



**COMMONWEALTH LOCAL GOVERNMENT FORUM
SOUTHERN AFRICA PROGRAMME**



Republic of Namibia

**MINISTRY OF URBAN AND RURAL DEVELOPMENT
(MURD)**

REQUEST FOR PROPOSALS

**FOR THE REVIEW OF THE REGIONAL AND LOCAL ECONOMIC DEVELOPMENT POLICY
FRAMEWORK FOR NAMIBIA**

SUBMISSION DEADLINE :
10 January 2024

Please submit proposals to :
Claire Frost, Head of Programmes, CLGF
claire.frost@clgf.org.uk

Qualified and experienced consultants in national policy development, coordination, and implementation of Local Economic Development (LED) processes are invited to submit proposals to review the Regional and Local Economic Development (RLED) Policy for the Government of the Republic of Namibia, represented by the Ministry of Urban and Rural Development (MURD).

1. Introduction to the Assignment

The Commonwealth Local Government Forum (CLGF), the MURD and the Association for Local Authorities in Namibia (ALAN) have entered into a tripartite collaborative partnership which seeks to improve the capacity of local government to plan and implement LED in Namibia, including through an enabling policy environment and capacity building. Key interventions under the partnership include reviewing the RLED Policy, LED Capacity building, and local government planning and implementation of LED projects at the local level.

The work is funded through the “Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes”, Project 2022-2025. The Project is the third phase of programming under the CLGF-European Union Framework Partnership Agreement. The Framework Partnership Agreement which was signed in 2022 seeks to achieve the following results: 1) to strengthen the structure and capacity of the CLGF, 2) to enhance local government capacity at the national level, and 3) to improve the capacity of Local Government Associations and their members to influence the interests and practices of national governments, as well as regional and international mechanisms.

CLGF is a membership organisation whose main objective is to promote and strengthen effective democratic local government throughout the Commonwealth and to facilitate the exchange of good practice in local government structures and services. CLGF draws membership from the ministries responsible for local government, local government associations, and academic institutions with interest in local government. MURD and ALAN are CLGF members in Namibia.

The Ministry of Urban and Rural Development is responsible for regional and local governance in Namibia. As such, the ministry coordinates and manages decentralisation, coordinates traditional authorities, responsible for housing and habitat planning as well as Rural and Local economic development.

ALAN is a body that represents all local authority members in Namibia. The Association aims to protect, safeguard and enhance the image, interests, rights, and privileges of Local Authorities by acting as liaison between the Central Government and Local Authorities, acting on behalf of its members in all matters, promote and encourage the study of local government for the benefit of all members, the central government, and communities.

Through this partnership, CLGF, as the partner responsible for procurement, seeks to engage a service provider to review the Regional and Local Economic Development Policy in Namibia.

2. Background to the Assignment

The Human Development Report 2019 ranks Namibia 130 out of 189 countries which fall in the medium human development category. The quest for development continues to be undermined by governance challenges highlighted amongst others in a declining trend manifested through key shortfalls linked to transparency and accountability. The 2018 Ibrahim Index of African Governance (IIAG) by Mo Ibrahim Foundation, ranks Namibia 4th out of 54 African countries across four categories: Safety & Rule of Law, Participation & Human Rights, Sustainable Economic Opportunity, Human Development. Governance must be citizen centered. The best performing countries are those that provide their citizens' rights and welfare and whose governments are accountable to their citizens. Namibia's economic, social, and environmental future rests on its ability to put people at the center of decision making. This is in line with Namibia's 5th National Development Plan (NDP5), in which one of four integrated pillars of sustainable development is to promote good governance through effective institutions.

MURD has a mandate of supporting Regional Councils and Local Authorities in stimulating RLED in their localities. Under the MURD's Strategic Plan 2018-2022, two of the three key sector themes focus on good governance, operational excellence as well as RLED. Under these themes, the MURD intends to assess the national status of RLED White Paper Policy and subsequently review and amend the RLED White Paper Policy.

The RLED White Paper Policy was passed in 2011 to focus on three strategic intervention areas, which are improving governance (strengthening institutions at national, regional and local levels and mobilizing community involvement), Stimulation of economic development and restructuring (creating jobs, raising incomes and encouraging structural change and diversification that will make the local economy more sustainable and competitive), and encouraging social progress and improving quality of life (improving community facilities and services, as well as combating social exclusion and conserving the environment).

The main achievements include the positive contribution to job creation through the empowerment of SMEs by means of allocation of SME stalls which allowed operators to generate employment and consequently increase in income. Subsequently poverty levels have been reduced from 28% of population to 18% as reported through Namibia's NDP 4 review (2017).

Evidently the creation of an enabling environment for businesses such as the provision of adequate infrastructure and basic services demonstrates that there is value for money spent by the Government, localities and non-governmental organisations. Additionally, the perception ratings on the comparative and competitive advantage are generally positive in terms of attraction as the localities recorded a well-developed service sector.

