



Request for Proposal

Issued on: 17 April 2026

Selection of Consultant

**TO COMPILE AN INTEGRATED BULK WATER MASTER
PLAN FOR THE CENTRAL EAST & WEST WATER SUPPLY
AREA**

Procurement Reference No: SC/RP/NW-002/2027

CLIENT	NAMIBIA WATER CORPORATION (NAMWATER)	
NAME OF BIDDER		
CONTACT PERSON		
E-MAIL ADDRESS		
POSTAL ADDRESS		
CONTACT PHONE NUMBER	WORK:	MOBILE:

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (E-mail: bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Tuesday, 26 May 2025 at 11h00
NO LATE BIDS WILL BE ACCEPTED!**

Initials.....

NOTICE TO BIDDERS

- Please take note of initializing all pages of the standard bidding document and initial all the supporting documents, including company profiles, brochures, etc.**

- Take note to sign all relevant pages as stipulated in the bidding standard document.**

- Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted**

Initials.....

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Section 1. Letter of Invitation

Procurement Reference No. **SC/RP/NW-002/2027**
Windhoek, Namibia

Dear Bidders,

1. The Namibia Water Corporation Ltd (NamWater) invites proposals through the, Request for Proposal method.
2. A firm will be selected under the **Quality and Cost-based Selection Method** and procedures described in this RFP, in accordance with the policies and procedures for public procurement in the Republic of Namibia.
3. The RFP includes the following documents:
 - Letter of Invitation
 - Section 1 – Instructions to Consultants
 - Section 2 – Data Sheet
 - Section 3 – Technical Proposal – Standard Forms
 - Section 4 – Financial Proposal – Standard Forms
 - Section 5 – Terms of Reference
 - Section 6 – Standard Form of Contract
4. Please inform us in writing at the following address email address bids@namwater.com.na, upon receipt:
 - (a) that you received the Letter of Invitation; and
 - (b) whether you will submit a proposal alone or in association.

Yours sincerely,

Procurement Management Unit

Section 2. Instructions to Consultants

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Instructions to Consultants

*[This section 'Instructions to Consultants' shall not be modified. Any necessary changes acceptable to the Public Entity to address any specific project issues, shall be introduced only through the **Data Sheet** (e.g., by adding new reference paragraphs)]*

Definitions

- (a) “Client” means the Public Entity with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is the General Conditions (GC), the Special Conditions (SC), and the Appendices.
- (d) “**Data Sheet**” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the government of the Republic of Namibia.
- (g) “Instructions to Consultants” (Section 2 of the RFP) means the document which provides shortlisted Consultants with all information needed to prepare their Proposals.
- (h) “LOI” (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the shortlisted Consultants.
- (i) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Republic of Namibia; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile in the Republic of Namibia.
- (j) “Proposal” means the Technical Proposal and the Financial Proposal.
- (k) “RFP” means the Request For Proposal to be prepared by the Client for the selection of Consultants.
- (l) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (m) “Sub-Consultant” means any person or entity with whom the

Consultant subcontracts any part of the Services.

- (n) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the **Data Sheet** will select a consulting firm/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the **Data Sheet**.
- 1.2 The shortlisted Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the **Data Sheet**, for consulting services required for the assignment named in the **Data Sheet**. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the **Data Sheet**. Attending the pre-proposal conference is optional. Consultants should contact the Client’s representative named in the **Data Sheet** to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the **Data Sheet**, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

Conflict of Interest

- 1.6 The Government of the Republic of Namibia requires that Consultants provide professional, objective, and impartial advice and at all times hold the client’s interests paramount, strictly avoid conflicts with other assignments or their own

corporate interests and act without any consideration for future work.

1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

- (i) A firm that has been engaged by the client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

- (ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

- (iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff

who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, shall not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

1.6.3 No agency or current employees of the Client shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Client to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. When the Consultant nominates any government employee as Personnel in their technical proposal, such Personnel must have written certification from their government or employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his technical proposal.

**Unfair
Advantage**

1.6.4 If a shortlisted Consultant could derive a competitive advantage for having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

**Fraud and
Corruption**

1.7 It is the policy of the Government of Namibia to require Public Entities, as well as consultants and their agents (whether declared or not), personnel, sub-contractors, sub-consultants, service providers and suppliers observe the highest standard of

ethics during the selection and execution of contracts.¹ In pursuance of this policy, the Client:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;
 - (ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation³;
 - (iii) “collusive practices” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party⁴;
 - (iv) “coercive practices” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party⁵;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede the Client’s investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the

¹ In this context, any action taken by a consultant or a sub-consultant to influence the selection process or contract execution for undue advantage is improper.

² “Another party” refers to a public official acting in relation to the selection process or contract execution. In this context “public official” includes Public Entity staff and employees of other organizations taking or reviewing selection decisions.

³ A “party” refers to a public official; the terms “benefit” and “obligation” relate to the selection process or contract execution; and the “act or omission” is intended to influence the selection process or contract execution.

⁴ “Parties” refers to participants in the procurement or selection process (including public officials) attempting to establish contract prices at artificial, non competitive levels.

