



REQUEST FOR PROPOSAL

FOR

PROVISION OF CONSULTANCY SERVICES FOR AN EXPERT SUPPORT FOR SAP006/ EBA PROJECT

**Procurement No: SC/RP/EBA
01/2023**

Bidder Name: -----

Postal Address: -----

Telephone No: -----

Cell No.: -----

Contact Person: -----

E-Mail Address: -----

**Environmental Investment Fund of Namibia
(EIF),P O Box 28157,
Auas
Valley,
Windhoek,
Tel: +264 61 431 7700,**

**Physical Address: 8933 Heinizburg Heights,
c/o Heinizburg & Dr. Theo Ben-Gurirab
Streets,Klein Windhoek,**



REQUEST FOR PROPOSAL

LETTER OF INVITATION

Windhoek
Dear Sir/Madam,

Subject:
CONSULTANCY TO CONDUCT INTERIM INDEPENDENT EVALUATION FOR THE SAP006/EBA PROJECT

1. You are hereby invited to submit legal and financial proposals for consultancy services required to the Environmental Investment Fund of Namibia which could form the basis for future negotiations and ultimately, a contract between you and the Environmental Investment Fund of Namibia. This Request for Proposal is issued under Request for proposal procurement method.
2. The purpose of this assignment is to: See attached Terms of Reference
3. The following documents are enclosed to enable you to submit your proposal:
 - (a) the Terms of Reference (TOR) [Annexure 1];
 - (b) supplementary information for consultants, including a suggested format of curriculum vitae[Annexure 2]; and
4. Any request for clarification should be forwarded in writing to the Environmental Investment Fund of Namibia, 8933, Heinitzburg and Dr. Theo-Ben Gurirab A St. Klein Windhoek.
Mr. David Hamukwaya +264 61 431 7745 for administrative enquiries and **Mr. Brian Gaomab BGaomab@eif.org.na** for clarifications.

Request for clarifications should be received 7 days prior to the deadline set for submission of proposals.

5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislations related to public procurement in the Republic of Namibia. The SAP006/EBA Project procurement process is exempted from the Namibian Public Procurement Act No. 15 of 2015.

6. Eligibility

- a. A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- b. Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- c. Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

7. Evaluation Criteria

ADMINISTRATIVE COMPLIANCE

| # | DESCRIPTION | Bidder | |
|----|--|--------|----|
| | | Yes | No |
| 1. | A valid certified copy by the Police or Commissioner of Oaths of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization and Trade and or BIPA; | | |
| 2. | Certified copies of Identification Documents (IDs) of the shareholders or members of the Trustee as certified by the Police or Commissioner of Oaths; | | |
| 3. | A valid original of a Good Standing Tax Certificate from the Receiver of Revenue; | | |
| 4. | A valid original of a Good Standing Certificate from Social Security Commission; | | |
| | OVERALL ADMINISTRATIVE COMPLIANCE | | |

TECHNICAL EVALUATION

| No. | DESCRIPTION | Proportional value in % | Bidder |
|-----|--|-------------------------|--------|
| 1. | <p>Methodology</p> <ul style="list-style-type: none"> • Brief description of why the consultant considered as the most suitable for the assignment (20 Marks) • Clear work plan and time schedule (15 Marks) | 35% | |
| 2. | <p>Qualification</p> <ul style="list-style-type: none"> • A Bachelor's degree in project management, Agriculture, Management or Agriculture Economics, Natural Resources Management. An Environmental Management Qualification would be an added advantage. (15 Marks) | 15% | |
| 3. | <p>Experience</p> <ul style="list-style-type: none"> • Minimum of 5 years' working experience with project management in a donor funded project environment (20 Marks) • Evidence of having undertaken similar assignments- Evidence with references (15 Marks) | 35% | |
| 4. | <p>Project Team/Individual</p> <ul style="list-style-type: none"> • Comprehensive CV of the team members based on competency, expertise, qualifications (15 Marks) | 15% | |
| | OVERALL TECHNICAL SCORE | 100 | |

Bidders obtaining more than 70% and above in the Technical Documentation Evaluation shall qualify for the Presentation, where such shortlisted bidders will be contacted.

Presentation Evaluation:

The Bidder will be required to prepare a shorter presentation of no more than 30 minutes, based on their detailed proposals and questions below.

| | DESCRIPTION | Score % | Bidder |
|--|--------------------------------------|------------|---------------|
| | Overall presentation | 100 | |
| | Presentation Components | | |
| | Overall Understanding of the Project | 30 | |
| | Proposed Methodology | 40 | |
| | Communication Skills | 30 | |
| | Total Presentation Score | 100 | |

Total Technical Score:

The weight Score for Technical Evaluation will be calculated according to the following formula:
Bidders obtaining more than 70% of the Total Technical Score shall qualify for the financial evaluation.

