



**REQUEST FOR SUBMISSION OF EXPRESSION OF INTEREST(EoI) FOR  
CONSULTING SERVICES  
REI No: KFW HWC 02-2020 – 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 organization was registered in 2017 to pursue a sustainable financing model for the Community Based- Natural Resource Management (CBNRM) programme in Namibia.

CCFN was appointed by the Ministry of Environment, Forestry and Tourism (MEFT) to be the Project Executing Agency (PEA) responsible for the overall management of a 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 is 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, CCFN hereby invites potential suppliers to express interest by submitting their documents for a pre-qualification evaluation. The objective of this pre-qualification exercise is to receive applications from a broad range of potential consultants (institutions, organizations and individuals alike) for evaluation to establish a database/listing of consultants who meet the specified criteria for supplying the Project with certain 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 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 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 Organizations (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) GIS and Mapping.
- c) Review of existing and further development of guidelines for HWC management planning, monitoring & communication.
- d) Story telling (Authoring/writing) services for project communications and outreach.
- e) Environmental and Social compliance review of funded project measures.
- f) Proof reading and formatting of Project Reports and documentation

A request to obtain the Standard Pre-Qualification Document (SPQ) for this EoI should be addressed to **The Project Finance and procurement officer** by email at [procurement@ccf-namibia.org](mailto:procurement@ccf-namibia.org)

**NB:** Each service should be applied for separately on its dedicated SPQ document, An SPQ document completed and containing more than one service will be disregarded.

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 attention of The Finance and Procurement Officer **not later than 01 October 2020 @ 12H00 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**

Or Alternatively emails to [procurement@ccf-namibia.org](mailto:procurement@ccf-namibia.org)



Implemented by  
**KFW**