⁵ “Party” refers to a participant in the selection process or contract execution.

investigation, or

- (bb) acts intended to materially impede the exercise of the Client's inspection and audit rights provided for under paragraph 1.7.1 below.
- (b) will reject a proposal for award if it determines that the consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will sanction a firm or an individual at any time, in accordance with prevailing procedures, including by publicly declaring such firm or individual ineligible for a stated period of time: (i) to be awarded a public contract, and (ii) to be a nominated sub-consultant^b, sub-contractor, supplier, or service provider of an otherwise eligible firm being awarded a public contract.

1.7.1. In further pursuance of this policy, Consultants shall permit the Client to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and to have them audited by auditors appointed by the Client.

1.7.2 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form (Section 4).

Eligibility

1.8 (a) A firm or individual that has been sanctioned by the Government of the Republic of Namibia in accordance with the above clause 1.7 shall be ineligible to be awarded a public contract, or benefit from a public contract during such period of time as determined by the Review Panel.

(b) 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.

(c) Proposal from consultants appearing on the ineligibility lists

^b A nominated sub-consultant, supplier, or service provider is one which either has been (i) included by the Consultant in its proposal because it brings specific and critical experience and know-how that are accounted for in the technical evaluation of the Consultant's proposal for the particular services; or (ii) appointed by the Client.

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.

Links for checking the ineligibility lists are available on the Procurement Policy Unit's website:

www.mof.gov.na/procurement-policy-unit.

(d) Furthermore, the Consultants shall be aware of the provisions on fraud and corruption stated in the specific clauses in the General Conditions of Contract and as outlined under section 66 – 68 of the Public procurement Act, 2015.

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| Eligibility of Sub-Consultants | 1.9 | In case a shortlisted Consultant intends to associate with Consultants who have not been shortlisted and/or individual expert(s), such other Consultants and/or individual expert(s) shall be subject to the eligibility policy of the Client. |
| Origin of Goods and Consulting Services | 1.10 | <p>Goods supplied and Consulting Services provided under the Contract may originate from any country except if:</p> <ul style="list-style-type: none"> (i) as a matter of law or official regulation, the Republic of Namibia prohibits commercial relations with that country; or (ii) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Republic of Namibia prohibits any imports of goods from that country or any payments to persons or entities in that country. |
| Only one Proposal | 1.11 | Shortlisted Consultants shall submit only one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to only one proposal. |
| Proposal Validity | 1.12 | The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. However should the need arise, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or, in their confirmation of extension of validity of the Proposal, Consultants could |

submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the **Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the **Data Sheet**. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.
- 3.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

(a) If a shortlisted Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-shortlisted Consultant(s), or (b) shortlisted Consultants if so indicated in the **Data Sheet**. A shortlisted Consultant must first obtain the approval of the Client if it wishes to enter into a joint venture with non-shortlisted or shortlisted Consultant(s). In case of association with non-shortlisted Consultant(s), the shortlisted Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

(b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the **Data Sheet**, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the **Data Sheet**, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

(c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

(d) Documents to be issued by the Consultants as part of this assignment must be in English. It is desirable that the firm's Personnel have a working knowledge of English.

(e) **Bid Security**

(i) The Bidder shall either furnish as part of its bid, a Bid Security or subscribe to a Bid Securing Declaration in the Bid Submission Form **as specified in the BDS**.

(ii) The Bid Securing Declaration shall be in the form of a signed subscription in the Bid Submission Form.

(iii) The Bid Security shall be in the amount/percentage **specified in**

the BDS and denominated in Namibian dollars, and shall:

- (a) be issued by a commercial bank operating in Namibia.
 - (b) be substantially in accordance with the forms of Bid Security included in Section 3, Technical Proposal Standard Forms;
 - (c) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 3.3(e)(vi) are invoked;
 - (d) be submitted in its original form; copies will not be accepted;
 - (e) remain valid for a period of 30 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 1.12;
- (iv) Any bid not accompanied by an enforceable and substantially compliant Bid Security or not containing a subscription to a Bid Securing Declaration in the Bid Submission Form, if required, in accordance with ITB 3.4(h), shall be rejected by the Purchaser as nonresponsive.
- (v) The Bid Security of unsuccessful bidders shall be returned as promptly as possible upon the successful Bidder signing of contract.
- (vi) The Bid Security shall be forfeited or the Bid Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Proposal Submission Form; or
 - (b) if a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or
 - (c) if the successful Bidder fails to: sign the Contract in accordance with ITB 6.5;
- (i) The Bid Security or Bid-Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the Technical Proposal Submission Form mentioned in Section 3 “Technical Proposal Standard Forms,” when submitting in association.

- (ii) If a bid securing declaration is **required in the BDS**, and
 - (a) a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Technical Proposal Submission Form, except as provided in ITB 20.2;
 - (b) a Bidder refuses to accept a correction of an error appearing on the face of the Bid; or
 - (c) the successful Bidder fails to: sign the Contract in accordance with ITB 6.5;

the bidder may be disqualified by the Review Panel to be awarded a contract by any Public Entity for a period of time.

**Technical
Proposal
Format and
Content**

- 3.4 Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The **Data Sheet** indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The following mandatory documentary evidence is required to accompany the Technical Proposal;

- (i) have a valid certified copy of the company Registration Certificate; **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).**
- (ii) Have an original or certified copy of a valid Good Standing Tax Certificate; **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).**
- (iii) Have an original or certified copy of a valid good Standing Social Security Certificate;
- (iv) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).**
- (v) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award,

where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

(vi) Bid Securing declaration.