In terms of social inclusion, the Namibian regional and local authorities were rated positively, with a high rate accorded to the accessibility to health centres and healthcare workers, helpful health workers and timely collection of waste bins. Moreover, there was a positive indication on the availability of portable water near houses, coupled with a positive rate on water connections, the provision of portable water and clean drinking water.

Despite the notable achievements highlighted above, there were some challenges such as low perception on the aspect of communication, cooperation and collaboration that was reported among Namibian regional and local authorities. This was attributed to lack of regular community meetings held to inform and provide feedback to residents about challenges, opportunities and plans regarding economic and businesses development. Compounding the shortcomings is poor usage of media platforms for communication such as newsletters, radio programs and radio stations in various localities.

Business linkages between large traders and small traders in terms of availing shelf space for local products is negatively viewed in most regional and local authorities. Overall, the regional and local authorities fared poorly in the creation of ownership and pride.

The Government envisages reviewing the RLED Policy to harmonize and align the policy to be responsive to calls of the developmental plans and frameworks such as Vision 2030, National Development Plans, Harambee Prosperity Plan2 (HPP2), and UN Sustainable Development Goals etc. The review is also necessitated by the pressing need to adjust to changing conditions in the dynamic economic environment, keep up to date and in alignment with regulations, technology, and industry best practices.

The other imperative reason is to identify and address implementation challenges and policy gaps. The current RLED white paper policy was not formulated with an implementation plan as well as a monitoring and evaluation plan for measuring progress in respect of RLED implementation in Namibia. Accordingly, the consultant should come up with an implementation action plan with Policy directives as the previous Policy did not have such a plan and it was difficult to measure achievements/progress and impacts thereon.

Against this background, a specialist with an understanding of RLED in a Namibian context, along with Southern Africa experience, is sought to undertake a review and amend the RLED White Paper Policy.

3. Objective of the Assignment

The overall objective of this assignment is to facilitate the review and amend the RLED Policy working collaboratively with the MURD and other relevant stakeholders. Specifically, the assignment seeks to:

- 3.1 Conduct an assessment on the status of implementation of the RLED White Paper Policy.
- 3.2 Revise the RLED White Paper Policy and develop its implementation plan.
- 3.3 Revised Policy should be guided by the Namibian Guidelines on the structure of public policies
- 3.4 Develop a monitoring and evaluation plan for measuring progress and to check if objectives are met as well as play as a repository for information for decision making, and
- 3.5 Recommend a multi-annual capacity strengthening programme for national and sub national personnel for effective planning and implementation of RLED by regional and local governments.

4. Scope of Work

The assignment is essentially a desk exercise and entails the following:

- 4.1 Conduct an assessment on the status of implementation of the RLED White Paper Policy.

- 4.2 Highlight the lessons learnt from policy implementation.
- 4.3 Assess the situation in Namibia, needs priorities, in line with the National Development Plan and other related policies.
- 4.4 Revise the RLED White Paper Policy and develop the policy with its implementation plan in line with the Guidelines for Structure for a Public Policy document, which are the standard guidelines for Policy documents for the Government of the Republic of Namibia.
- 4.5 Develop a monitoring and evaluation framework for measuring progress and to check if objectives are met as well as play as a repository for information for decision making ,
- 4.6 Recommend a multi-year capacity building program for effective planning and implementation of RLED.

Phases of the Assignment	Key activities	Outputs	By when
Inception Phase	<ul style="list-style-type: none"> • Initial document/data collection • Background analysis • Inception interviews • A work plan 	<ul style="list-style-type: none"> • Inception report 	<ul style="list-style-type: none"> • 30 January 2024
Desk and field	<ul style="list-style-type: none"> • Review of the policy through desk research and interviews with stakeholders. • Situational analysis document, including policy assessment report, capacity development needs, and main recommendations for the revised policy. 	<ul style="list-style-type: none"> • Situational analysis document • Recommendations for policy review and LED capacity building. 	<ul style="list-style-type: none"> • 30 March 2024
Synthesis phase	<ul style="list-style-type: none"> • Formulation of 1st draft of the white paper • Undertake a stakeholder validation workshop to present the 1st draft policy. 	<ul style="list-style-type: none"> • 1st draft RLED White paper • Validation Workshop report 	<ul style="list-style-type: none"> • 30 April 2024
Reporting phase	<ul style="list-style-type: none"> • Draft second draft of the policy • Draft policy implementation plan • Produce the final draft of the policy. • Produce the Final implementation plan 	2 nd draft RLED White Paper 1 st Draft Policy Implementation plan Final RLED White Paper and Implementation Plan	30 May 2024 30 June 2024

6. Deliverables and Quality of Products

Progress on the assignment will be monitored, measured, and remunerated according to the delivery of the following products:

- 6.1 Inception report with specific activity methodology and timelines
- 6.2 Situational Analysis report, including an assessment of the RLED White Paper and key policy recommendations.
- 6.3 1st Draft of the RLED Policy
- 6.4 Policy Validation Workshop Report
- 6.5 2nd Draft RLED Policy and the 1st Draft of the Policy implementation framework
- 6.6 Final RLED Policy and Policy Implementation documents in line with Guidelines for Structure of Namibia's public policy documents

