



**REQUEST FOR SUBMISSION OF EXPRESSION OF INTEREST (EoI)
GOODS, CONSULTING AND NON-CONSULTANCY SERVICES
REI No: KFW HWC 01-2020 – BMZ 2017 68 514**

The Community Conservation Fund of Namibia (CCFN) is an association not-for-gain incorporated under Section 21 of Namibia's Companies Act of 2004. The organisation was registered in 2017 to pursue a sustainable financing model for the Community Based- Natural Resource Management (CBNRM) programme in Namibia.

CCFN has been appointed by the Ministry of Environment, Forestry and Tourism (MEFT) to be the Project Executing Agency (PEA) responsible for the overall management of the project titled “**Poverty Oriented Support to Communal Conservation in Namibia**”. The Project's main objective is to contribute to biodiversity conservation and rural development through the **establishment of sustainable Human-Wildlife-Conflict (HWC) management systems in Namibia's communal conservancies**. The Project is co-financed by the Federal Republic of Germany through the German Ministry for Economic Cooperation and Development (BMZ) (through the KfW Development Bank). A grant has been allocated into the sinking fund for the HWC financing window of the CCFN. CCFN will be executing the project in cooperation with the MEFT and other relevant stakeholders for 4 years.

As per the requirement of the Project's Implementation Manual, the CCFN hereby invites potential suppliers to express interest by submitting their documents for a pre-qualification evaluation. The objective of this pre-qualification stage is to receive applications from a broad range of potential consultants (institutions, organizations and individuals alike) for evaluation to establish a database/listing of suppliers and consultants who meet the specified criteria for supplying the Project with certain goods, consulting and non-consulting services required in the first year of project implementation (2020). This invitation is the first step of a two-stage procurement process. The list of pre-qualified consultants will provide the basis for restricted invitations to tender or provide quotations. As the need for each good/service as listed below arises during the year, relevant Terms of Reference will be sent to pre-qualified consultants to request technical and/or financial proposals. For each subsequent invitation to tender/quote, at least the **top-five** pre-qualified suppliers for the good/service will be given preference. Kindly submit a complete Curriculum Vitae and/or company profile and other relevant supporting documents whichever is applicable.

List of Consulting Services Required

- a) Coordinate and facilitate the HWC project activities in the different clusters and act as Implementation Support Organisations (ISO). The ISO's will mobilize qualified staff who may:
 - facilitate planning notably for support to developing funding proposals for submission to CCFN.
 - carry out support to the actual implementation of approved proposals/field implementation of agreed measures according to contracts signed.
 - Manage the financial resources following the Grant contracts and submit progress reports.
- b) Review of ISO's profiles and capacity.
- c) Review landscapes connectivity/ wildlife corridors of the targeted species for development of Grant Categories.
- d) Development of a Human Wild Conflict Register to record all HWC offset payments paid out by Game Products Trust Fund (GPTF) and the Conservancies.
- e) Train the Trainers (TOT) to use the facilitators guide for HWC Management and Action Plan (HWCMAP) Manual and facilitate meetings to assist Communal Conservancies to draft HWCMAP.
- f) Drafting of Human-Wildlife Conflict Management Action Plans (HWCMAP)
- g) Development of funding proposals on behalf of Conservancies for Human-Wildlife Conflict Management for submission to CCFN.
- h) GIS and Mapping.
- i) Development of Project Monitoring and Evaluation Framework (including the undertaking of project baseline studies as may be applicable).
- j) Review of existing and further development of guidelines for HWC management planning, monitoring & communication.
- k) Support to the Management of the HWC database.
- l) Review of Conservancy capacities and preparation of information packs for conservancies.
- m) Training related to any of the above.

- n) Review and/or development of project specific policy documents

List of Goods Required

- a) Supply and Delivery of Camping Equipment
- b) Supply and Delivery of Office Stationery and Consumables
- c) Printing, supply and delivery of Project Promotional material (T-shirts, Banners, and other corporate merchandise)

List of Non-Consulting Services Required

- a) Provision of Catering Services within Windhoek
- b) Production of Audio and Visual project publicity and information dissemination material
- c) Provision of Courier Services across the country
- d) Provision of Travelling Agency Services (Vehicle Hire and travel tickets)
- e) Provision of Conference Hire and Accommodation Facilities – Regional
- d) Graphic Design services – (pamphlets, booklets, banners, etc.)
- e) Communications - Written publications/story writing services

Registered companies/organizations must provide good standing certificate not older than four (4) months from the relevant statutory Offices: Inland Revenue, Social Security, Employment Equity Commission, BIPA.

A request to obtain the Standard Pre-Qualification Document (SPQ) for this EoI should be addressed to **The Project Manager** by email. Following receipt of the SPQ inquiries and requests for clarification should also be addressed to the Project Manager of the project by email.

All inquiries or requests for clarification should be received **10 days** before the closing date indicated below. Responses to any inquiries (including an explanation of the query) will be circulated to all applicants without identifying the source of inquiry.

Submission of EOI

The standard prequalification documents of Expression of Interest shall be submitted to The Finance and Procurement Officer **not later than 16 June 2020 @ noon, local time**) at the following address:

Poverty Oriented Support to Community Conservation in Namibia
c/o Community Conservation Fund (CCFN),
Suite 7A Southport Building, Southern Industrial Area,
Windhoek, Namibia

To the Attention of The Finance and Procurement Officer.
Alternatively emails to procurement@ccf-namibia.org