The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).
- (ii) For the STP Form TECH-3 of Section 3 shall not

be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).

- (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
- (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
- (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
- (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
- (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the **Data Sheet** specifies training as a specific component of the assignment.
- (h) the Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 3.3(e), as specified in the **Data Sheet**;

3.5 The Technical Proposal shall **not** include any financial information. A Technical Proposal containing financial

- information may be declared non responsive.
- Financial Proposals**
- 3.6 The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the **Data Sheet**. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- Taxes**
- 3.7 The Consultant, other than Namibian nationals, may be subject to local taxes (such as: value added tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the **Data Sheet** if the Consultant is subject to payment of any local taxes. Any such amounts shall not be included in the Financial Proposal as they will not be evaluated, but they will be discussed at contract negotiations, and applicable amounts will be included in the Contract.
- 3.8 Consultants, must express the price of their services in Namibia Dollars only.
- 3.9 Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1 of Section 4.
- 4. Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 4.2 An authorized representative of the Consultants, as **specified in the Data Sheet** shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of

copies indicated in the **Data Sheet**. All required copies of the Technical Proposal are to be made from the original. If there is any discrepancy between the original and the copies of the Technical Proposal, the original governs.

- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal (if required under the selection method indicated in the **Data Sheet**) shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the Procurement reference number and the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and reference number, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE [26 May 2026 at 11h00]**”. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the **Data Sheet** and received by the Client no later than the time and the date indicated in the **Data Sheet**, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- Evaluation of Technical Proposals** 5.2 The Evaluation Committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.
- Financial Proposals for QBS** 5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under para. 6 of these Instructions.
- Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)** 5.4 After the technical evaluation is completed the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.5 Financial Proposals shall be opened in the presence of the Consultants' representatives who choose to attend. The name of the consultants and the technical scores of the consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copy of the record shall be sent to all Consultants, upon request.
- 5.6 The Client will correct any computational error. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the

Financial Proposal differently from the Technical Proposal the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost. Prices shall indicated in Namibia Dollars

- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the **Data Sheet**. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the **Data Sheet**: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 5.8 In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected firm is invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held on the date and at the address indicated in the **Data Sheet**. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

Technical negotiations

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations

which will be signed by the Client and the Consultant.

- | | | |
|---|-----|---|
| Financial negotiations | 6.3 | If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Republic of Namibia, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. In case of Quality and Cost Based Selection, Fixed-Budget Selection, or the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP. |
| Availability of Professional staff/experts | 6.4 | Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and shall be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate. |
| Conclusion of the negotiations | 6.5 | Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract. |
| 7. Award of Contract | 7.1 | The Consultant whose bid attains the highest score, in accordance with the criteria and selection method set forth in the request for proposals, or the one with the least cost in the case of the Least Cost method of selection, shall be selected for award, subject to satisfactory conclusion of negotiation. |
| | 7.2 | For contract above the prescribed threshold, the Client shall |

notify the selected Consultant of its intention to award the contract and shall simultaneously notify all other short listed consultants of its decision.

7.3 For contracts not exceeding the prescribed threshold, the client shall issue the Letter of Award.

7.4 In the absence of an application for review by any other consultant within 7 days of the notice under section 7.2, the contract shall be awarded to the selected Consultant.

7.5 Within seven days from the issue of Letter of Award, the Client shall publish on the Public Procurement Portal www.mof.gov.na/procurement-policy-unit) and the Client's website, the results of the RFP process identifying the:

(i) name of the successful Consultant, and the price it offered, as well as the duration and summary scope of the assignment; and

(ii) an executive summary of the RFP Evaluation Report, for contracts above the prescribed threshold referred to in section 7.2.

7.6 After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.

7.7 The Consultant is expected to commence the assignment on the date and at the location specified in the **Data Sheet**.

8. Confidentiality

8.1 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process until the publication of the award. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Government's antifraud and corruption policy.

9. Debriefing

9.1 The client shall promptly attend to all requests for debriefing for the contract made in writing, and within 7 days from the date the unsuccessful consultants are informed about the award.

Instructions to Consultants – Data Sheet

[Comments in brackets provide guidance for the preparation of the Data Sheet; they should not appear on the final RFP to be delivered to the shortlisted Consultants]

Paragraph Reference	
1.1	Name of the Client: Namibia Water Corporation Ltd (NamWater) Method of selection: Quality and Cost-based Selection Method
1.2	Financial Proposal to be submitted together with Technical Proposal: No The bid should be submitted in one package containing two clearly marked separate envelopes: One with “Technical Proposal” and the other with “Financial Proposal”. The Financial Proposal shall be sealed and no financial information shall be contained in the Technical Proposal. If financial information is included in the Technical Proposal, <u>the Bid shall be rejected</u> Name of the assignment is: Consulting Services To Compile An Integrated Bulk Water Master Plan For The Central East & West Water Supply Area
1.3	A pre-proposal conference will be held: No Ms. Sarah Kiggundu Address: 176 Iscor Street, Northern Industrial Area, Windhoek Telephone: 061 712225 Facsimile: 061 713804 E-mail: KiggunduS@namwater.com.na
1.4	The Client will provide the following inputs and facilities: N/A
1.6.1	The Client envisages the need for continuity for downstream work: No
1.14	Proposals must remain valid for 180 days the submission date

