



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR PROPOSAL

FOR

PROVISION OF A CONSULTANT/CONSORTIUM FOR GREEN CLIMATE FUND ACCREDITATION: APPLICATION FACILITATION AND SUBMISSION FOR THE AGRICULTURAL BANK OF NAMIBIA (AGRI-BANK), DEVELOPMENT BANK FOR NAMIBIA (DBN), BANK WINDHOEK (BW), NAMIBIA NATURE FOUNDATION (NNF) AND THE MINISTRY OF ENVIRONMENT, FORESTRY AND TOURISM (MEFT) THROUGH THE NAM-RS-006 PROJECT

Procurement No: SC/RP/ NAM-RS-006 -02/2023

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**

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Request for Proposal

LETTER OF INVITATION

31 October 2023

Dear Sir/Madam

Subject: Provision of a Consultant/Consortium for Green Climate Fund Accreditation: Application facilitation and submission for the Agricultural Bank of Namibia (Agri-Bank), Development Bank for Namibia (DBN), Bank Windhoek (BW), Namibia Nature Foundation (NNF) and the Ministry of Environment, Forestry and Tourism (MEFT) through the NAM-RS-006 Project

1. You are hereby invited to submit technical and financial proposals for the Provision of a Consultant/Consortium for Green Climate Fund Accreditation: Application facilitation and submission for the Agricultural Bank of Namibia (Agri-Bank), Development Bank for Namibia (DBN), Bank Windhoek (BW), Namibia Nature Foundation (NNF) and the Ministry of Environment, Forestry and Tourism (MEFT) through the NAM-RS-006 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

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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: **Tuesday, 14 November 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

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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 this negotiation is not successful the negotiation will start with the next best ranked Consultant and this will go 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 adjudicate the reasonableness of your priced 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 and when necessary, 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 one hundred and eighty (180) days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Environmental Investment

Fund of Namibia will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

Assuming that the contracting process is satisfactorily concluded by the end of November 2023, you will be expected to take up/commence with the assignment in December 2023.

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax conditions as stipulated by the Namibia Revenue Agency.

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 will appreciate it if you:

- (a) acknowledge receipt of this Letter of Invitation within seven (7) working days and
- (b) further indicate whether or not you will be submitting a 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.

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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 of the original documents will be accepted.

CHECKLIST OF MANDATORY REQUIREMENTS

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		

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**Terms of Reference for Green Climate Fund Accreditation:
Application facilitation and submission for the Agricultural Bank of
Namibia (Agri-Bank), Development Bank for Namibia (DBN), Bank
Windhoek (BW), Namibia Nature Foundation (NNF) and the Ministry of
Environment, Forestry and Tourism (MEFT) through the **NAM-RS-006**
Project**

1. Background

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. Nevertheless, the GCF recognizes that developing countries may face capacity constraints in developing climate finance proposals.

As a result, on the 24th of March 2023, the GCF approved the Readiness Proposal for the Republic of Namibia titled: “Support for accreditation of direct access entities in Namibia (NAM-RS-006)”. The Readiness & Preparatory Support programme objective is to increase Namibia’s access to climate finance for achievement of its NDC ambition through, strengthening capacities of local institutions that can serve as Direct Access Entities (DAEs) for Green Climate Fund and enhancing country ownership. As such, national institutions, namely the Agricultural Bank of Namibia (Agri-Bank), Bank Windhoek (BW), Development Bank of Namibia (DBN) and Namibia Nature Foundation (NNF) were nominated for accreditation as direct access entities by the Ministry of Environment, Forestry and Tourism in 2016 are at varying stages of readiness due to different institutional capacities.

The NAM-RS-006 project is implemented by the EIF through a Readiness Project Team in close collaboration with the Ministry of Environment, Forestry and Tourism. This project is currently underway and is, as a first step, reviewing, analysing and updating institutional policies, procedures and guidelines related to climate change for the five (5) institutions who are earmarked as the direct beneficiaries of this funding.

The outcome of this consultancy is to ensure that direct access applicants have established process, procedures, and capacity to meet and maintain the GCF’s accreditation standards.

EIF’s NAM-RS-006 Programme therefore seeks the services of a suitably qualified and experienced consultant to review and update relevant institutional policies, procedures, guidelines, and manuals for the nominated entities depending on each institution’s needs in line with the GCF accreditation requirements.

