



# Instructions for Pre-qualification of National and Regional Technical Assistance to the Cleaner Production Component, Namibia

Namibian service providers and selected service providers from other Southern African countries are invited to submit their expression of interest to provide consultant and training services to the Cleaner Production Component in Namibia.

## 1. Background

The Ministry of Environment and Tourism (MET), Department of Environmental Affairs (DEA), with assistance from the Danish International Development Assistance (Danida), is undertaking a Cleaner Production Component to promote and facilitate cleaner production (CP) in Namibia and build CP capacity within Namibian manufacturing and service industries and public institutions. COWI in association with Soil&Water Ltd. are providing technical assistance to the component. Focus areas of the component are as follows:

- Raise awareness on CP opportunities through development and dissemination of CP material, match-making between Namibian and foreign companies and factory-to-factory exchanges of CP experiences.
- Strengthen the regulatory framework for facilitating the application of CP solutions through developing guidelines, manuals and the like in collaboration with the DEA, the City of Windhoek and the Department of Water Affairs and through promotion and training on self-regulatory tools and mechanisms in the industries
- Implement at least ten CP demonstration projects within Namibian manufacturing and service industry establishments, in collaboration with the concerned establishments.
- Develop training/education opportunities on CP in collaboration with national and/or regional training providers, at the academic level as well as at the level of skilled or semi-skilled employers.
- Development of a national CP strategy in a consultative process with stakeholders.

The activities of the CP component will require inputs from international as well as from national and regional consultants. From about September 2005 up to the

completion of the component in 2007, a total of 9 person-months of national and/or regional technical assistance will be required. Therefore, consultant companies, institutions of learning, individual consultants and other service providers specialising in one or more of the above technical fields are invited to submit their company profile, brief work experience and references, and CVs of key professional staff for possible engagements.

If your organisation wants to supplement the expertise likely to be required for the various assignments, there is no objection to your organisation associating with others to enable a broader range of expertise to be presented. In any case, you can request to be pre-qualified both as an individual organisation and as a party in a consortium. In the latter case, a lead party must be identified.

In any case your submission shall be in accordance with the format described in Section 3 below. Otherwise, your expression of interest will not be considered.

## **2. The Cleaner Production Component in Brief**

The Cleaner Production Component in Namibia commenced in January 2005 as a Component of Danida's support to the environment sector in the southern Africa. The executing agency of the component is the Namibian Ministry of Environment and Tourism (MET), and the implementing agency is the Department of Environmental Affairs (DEA). The component is being implemented in a close partnership with other major stakeholders, such as the Namibian Chamber of Commerce and Industry (NCCI), the City of Windhoek (CoW), the Department of Water Affairs (DWA), the Ministry of Trade and Industry (MTI) and others. COWI in association with Soil & Water Ltd. was awarded the contract to provide technical assistance to the component. The duration of the component implementation is three years.

The Cleaner Production Component is steered by a steering committee, whose members represent the major stakeholders. The component is managed by a component management unit, comprising of:

- Mr Teofilus Nghitila, Director of the DEA (component manager);
- Dr Sindila Mwiya, National Technical Adviser;
- Ms Margot Nielsen, COWI, Chief Technical Adviser; and
- Mr Ulli Eins, Assistant Technical Adviser

The major objectives of the Cleaner Production Component are:

1. *Namibian industry and services have increased awareness of cleaner production.*

An initial scoping and strategic study will determine a Namibia-specific contextual baseline for identifying the most significant CP opportunities and their associated costs, with a main focus on the manufacturing and service industry sectors. A CP strategy will be developed in a consultative process with stakeholders and form the basis for awareness-raising through development and dissemination of relevant CP information, study tours, match-making and factory-to-factory exchanges of experiences.

2. Regulatory framework within cleaner production is institutionally well founded and effective in promoting the concept.  
The component will aim at strengthening the regulatory function, in the context of CP, of the DEA, the DWA, the CoW and possibly other local authorities through drafting of necessary procedures, guidelines and possibly also regulations. Emphasis will also be put on providing self-regulatory tools and manuals and promoting self-regulatory mechanisms within industries.
3. Cleaner production applied in selected industrial sectors.  
Based on initial scoping and feasibility studies, at least ten CP demonstration projects will be implemented in partnership with concerned industrial and service establishments, covering a range of Namibian manufacturing and service sectors.
4. Regulators, industry and service providers capacitated to play their roles in promoting and adopting cleaner production.  
Provide relevant training opportunities and build capacity at all levels (authorities, industries and services, the NCCI, and training providers) to implement the national CP strategy, including development of training courses jointly with Namibian and/or regional training providers. Training will include the management and academic levels as well as skilled and semi-skilled employers, as relevant.