2.1	<p>Clarifications may be requested not later than 14 days before the submission date.</p> <p>NamWater Offices, 176 Iscor Street, Aigams Building, Windhoek E-mail: bids@namwater.com.na</p>
3.3 (a)	Shortlisted Consultants may associate with other shortlisted Consultants: No
3.3 (b) (i)	The estimated number of professional staff-months required for the assignment is: 18 months
3.4	The format of the Technical Proposal to be submitted is: FTP
3.4 (g)	Training is a specific component of this assignment: No
3.4 (h)	<p>Bid security <u>shall not</u> be required</p> <p>Bidders will be required to subscribe to a bid securing declaration.</p>
3.6	<ol style="list-style-type: none"> (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the Client’s country for purposes of the Services; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, investigations and surveys; (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; (5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (6) cost of printing and dispatching of the reports to be produced for the Services; (7) other allowances where applicable and provisional or fixed sums (if any); and

	(8) cost of such further items required for purposes of the Services not covered in the foregoing.
3.7	<p>Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes</p> <p>If affirmative, the Client will:</p> <p>(a) reimburse the Consultant for any such direct taxes paid by the Consultant on its remunerations: No</p>
	<p>(b) pay such taxes on behalf of the Consultant: Yes</p> <p>(Local Consultants will be subject to all taxes payable and should therefore submit their financial proposals inclusive of taxes.)</p>
4.2	<p>This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney.</p> <p>The name and position held by each person signing the authorization must be typed or printed below the signature.</p> <p>Note: The power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose.</p>
4.3	Consultant must submit the original and two (2) copies of the Technical Proposal, and the original of the Financial Proposal.
4.5	<p>The Proposal submission address is:</p> <p>Attention: Procurement Management Unit BID BOX Namibia Water Corporation Ltd. 176 Iscor Street, Aigams Building Windhoek</p> <p>Floor-Room No: Cash Office - Ground Floor</p> <p>Proposals must be submitted not later than the following date and time: Tuesday, 26 May 2026 at 11h00</p>

<p>5.2 (a)</p>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: right;"><u>Points</u></p> <p>(i) Specific experience of the Consultants relevant to the assignment: [5]</p> <p>Sector experience of the Consulting Firm: List completed projects in the field of Water Resource Management and/or Infrastructure Planning projects of a similar nature. The scoring matrix is expanded as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">8 or more water resources and Inf. Planning and Design Projects</td> <td style="text-align: right; padding-right: 20px;">5</td> </tr> <tr> <td style="padding-left: 40px;">4 to 7 water resources and Inf. Planning and Design Projects</td> <td style="text-align: right; padding-right: 20px;">4</td> </tr> <tr> <td style="padding-left: 40px;">3 water resources and Inf. Planning and Design Projects</td> <td style="text-align: right; padding-right: 20px;">3</td> </tr> <tr> <td style="padding-left: 40px;">2 water resources and Inf. Planning and Design Projects</td> <td style="text-align: right; padding-right: 20px;">2</td> </tr> <tr> <td style="padding-left: 40px;">1 project</td> <td style="text-align: right; padding-right: 20px;">1</td> </tr> </table> <p>Consultants can form joint ventures other engineering consulting companies. It is mandatory that the Consultants are Namibian Consulting companies.</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference:</p> <p style="padding-left: 20px;">a) Technical Approach and Methodology [20]</p> <p>The consultant shall provide a technical approach and methodology based on the TOR. The project activities and associated timeframe (Tentative timetable, staffing schedule and activity and milestone schedule) shall be indicated in detail. Detailed itemisation of the tasks, task description of each key expert and deliverables for each project phase must be shown indicating the adequacy of the proposed resources. The Consultant shall be required to submit, the composition, organisational set-up of the proposed project team as well as the organisation and logistics.</p> <p style="padding-left: 20px;">b) Work plan [5]</p> <p style="padding-left: 20px;">c) Organization and staffing [40]</p> <p>A total of forty (40) points evaluation points will be awarded for the experience and expertise of the key personnel on the Consultant's project team. All personnel shall be named and their function on the</p>	8 or more water resources and Inf. Planning and Design Projects	5	4 to 7 water resources and Inf. Planning and Design Projects	4	3 water resources and Inf. Planning and Design Projects	3	2 water resources and Inf. Planning and Design Projects	2	1 project	1
8 or more water resources and Inf. Planning and Design Projects	5										
4 to 7 water resources and Inf. Planning and Design Projects	4										
3 water resources and Inf. Planning and Design Projects	3										
2 water resources and Inf. Planning and Design Projects	2										
1 project	1										

assignment clearly outlined. Consultants are free to add additional staff (supporting staff and other experts) although Consultants' key personnel shall form the core executing team of this assignment. It will be a breach of Contract to substitute key staff / experts without prior notification and approval of NamWater. CVs of key staff shall be submitted showing relevant experience and availability. Each key expert's CV shall be signed by the respective key-expert and the authorized representative submitting the proposal.