Required quality of the deliverables:

- The deliverables must demonstrate response to the objective and scope of work of the assignment.
- The products must be packaged in a user-friendly manner and must be particularly accessible to local authorities' officials whilst meeting professional editing standards.
- The products must meet national and international good practice standards.
- The products must meet the quality standards of Namibian policy documents, and must meet the final approval of the Executive Director of MURD, the custodian of the RLED Policy
- Products must be delivered in line with agreed timelines.
- The packaging of the document must comply with the Government branding standards and be not more than 100 pages.
- Reports for each agreed activity milestone must be duly provided.
- Documents must be delivered in a print ready format (Microsoft Word and PDF format) by email.
- All work produced hereof will remain in the sole ownership of the Ministry Of Urban and Rural Development (MURD).

7. Required Competencies, Skills, and Experience

The Consultant sought for this assignment should have the following:

Academic Qualifications:

- Master's Degree in Economics, Business Management/ Administration, Public Management/ Administration or other related field.

Years of experience:

- Minimum of 10 years of national/international professional experience in the practice area with policy development formulation.
- Knowledge and experience in governance approaches with a focus on the role of local governance, with demonstrable evidence of integrated economic governance approaches, covering economic, social, and environmental governance.
- Good understanding and abilities to facilitate Local Economic Development.
- Experience in the LED field and good understanding of the Namibian economic environment.
- Experience working in the field of Knowledge Management and/or organizational management is highly desirable.
- Knowledge of human-centred and design thinking methodology is desirable.

- Experience working in the field of Local Economic Development (two testimonials from Regional/ Local Authorities not older than two (2) years to proof experience).
- Experience in working with businesses (MSMEs) from all economic sectors.
- Experience in partnership building and inter-agency coordination.
- Proven ability to facilitate dialogues at the highest governmental and inter-agency levels and to provide high quality policy advice.
- Work experience from a developing country, particularly in Africa is highly desirable.
- Experience in the use of computers and office software packages; and
- Excellent writing, research, analysis, and presentation skills
- Demonstrate competence to arrange and carry out workshops effectively.

8. Further Information

All enquiries related and relevant to the objectives and scope of the assignment can be referred to:

Ms. Lahja Magano Hipondoka
 Deputy Director: Local Economic Development Agency, Directorate of Regional, Local Government, and Traditional Authorities Coordination
 Ministry of Urban and Rural Development,
 Republic of Namibia
 Tel: +264 612975361
 Cell: +264 811476287
 Email: lhipondoka@murd.gov.na

9. Management and accountability

The consultant will work with and report directly to the Deputy Executive Director: Sub-national Government and Traditional Authorities Affairs for overall strategic guidance.

The consultant will work directly with the Deputy Director: LEDA, to provide an update of the work progress and address any issues that may hinder the progress and the final output quality.

10 Submission of Proposals

Interested consultants are requested to submit a technical and financial proposal in response to this RFP as follow:

A. Technical Proposal comprising:

- Technical proposal outlining: i) the consultant's understanding of the assignment, ii) proposed evaluation design and methodology, iii) a proposed work plan
- A summary of recent experience on assignments of a similar nature which demonstrate evidence of the experience and skills required.

B. Financial Proposal

- Daily consulting rate in US\$ and the number of days required to complete the assignment broken down by activities to the extent possible.
- Travel costs
- Per diems and subsistence fees including accommodation

C. Curriculum vitae detailing experience on similar assignments and at least two client references.

Closing date for submission of proposals is **10 January 2023**. Proposals are to be submitted to: recruitment@clgf.org.uk

11. Tender evaluation

An offer is responsive/compliant/acceptable if it scores a minimum of 80% on the criteria outlined below and fully meets the qualifications and competency requirements.

Technical Criteria	% Award
Relevant Qualifications– as stated in the RFP	10
Understanding of the Assignment and Methodology (client requirements)	40
Experience in policy development including at the international level	20
Experience in local government and Local Economic Development	20
Experience in local government and LED in Southern Africa, including Namibia	10
TOTAL	100

1. The technical and financial evaluations will be given a weighting of 0.8 (80%) and 0.2 (20%) respectively.
2. Proposal scoring below 80% on the technical criteria will not qualify to go to the next stage which is the financial stage.

12. Payment Schedule

All payment in relation to this assignment shall be in US\$. Payment for the expected deliverables will be made upon the endorsement of work by the Project Steering Committee.

The payment schedule is as follows:

12.1 Inception Report - 10%

12.2 First draft of the evaluation policy - 40%

12.3 Final Evaluation report -50%

The winning bidder will receive all relevant background information of the project upon signature of the contract.

Please submit Proposals to : Claire Frost, Head of Programmes, CLGF (claire.frost@clgf.org.uk)

Note:

This RFP is only an invitation for proposal and no contractual obligation on behalf of CLGF whatsoever shall arise from the RFP process unless and until a formal contract is signed.

CLGF reserves the right to accept or reject any or all proposals received, to revise the RFP, to request clarifications or to cancel the process in part or whole.