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2. Aim/Purpose of the Consultancy

The overall objective of the consultancy is to:

- Review and update relevant institutional policies, procedures, guidelines, and manuals for nominated entities.
- To carry out a gap analysis of existing policies and procedures to identify areas which may require improvement and strengthening in line with GCF requirements.
- Conduct stakeholder consultations and validation of the policies, procedures, guidelines, and manuals for nominated entities.
- Training of Key staff (such as environmental and social safeguards specialists, gender specialists, monitoring and evaluation specialists among others) for the nominated entities in application of policies and procedures.
- Develop an ESMS, ensuring that it is fit for purpose, considering existing operations and resources, and where possible ensuring that the ESMS is integrated into the existing business / loan application processes (as opposed to a 'stand-alone' system). Importantly, the development and implementation of an ESMS is iterative in nature, requiring flexibility in the overall approach (e.g., in considering which tools to develop, or duration and timing of the training required).
- Develop clear action plans to improve the implementation of policies and procedures.
- Assess institutional operational structure and propose a structure for integration of Environmental, social and governance risks in business operations (for Agribank).

3. Reporting Lines

The consultant is expected to work closely with the key staff at the Agricultural Bank of Namibia, Development Bank of Namibia, Bank Windhoek, Namibia Nature Foundation, Ministry of Environment, Forestry and Tourism and the readiness team at the Environmental Investment Fund to carry out the following tasks.

As a DAEs and DP accreditation consultant, the consultant will provide support to the management and staff of the nominated entities and EIF readiness team, to ensure that the accreditation application is submitted in an accurate and timely manner considering the time taken for the application review process.

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4. Tasks and Responsibilities:

- I. Review and update relevant institutional policies, procedures, guidelines, and manuals for nominated entities but not limited to (Institutional assessment and completeness check).**
 - a. Develop/update environmental and social safeguards policies.
 - b. Develop/update gender policies.
 - c. Develop/update fiduciary and procurement policies.
 - d. Develop/update granting policies, and associated monitoring, evaluation and reporting guidelines.
 - e. Develop/update grievance redress and whistleblower procedures.
 - f. Develop/update on-lending/blending policies and associated guidelines and procedures.
 - g. Develop/update project management policies.
 - h. Develop/update any other relevant policies and procedures critical to aligning to the GCF accreditation requirements.
 - i. Develop/update and strengthen project implementation guidelines and monitoring, evaluation, and reporting manuals.
 - j. Develop/review risk management, ethics, conflict of interest policy.
 - k. Undertake a financial management capacity assessment for MEFT as per GCF requirements for candidate DPs.

- II. Conduct stakeholder consultations and validation of the policies, procedures, guidelines, manuals for nominated entities and accreditation review.**
 - a. Hold stakeholders' validation workshops on developed policies, procedures, guidelines, and manuals developed with the four (4) direct access entities and one (1) institution applying for delivery partner.
 - b. Submission of the DAEs and DP applications on GCF website.
 - c. Compile and complete the MS Word or and MS Excel versions of the accreditation panel feedback and EIF responses for verification and version control.
 - d. Resubmit the corrected accreditation application form on the GCF Accreditation workflow online system on behalf of the nominated entities.
 - e. Ensure that the application package is complete i.e. required supporting documentation.

- III. Training of Key staff (such as environmental and social safeguards specialists, gender specialists, monitoring and evaluation specialists among others) for the nominated entities in application of policies and procedures**

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- a. Train two (2) key staff from each of the 4 DAEs and 1 institution applying for DP (total 10) in the application and effective implementation of updated policies and procedures.
- b. Produce a final high-quality report with short-list of priority actions with elaborated briefs, progress evaluation questionnaire by the participants and quality evaluation questionnaire by the participants to the trainer.

5. Minimum Requirements

5.1 Education:

- Key staff should have advanced university degree in environmental science, economics, business management, accounting, agricultural science, law or any related field.
- Other members of the team will have similar background and with professional qualifications and experience to complement the team leader. Data acquisition and analysis skills will be important. Moreover, the consultant or the consulting firm should include the following personnel:
 - a) Finance sector expert (policy and governance)
 - b) Project management expert (experience in finance in private sector and public sector)
 - c) Environmental expert
 - d) Agricultural expert
 - e) Environmental and Social Safeguards Expert

5.2 Experience:

- At least 8 years working on climate change programming.
- Work experience related to GCF preferably with accreditation processes.
- Knowledge of GCF accreditation requirements.
- Demonstrate availability of qualified key experts on the team
- Demonstrate local and international experience on climate change related assignments".
- Proven Experience in GCF Accreditation Readiness Projects for DFIs: The lead consultant or consulting firm should possess a proven track record in successfully implementing projects geared towards GCF accreditation readiness for DFIs. This experience is crucial in navigating the complexities of GCF accreditation processes.
- Donor Funding, Policymaking, and Legal Expertise: Demonstrated expertise and experience in donor funding dynamics, policymaking, and legal and regulatory aspects are essential. It enables the consultant to align projects with GCF objectives and ensure compliance with applicable laws and regulations.
- Comprehensive Understanding of Climate Finance: An excellent grasp of climate finance principles, mechanisms, and intricacies is necessary. This includes a deep

understanding of financial instruments and funding mechanisms specific to climate-related projects.