Total points for criterion (ii): [40]

(iii) Key professional staff qualifications and competence for the assignment:

The Team Leader may also function as one of the Key Experts on the project team. The Consultant may also propose other Professional Staff/Experts, including Administrative Support.

a) Team Leader [10]

- University degree or equivalent qualification; water sector; planning of water resources and infrastructure; feasibility studies and master plans; engineering costing, budgeting and project management and related professional experience of min. 15 years;
- At least 5 years' experience in proposed position and executing of works of similar scale and nature as described in the Scope of Works;
- Responsibility of the Project Manager/ Team Leader shall inter alia be as follows:
 - Overall management, coordination and reporting (including compilation of reports) responsibilities during the execution of study,
 - Constant contact and communication with the NamWater Project Team,
 - Constant internal coordination of staff availability and input, quality control of submitted documents and presentation / justification of findings / propositions.
 - Contract management including the minuting of progress meetings.

b) Water Resources & Infrastructure Planning; Hydraulics, Water Treatment Engineer/Expert [6]

- Professional experience in water resources & infrastructure planning; water treatment; water hydraulics and design (EPAnet and WADISO modelling is an added advantage,) of min. 10 years;
- Experience in min. three projects of similar scale and nature;
- Permanent employment with or long-term associate of the company for min. 5 years (provide proof);

	<ul style="list-style-type: none"> ➤ Relevant University degree preferably in Civil Engineering <p>c) Hydrology and Geohydrology Expert [6]</p> <ul style="list-style-type: none"> ➤ Professional experience of min. 10 years in geohydrology (boreholes) and hydrology and water sector related work. ➤ Experience in min. three projects of similar scale and nature; ➤ Permanent employment with or long-term associate of the company for min. 5 years (provide proof); ➤ Relevant University degree <p>d) Non-Revenue Water (NRW) and Water Demand Assessment Expert [6]</p> <ul style="list-style-type: none"> ➤ Professional experience of min. 10 years in non-revenue water (NRW) and water demand assessments; ➤ Experience in min. three projects of similar scale and nature; ➤ Permanent employment with or long-term associate of the company for min. 5 years (provide proof); ➤ Relevant University degree preferably in Civil Engineering <p>e) GIS Expert [6]</p> <ul style="list-style-type: none"> ➤ Professional experience of min. 7 years in synthesizing collected data and be able to integrate and update GIS information on NamWater database; ➤ Experience in min. three projects of similar scale and nature; ➤ Permanent employment with or long-term associate of the company for min. 5 years (provide proof); ➤ Relevant University degree <p>f) Mechanical and Electrical (M&E) Expert [6]</p> <ul style="list-style-type: none"> ➤ Professional experience of min. 7 years in water infrastructure and electric motors (including Controls and SCADA) & pump designs and assessment; ➤ Experience in min. three projects of similar scale and nature; ➤ Permanent employment with or long-term associate of the company for min. 5 years (provide proof); ➤ Relevant University degree <p style="text-align: right;">Total points for criterion (iii): [40]</p>
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	<p>The number of points to be assigned to each of the above positions or disciplines shall be determined considering the following three (3) sub-criteria and relevant percentage weights:</p> <p>1) General qualifications [30%] 2) Adequacy for the assignment [50%] 3) Experience in region and language [20%]</p> <p style="text-align: right;">Total Weight: 100%</p>
	The minimum technical score S_t required to pass is: 70%
5.7	<p>The formula for determining the financial scores is the following:</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the Technical and Financial Proposals are: $T = 0.7$, and $P = 0.3$</p>
6.1	<p>Expected date and address for contract negotiations:</p> <p>To be communicated to the successful consultant upon award of the contract.</p>
7.5	<p>Expected date for commencement of consulting services</p> <p>This will be communicated to the successful consultant upon award of the contract.</p>

Section 3. Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

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Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.14 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.5 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

² [Delete in case no association is foreseen.]

Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (around two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant’s Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use around 20 pages.]

Assignment name:	Approx. value of the contract (in current Namibia Dollars equivalent):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current (in current Namibia Dollars equivalent):
Start date (month/year): Completion date (month/year):	N ^o of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm’s Name: _____

Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (about 50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form TECH-5: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff

1. Proposed Position *[only one candidate shall be nominated for each position]:* _____

2. Name of Firm *[Insert name of firm proposing the staff]:* _____

3. Name of Staff *[Insert full name]:* _____

4. Date of Birth: _____ **Nationality:** _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. Membership of Professional Associations: _____

7. Other Training *[Indicate significant training since degrees under 5 - Education were obtained]:* _____

8. Countries of Work Experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment Record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: ____ To [Year]: _____

Employer: _____

Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--




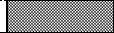














13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.


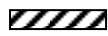
_____ Date: _____
[Signature of staff member or authorized representative of the staff] *Day/Month/Year*

Full name of authorized representative: _____

Form TECH-7: Staffing Schedule¹

N°	Name of Staff	Staff input (in the form of a bar chart) ²													Total staff-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total	
Foreign																		
1		[Home]																
		[Field]																
2																		
																		
3																		
																		
n																		
																		
													Subtotal					
Local																		
1		[Home]																
		[Field]																
2																		
																		
n																		
																		
													Subtotal					
													Total					

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- 3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Bid Submission Form

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))**

Date:*[Day/month/year]*.....