FINANCIAL EVALUATION

Financial Score

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

The formula for determining the financial 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.

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

| Bidder | Bid Price (from lowest to highest) | Financial Score |
|--------|---------------------------------------|-----------------|
| | | |

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 |
|--------|-------------------------|-------------------------|-----------------|------|
| | | | | |

8. Submission of Proposals (Hand Delivery)

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". **The proposals must be Hand Delivered by depositing it in the bid box at the reception, 1st floor, EIF offices, Heinitzburg Heights, Heinitzburg street, Klein Windhoek on or before 27 January 2023 at 12H00 AM.**

Electronic Submissions can be emailed to DHamukwava@eif.org.na

Late submissions will be rejected.

9. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The scoring of the proposals is divided between 70% for Technical and 30% for Financials. A bidder will advance to the next stage of evaluation when they have obtained a minimum score of 70% for the Technical Proposals.

Only consultants that will score a technical score of 70% or better on the overall assessment will be considered for the assignment. Negotiations will start with the Consultant scoring the highest total score marks and if the negotiations are not successful, the next best ranked Consultant will be engaged, 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 any other clarifications to the proposals submitted by you, as may be required to ensure the reasonableness of your priced proposals.

10. Rights a Public Entity

- a. Please note that the Environmental Investment Fund of Namibia is not bound to select any of the consultants submitting proposals.
- b. Please note that the cost of preparing the proposals and of the negotiations of any ensuing contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment and should be borne by the consultant.

11. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of six (6) months, but the actual work will be limited to 30 days' worth of effort.

You should base your financial proposal on these figures, giving an indication of man-months considered necessary by you to undertake the assignment. The extent of time to be spent in Namibia and in office outside Namibia should be clearly indicated. The rate proposed in your submission will be used in cases whereby the duration of the assignment might require extension.

12. Validity of Proposal

You are requested to hold your proposal valid for one hundred and twenty (120) days from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Environmental Investment Fund of Namibia will make its best efforts to finalize the agreement within this period.

13. Commencement date of Assignment

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

14. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the Environmental Investment Fund of Namibia shall pay directly or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) payments to the Consultant in connection with carrying out this assignment.
- (b) equipment, materials and supplies brought into Namibia for the purpose of carrying out the assignment, provided they are subsequently withdrawn; (This clause shall apply only to foreign Consultants). and
- (c) property brought in for your personal use provided the property is subsequently withdrawn. (This clause shall apply only to foreign Consultants).

15. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her while performing the services.

16. Confirmation of Invitation to submit proposal

We should appreciate if you would inform us by email:

- (a) your acknowledgment of the receipt of this Letter of Invitation within seven days and
- (b) further indicate whether you will be submitting the proposal.

17. The Environmental Investment Fund of Namibia would like to thank you for considering this invitation for submission of proposals.

Yours faithfully

David Hamukwaya
Procurement
Manager

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.



TERMS OF REFERENCE

Ecosystem Based Adaptation SAP006 - EbA project

CONSULTANCY FOR EXPERT SUPPORT FOR SAP006: BUILDING RESILIENCE OF COMMUNITIES LIVING IN LANDSCAPES THREATENED UNDER CLIMATE CHANGE THROUGH AN ECOSYSTEMS-BASED ADAPTATION APPROACH (EbA) PROJECT

OVERALL PROJECT DELIVERABLES

1. Background

The Ministry of Environment, Forestry and Tourism (MEFT) in collaboration with the Environmental Investment Fund of Namibia (EIF) are implementing the EbA project in 13 political regions of Namibia. The overall objective of the project is to increase climate change resilience of productive landscapes in Namibia through implementation of ecosystem-based adaptation actions that strengthen social and ecological systems to sustain livelihoods at local level and facilitate value chains of natural resources. The specific objectives of the project are:

- To enhance the resilience of natural resources and livelihoods sensitive to climate change impacts through improving community adaptive capacities to sustainably manage natural resources; and
- To maintain and enhance ecosystem integrity to continue to support the generation of food and income in order to reduce the severity of negative socio-economic impacts of climate change on vulnerable rural households.

The project is covering eight (8) landscapes and shall be implemented through three components:

Component 1: Development and implementation of climate change resilient ecosystem management and production practices that reduce the vulnerability of communities

Component 2: Increase the resilience of productive landscapes to support ecosystem goods and services that improves livelihoods for local communities

Component 3: Documentation, dissemination and uptake of lessons learned

2. Outline of the Consultancy

Working in close collaboration with the Project Manager, under the supervision of the Manager Programmes and Programming (MPP), and designated departmental managers, the consultant will provide support to the EIF to attain the deliverables under the SAP006 (EbA) project as whole. The

envisaged consultant will effectively operate as a technical advisor/support to the PMU, as whole and the Project Manager (PM) in particular. The EIF – through the Project Management Unit (PMU) and the Operations Department will in turn provide the Consultant with administrative support including technical and communication facilities.