The compilation of background information and CP context analysis are going on. Through a series of workshops and bilateral meetings and a final national conference by the end of 2005, it is envisaged that the stakeholders will agree on a national CP strategy by the end of 2005.

Activities related to awareness-raising and strengthening of regulatory functions will be commenced during 2005 and continue throughout the component implementation period.

Scoping and feasibility studies for CP demonstration projects will take place from August 2005 and be completed in 2006. The implementation of CP demonstration projects is envisaged to start in early 2006.

Activities related to training and capacity building will be commenced in early 2006 and continue throughout the component implementation period.

The total Danida support to cleaner production in Namibia amounts to 9.998 million DKK, or about 10 million N\$, of which 400,000 DKK will be direct support to CP demonstration projects.

### **3. Preparation of Expression of Interest**

Interested service providers are requested to prepare their pre-qualification submissions according to the following framework:

1. Name of company/individual consultant submitting the presentation. If a consortium, the name of the leading partner as well as names of the other partners of the consortium.

2. Address, telephone number, fax number and email address of company/consultant. If a consortium, the contact details of the leading partner.
3. A table with the below-mentioned areas with those areas ticked off in which the company claims to have a professional competence:
  - 1 - Cleaner production and industrial environmental management in general
  - 2 - Cleaner production and industrial environmental management in specific industrial sectors; list sectors
  - 3 - Urban environmental planning
  - 4 - Water demand management
  - 5 - Development of environmental legislation, regulation and guidelines
  - 6 - Waste management
  - 7 - Occupational health and safety (OHS)
  - 8 - SME development and business development in smaller communities
  - 9 - Awareness raising on environmental management
  - 10 – Environmental/OHS training of management and technicians
  - 11 – Environmental/OHS training of skilled and semi-skilled employers and managers
4. A brief justification for each of the above marked areas of competency.
5. A brief justification for experience within the fields of process support to institutional capacity building, development of guidelines, manuals and the like, development of training material and courses, and conduct of human resources development processes.
6. A general, although brief, presentation of the company/consortium, including main professional areas of operation, local and international network partners, and total number of professional staff. If an individual consultant, a brief presentation of the consultant.
7. List of relevant project references.
8. CVs of key professional staff members, including name, nationality, age, formal education, language capabilities, a detailed employment record (including actual project inputs and levels of responsibility), and contact details to reference persons.

#### **4. Submission of Expression of Interest**

The expression of interest shall be addressed as follows:

Physical address: Cleaner Production Component  
 Attn.: The Chief Technical Adviser  
 Department of Environmental Affairs  
 Capital Centre, 6<sup>th</sup> Floor, Room 607  
 Levinson Arcade  
 Windhoek

Phone: 061 249 015, ext. 129  
Fax: 061 240 339  
Email: [prudence@dea.met.gov.na](mailto:prudence@dea.met.gov.na)

The submission shall comprise one paper original of the material. Copies are not needed.

The closing date for submission of expression of interest is Wednesday 18 May at 12.00 hours. Only submissions that are following the format prescribed in the pre-qualification instructions will be considered.

## **5. Evaluation of received Expressions of Interest**

The pre-qualification submissions received by the CP component will be evaluated and managed in the following steps:

1. Registration of submission by company name and claimed competencies;
2. Evaluation of claimed competencies against the justification and other documentation provided; i.e. whether the company project references, CVs of staff members, etc. substantiate the claim of competency
3. Evaluation of the submissions with respect to government policies such as the ratios, level of responsibilities and involvement of the previously disadvantaged persons
4. Establishment of a list of pre-qualified service providers for the CP component

For each consultancy work to the component, 3 – 5 of the pre-qualified consultants will be invited to submit a proposal. For smaller consultancy contracts, less than 15,000 N\$, the component management may assign a pre-qualified service provider directly without competition.

The list of pre-qualified service provider may be amended, as required.

## **6. Notification of Service Providers**

When the evaluation has taken place, all service providers, that timely submitted their expression of interest in working with the CP component, will be notified of the result of the evaluation of their submission.

For each consultancy work to the component, 3 – 5 of the pre-qualified consultants will be invited to submit a proposal. For smaller consultancy contracts, less than 15,000 N\$, the component management may assign a pre-qualified service provider directly without competition.

The list of pre-qualified service provider may be amended, as required.