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

Section 4. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix “Financial Negotiations - Breakdown of Remuneration Rates” is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

Form FIN-1: Financial Proposal Submission Form	46
Form FIN-2: Summary of Costs	47
Form FIN-3: Breakdown of Costs by Activity	48
Form FIN-4: Breakdown of Remuneration (Time-Based).....	49
Form FIN-5: Breakdown of Reimbursable Expenses (Time-Based)	50
Appendix: Financial Negotiations - Breakdown of Remuneration Rates	51

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes (applicable only to consultants other than Namibian nationals), which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.14 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount in Namibia Dollars	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

² If applicable, replace this paragraph with: “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.”

Form FIN-2: Summary of Costs

<i>Item</i>	Costs
	<i>[Indicate Namibian Dollars</i>
Total Costs of Financial Proposal ¹	

- 1 Indicate the total costs, net of local taxes, to be paid by the Client in Namibia Dollar. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

Form FIN-3: Breakdown of Costs by Activity¹

Group of Activities (Phase): ² <hr/> <hr/>	Description: ³ <hr/> <hr/>
<i>Cost component</i>	Costs ⁴
	<i>[Indicate Namibian Dollars]</i>
Remuneration ⁵	
Reimbursable Expenses ⁵	
Subtotals	

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. The sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Use the same columns and currency of Form FIN-2.
- 5 Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

Form FIN-4: Breakdown of Remuneration¹ (Time-Based)

(This Form FIN-4 shall be used when the Time-Based Form of Contract has been included in the RFP)

Group of Activities (Phase): _____				
Name ²	Position ³	Staff-month Rate ⁴	Input ⁵ (Staff-months)	[Namibian Dollars] ⁶
Foreign Staff				
		[Home]		
		[Field]		
Local Staff				
		[Home]		
		[Field]		
Total Costs				

- 1 Form FIN-4 shall be filled for each of the Forms FIN-3 provided.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.
- 5 Indicate, separately for home and field work, the total expected input of staff for carrying out the group of activities or phase indicated in the Form.
- 6 Use the same columns and Namibia Dollar currency of Form FIN-2. For each staff indicate the remuneration in the column of the relevant currency, separately for home and field work. Remuneration = Staff-month Rate x Input.

Form FIN-5: Breakdown of Reimbursable Expenses¹ (Time-Based)

(This Form FIN-5 shall only be used when the Time-Based Form of Contract has been included in the RFP)

Group of Activities (Phase): _____					
N°	Description ²	Unit	Unit Cost ³	Quantity	[Namibian Dollars] ⁴
	Per diem allowances	Day			
	International flights ⁵	Trip			
	Miscellaneous travel expenses	Trip			
	Communication costs between [Insert place] and [Insert place]				
	Drafting, reproduction of reports				
	Equipment, instruments, materials, supplies, etc.				
	Shipment of personal effects	Trip			
	Use of computers, software				
	Laboratory tests.				
	Subcontracts				
	Local transportation costs				
	Office rent, clerical assistance				
	Training of the Client's personnel ⁶				
Total Costs					

1 Form FIN-5 should be filled for each of the Forms FIN-3 provided, if needed.

2 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

3 Indicate unit cost in Namibia Dollars.

4 Use the same columns and Namibia Dollar currency of Form FIN-2. Indicate the cost of each reimbursable item in the column in Namibia Dollars. Cost = Unit Cost x Quantity.

5 Indicate route of each flight, and if the trip is one- or two-ways.

6 Only if the training is a major component of the assignment, defined as such in the TOR.

Appendix: Financial Negotiations - Breakdown of Remuneration Rates

(Not to be used when cost is a factor in the evaluation of Proposals)

1. Review of Remuneration Rates

- 1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for assignments away from headquarters. To assist the firm in preparing financial negotiations, a Sample Form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- 1.2 The Client is charged with the custody of government funds and is expected to exercise prudence in the expenditure of these funds. The Client is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the firm's remuneration rates, certified by an independent auditor. The firm shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.
- (i) **Salary**
This is the gross regular cash salary paid to the individual in the firm's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).
 - (ii) **Bonus**
Bonuses are normally paid out of profits. Because the Client does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that 13 months' pay be given for 12 months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.
 - (iii) **Social Costs**
Social costs are the costs to the firm of staff's non-monetary benefits. These items include, *inter alia*, social security including pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is

the cost of leave taken during an assignment if no additional staff replacement has been provided. Additional leave taken at the end of an assignment in accordance with the firm's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^1 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

Or

$$\text{Leave Cost} = [(salary + bonus + housing subsidy + transport)/260 \times \text{leave credit days}]$$

It is important to note that leave can be considered a social cost only if the Client is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the contract. Typical items are home office costs (partner's time, nonbillable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, taxes on business activities and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Client does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The firm shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the contract.

¹ Where *w* = weekends, *ph* = public holidays, *v* = vacation, and *s* = sick leave.

- (vii) **Away from Headquarters Allowance or Premium**
Some Consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.
- (viii) **Subsistence Allowances**
Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents—the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursable expenses

- 2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursable expenses. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either unit rates or reimbursable on the presentation of invoices, in foreign or local currency.

