b>OVERALL TECHNICAL SCORE</b>		<b>100</b>

***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.

**the lowest price proposal x 100**

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**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



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:

.....  
.....

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Physical Address:

.....  
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Tell No.:

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Fax No.:

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Email Address:

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Postal Address:

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.....

Full name of Owner/Accounting Officer:

.....  
.....  
.....

Email Address:

.....  
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**2. PROCUREMENT DETAILS**

Procurement Reference No.:

.....

Procurement Description:

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.....  
.....  
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:*

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**

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## **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.

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**BID SUBMISSION FORM**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Provision of a Consultant to Conduct a Review of the Logical Framework of SAP001 Project- IREMA implemented in Sesfontein, Fransfontein and Warmquelle areas.**

I/We \_\_\_\_\_ herewith enclose Technical and Financial Proposals for selection as Consultant for the **Environmental Investment Fund of Namibia**.

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

Yours faithfully

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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**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/IREMA-01/2023: LETTER OF CONSENT TO USE MY CURRICULUM VITAE**

- The Bid: Provision of a Consultant to Conduct a Review of the Logical Framework of SAP001 Project- IREMA implemented in Sesfontein, Fransfontein and Warmquelle areas.
- 

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.

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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

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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.)

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

(To be submitted in a separated closed envelope)

**Remuneration:**

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

\_\_\_\_\_

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

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

(a) Per Diem <sup>3</sup> :	Room Charge	Subsistence	Total	Days
-----------------------------	----------------	-------------	-------	------

\_\_\_\_\_

(b) Air fare \_\_\_\_\_

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

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

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

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

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

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

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

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

Initials \_\_\_\_\_