- **In-Depth Knowledge of Finance and Strategic Planning:** Profound knowledge and experience in finance, policymaking, strategic planning, and legal and regulatory aspects are vital. This expertise ensures effective financial planning and strategy development aligned with GCF requirements.
- **Understanding of GCF Accreditation Processes:** Familiarity with GCF accreditation processes, guidelines, and requirements is highly beneficial. Previous work related to GCF accreditation is an advantage and provides insights into navigating the accreditation journey effectively.
- **Expertise in Developing ESMS for Climate Mitigation and Adaptation:** Experience in the development of Environmental and Social Management Systems (ESMS) specifically tailored for climate mitigation and adaptation portfolios and investments is a mandatory requirement. This expertise guarantees that projects adhere to environmental and social standards.

6. Duration:

The total consultancy period will be 150 days / 5 months.

7. Expected start date:

November 2023

8. Expected Performance Indicators

No	Output	Timeline	% of payment	Target date all in 2023
Contracting				20 November
1.	Inception report on proposed methodology, work plan, strategy etc.	Within 5 days after the contracting date.	30%	24 November
2.	Policies, Procedures, guidelines developed/updated for 4 nominated entities to serve as DAEs and 1 institution applying for Delivery Partner	Within 2 months of contracting.	20%	December
3.	Stakeholder validation on the updated policies, procedures, and guidelines	To be advised by EIF but within 3 months of contracting.		January 2024

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4.	Key staff for the nominated entities are trained in application of policies and procedures	Within 3 months after contracting	20%	January 2024
5.	Successful submission of the respective applications for the four (4) nominated entities as DAEs and 1 (one) institution applying for DP under GCF website.	Within 4 months after	20%	TBA
6.	MS Word versions of the submitted and resubmitted accreditation application forms and an electronic folder containing all submitted documents (including responses to accreditation panel findings)	Within 5 months	10%	TBA
TOTAL:			100%	

9. 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 Support for accreditation of direct access entities in Namibia GCF Investment Framework
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

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Closing date for submission is **14 November 2023 at 12h00**. Please submit your proposal in a sealed envelope to the following address:

The Procurement Manager
Mr. David Hamukwaya
Environmental Investment Fund of Namibia
P O Box 28157, Auas Valley
Tell: 061 431 7745
Cell: 081 3347899
Windhoek

OR HAND DELIVERED

EIF Office
8933 Heinitzburg Heights, c/o Heinitzburg
Dr. Theo Ben Gurirab Street, Klein Windhoek

For Electronic submissions, please submit to: procurement@eif.org.na on or **before 14 November 2023 at exactly 12H00 (Namibian time)**.

Technical enquiries:

Bernadette Shalumbu
Telephone: 061 431 7742
081 2964043
Email: BShalumbu@EIF.ORG.NA

Or

Salome Naivela
Telephone: 061 4317724
Cell:081 3821351
Email: SNaivela@EIF.ORG.NA

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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). <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.

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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.

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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

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 \times 0.7)	Financial (score \times 0.3)	Total Bid Score	Rank

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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:

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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:

- 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.*

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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/Consortium for Green Climate Fund Accreditation:
Application facilitation and submission for the Agricultural Bank of Namibia
(Agri-Bank), Development Bank for Namibia (DBN), Bank Windhoek (BW),
Namibia Nature Foundation (NNF) and the Ministry of Environment, Forestry and
Tourism (MEFT) through the NAM-RS-006 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: _____

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: _____

Initials _____

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-006-02/2023: LETTER OF CONSENT TO USE MY CURRICULUM VITAE

- The Bid: Provision of a Consultant/Consortium for Green Climate Fund Accreditation: Application facilitation and submission for the Agricultural Bank of Namibia (Agri-Bank), Development Bank for Namibia (DBN), Bank Windhoek (BW), Namibia Nature Foundation (NNF) and the Ministry of Environment, Forestry and Tourism (MEFT) through the NAM-RS-006 Project
-

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

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ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

1. Outline of recent experience on assignments of similar nature:

Sl. No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Initials _____

Cost Estimate of Services¹

(To be submitted in a separated closed envelope)

Remuneration:

Consultant Name Total Cost	Monthly Rate (In currency)	Working Months (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, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

Initials _____