3. Bank Guarantee

- 3.1 Payments to the firm, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

Sample Form

Consulting Firm:

Country:

Assignment:

Date:

Consultant's Representations Regarding Costs and Charges

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the firm's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the firm's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the firm's average cost experiences for the latest three years as represented by the firm's financial statements; and
- (e) said factors for overhead and social charges do not include any bonuses or other means of profit-sharing.

[Name of Consulting Firm]

Signature of Authorized Representative

Date

Name: _____

Title: _____

Consultant’s Representations Regarding Costs and Charges

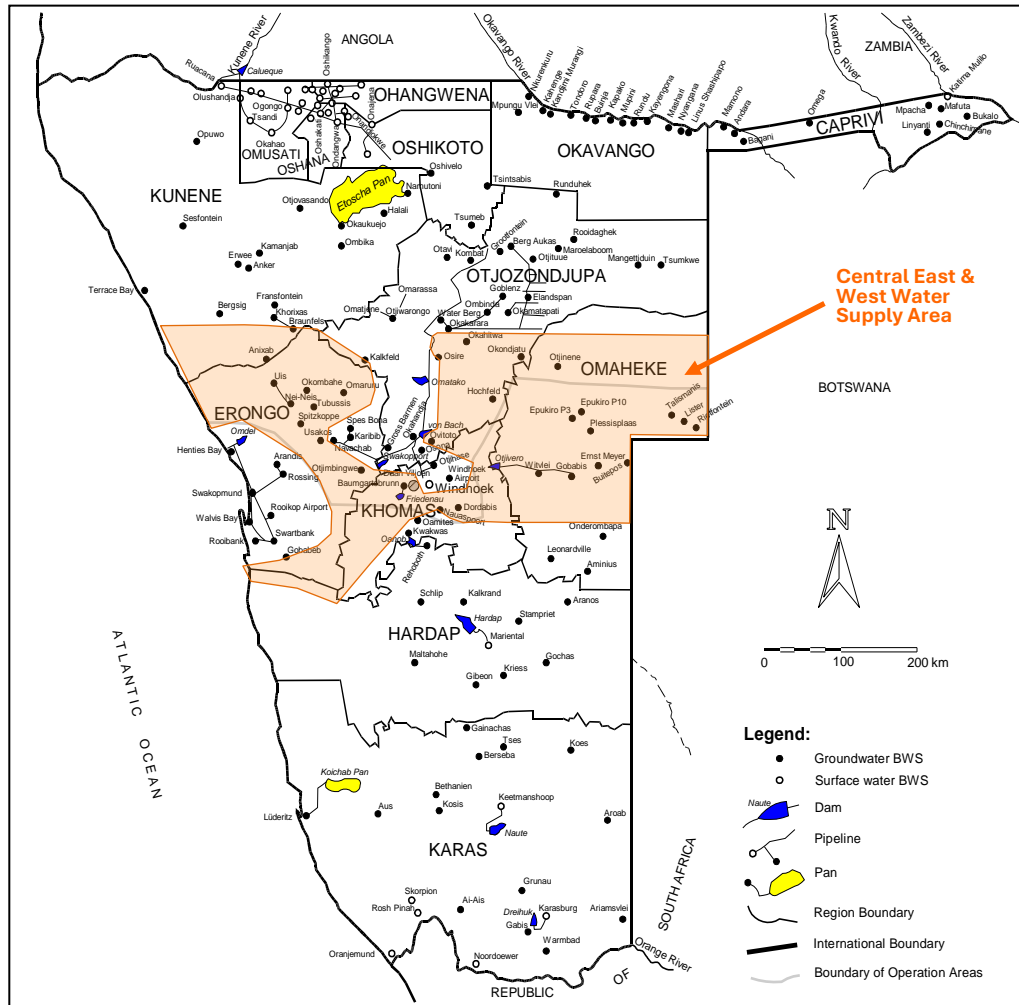
(Expressed in Namibia Dollar)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Year	Social Charges ¹	Overhead ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour ¹
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4

Section 5. Terms of Reference

TERMS OF REFERENCE ON THE INTEGRATED BULK WATER MASTER PLAN FOR THE CENTRAL EAST & WEST WATER SUPPLY AREA



April, 2026

NamWater
Private Bag 13389
Windhoek
Namibia

Infrastructure Planning

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List of Abbreviations

AADD	Average Annual Daily Demand
ADPM	Average Day in Peak Month
CEWWSA	Central East & West Water Supply Area
DWSSC	Directorate of Water Supply and Sanitation Coordination in the Ministry of Agriculture, Fisheries, Water & Land Reform
EIA	Environmental Impact Assessment
ESIA	Environmental & Social Impact Assessment
GGRETA	Governance of Groundwater Resources in Transboundary Aquifers project
GIS	Geographic Information Systems
GWHC	Ground Water Hydrology Committee (under ORASECOM)
MAFWLR	Ministry of Agriculture, Fisheries, Water & Land Reform
MCCM	Multi-Country Cooperation Mechanism
MEFT	Ministry of Environment, Forestry and Tourism
MURD	Ministry of Urban and Rural Development
MWT	Ministry of Works & Transport
NamPower	Namibia Power Corporation
NamWater	Namibia Water Corporation
NPC	National Planning Commission
NRW	Non-Revenue Water
NSA	Namibia Statistics Agency
O&M	Operations & Maintenance
ORASECOM	Orange-Senqu River Commission
SDC	Swiss Agency for Development and Cooperation
SEA	Strategic Environmental Assessment
STAS	Stampriet Transboundary Aquifer System
ToR	Terms of Reference
UNESCO-IHP	United Nations Educational, Scientific and Cultural Organisation International Hydrological Programme
WDM	Water Demand Management
WRM	Water Resources Management Act
WRMP	Water Resources Management Plan
WSA	Water Supply Area