3. Duties and Responsibilities

The consultant will be part of the Project Team working on the implementation of all project's activities and will assume ongoing activities including activities yet to be initiated.

Under the supervision and coordination of the MPP and PM, she/he would be responsible for the initiating program fast tracking coordination/facilitation and execution of activities needed for project implementation.

The consultant will carry out the following specific tasks without them being exhaustive:

- Support implementation generally in full compliance with the Funded Activity Agreement (FAA) and Funding Proposal (FP)
- Planning and reporting also in compliance with FAA - on time submission of semi-annual and reports and Annual Performance Reports (APRs)
- Advice on compliance of report with target agreed to in FP and logframe
- Meeting deliverable deadlines
- Plan and support overall implementation (all three components) of SAP006 project
- Support with completion of compliance reports in close partnership with PMU
- Coordinate strategic activities of SAP006
- Review and do quality checks on reports, studies, and other work produced
- Ensure compliance of outputs (reports, studies, analyses, etc.) with project objectives
- Assist in linking current progress with project deliverables and their outlined timelines
- Any work deemed necessary by the MPP, designated departmental managers and the Project Manager

4. Experience and skills needed

- Excellent planning, organising and writing skills.
- Strong management skills, particularly ability to provide strategic direction and technical supervision.
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships.
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment.
- Excellent coordination and negotiation skills.
- Excellent organizational and recordkeeping skills.
- Experience in dealing with executives and government officials.
- Good team player while being independent and able to work autonomously

5. Performance criteria

The performance of the consultant will be evaluated quarterly. The criteria used to measure his/her performance will be:

- Timely execution of planned activities
- Ability to meet deadlines in terms of the project document (prodoc)
- Compliance with reporting periods

6. Scope of the Consultancy

The consultancy work will cover the priorities as identified in the SAP006- EbA prodoc.

7. Timeframe and Deliverables

The estimated timeframe for this consultancy is 30 working days over a period of six (6) months (subject to revision).

8. Payment Terms

The consultant will be remunerated at a daily rate of NAD5,500.00, totalling NAD 165,000.00. The consultancy will follow the normal EIF procurement and payment terms of consultancies.

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:

a) Technical Proposals

- i. Curriculum Vitae of Consultant (Form F-2).
- ii. An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
- iii. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
- iv. A description of the way the Consultant would plan to execute the work.
- v. The Consultant's comments, if any, on the data, services, and facilities to be provided by the public body indicated in the Terms of Reference (TOR).

Two documents (one original and one copy) and a soft copy in USB of the proposals should be submitted.

b) Financial Proposals

- i. The financial proposals should be given in the form of a summary of Contract estimate (Form F- 4)

2. Contract Negotiations

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.

Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule as per the ToR.

BID SUBMISSION FORM

From: _____

To: _____

PROVISION OF CONSULTANCY SERVICES FOR AN EXPERT SUPPORT FOR SAP006/EBA 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 abovecontract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

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

Key Qualifications:

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

Education:

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

Employment Record:

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

Languages:

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

Certification:

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

Date: Day/Month/Year

[Signature of

Consultant]

Full name of Consultant: _____

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS

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

| Sl.No | Name of assignment | Name of Project | Owner or Sponsorin gagency | Cost of Project | Date of Commenceme nt | Date of Completio n | Was assignment satisfactoril ycompleted |
|--------------|---------------------------|------------------------|-----------------------------------|------------------------|------------------------------|----------------------------|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |

**Cost Estimate of
Services¹ Remuneration:**

| Consultant Name | Gazetted Hourly Rate (in currency) | Working Hour | Total Cost (in currency) |
|-----------------|---------------------------------------|--------------|--------------------------------|
| _____ | _____ | _____ | _____ |
| | | | Sub-Total (Remuneration) _____ |

Out-of-Pocket Expenses² :

| | | | | |
|--|-------------|-------|-------|---------------------------------|
| (a) Per Diem ³ : Room charge | Subsistence | Total | Day | |
| _____ | _____ | _____ | _____ | _____ |
| (b) Air fare/Car hire | | | | _____ |
| (c) Lump Sum Miscellaneous Expenses @ % ⁴ : | | | | _____ |
| | | | | Sub-Total (Out-of-Pocket) _____ |
| | | | | Contingency _____ |
| | | | | Charges: _____ |
| | | | | VAT 15% |
| | | | | 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.