1 Background to the Study

The availability of water is critically important in Namibia, where highly variable rainfall and recurrent droughts exert considerable strain on the country's already limited resources. Reliable access to water underpins socio-economic development, supports livelihoods and facilitates commercial and industrial development. As a scarce resource, water is therefore central to Namibia's national development agenda, making its effective management, distribution and conservation vital for long-term sustainability and resilience.

The Water Resources Management Act of 2013 makes provision for the management, protection, development, use and conservation of water resources, as well as the regulation and monitoring of water services. It further addresses related issues such as droughts, floods, as well as the impacts of climate change. Similarly, the Namibia Water Corporation Act, 1997 (Act No. 12 of 1997), makes provision for the efficient utilisation and management of water resources. Within this legislative framework, the Namibia Water Corporation (NamWater), a State-Owned Enterprise and the mandated national bulk supplier, must ensure that existing potable water supply schemes are able to keep pace with the growing water demands across the country. This includes ensuring that water sources and bulk water infrastructure can adequately serve both rural and urban areas. To this end, NamWater seeks to appoint a suitable and qualified Engineering Consultant to revise and update the bulk water master plans to provide an accurate account of the current status of existing water supply schemes in the project area.

This document serves to establish the Terms of Reference (ToR) for engaging Engineering Consultants to update the Bulk Water Master Plan for the Central, East and West Water Supply Areas (CEWWSA) of Namibia. NamWater owned and operated schemes in the CEWWSA are summarised as follows:

- **Anixab:** A groundwater scheme providing potable water to a primary school and an agricultural office.
- **Buitepos:** A groundwater scheme supplying potable water primarily to a police station, border post and a few private customers.
- **Daan Viljoen:** A groundwater scheme that serves a tourist establishment and its staff.
- **Dordabis:** This groundwater scheme supplies potable water to a police station, prison and a few private consumers.
- **Du Plessis Plaas:** A groundwater scheme providing potable water to a road camp and a police station.
- **Epukiro Post 3:** A groundwater scheme that supplies potable water to the Omaheke Regional Council, a school and private customers.
- **Epukiro Post 10:** A groundwater scheme providing potable water to a school and some private consumers.
- **Ernst Meyer:** A groundwater scheme supplying potable water to a primary school.

- **Friedenau Dam:** A surface water scheme that provides raw water mainly to Matchless Mine, as well as a school and a foundation at Baumgartsbrunn.
- **Gobabeb:** A groundwater scheme, which supplies potable water to a Research Centre.
- **Hochfeld:** A groundwater scheme that supplies potable water to a police station.
- **Nei-Neis-Uis:** A groundwater scheme providing potable water to the Uis Village Council, local water committees and private consumers.
- **Okombahe:** A groundwater scheme supplying potable water to the Erongo Regional Council, a police station and two schools.
- **Okondjatu:** A groundwater scheme that provides potable water to a school, an agricultural development centre and private consumers.
- **Osire:** A groundwater scheme supplying potable water to a police station and a refugee camp.
- **Otjimbingwe Rural:** A groundwater scheme that supplies potable water to rural communities and their livestock.
- **Otjimbingwe Town:** A groundwater scheme providing potable water to the Erongo Regional Council.
- **Otjinene:** A groundwater scheme supplying potable water to the Omaheke Regional Council and private consumers.
- **Ovitoto:** A groundwater scheme that provides potable water to the Otjozondjupa Regional Council, a police station and private customers.
- **Rietfontein-Lister-Talismanis:** A groundwater scheme supplying potable water to the Omaheke Regional Council, two schools and private consumers.
- **Spitzkoppe:** A groundwater scheme providing potable water to the rural community and schools.
- **Tubussis:** A groundwater scheme that supplies potable water to a school and private consumers.
- **Usakos:** A groundwater scheme supplying potable water to Usakos Town Council and private consumers.
- **Witvlei:** A groundwater scheme that provides potable water to the Witvlei Village Council, an abattoir, a tannery and private consumers.
- **Grünental-Witvlei:** A groundwater scheme primarily supplying Witvlei (or Gobabis) with potable water, as well as to the Omaheke Regional Council and local water committees.

The sources supplying to the town of Gobabis in the Omaheke Region:

- **Gobabis Purification:** A surface water scheme that extracts raw water from the Tilda, Daan Viljoen and Otjivero dams, supplying potable water to the Municipality of Gobabis.
- **Gobabis:** Multiple sources feed the Gobabis reservoir, including the purification plant supplied by the Otjivero, Tilda and Daan Viljoen dams, as well as boreholes from the Black Nossob, Gobabis and Northeast schemes.
- **Swart Nossob Boreholes:** This groundwater scheme provides potable water to private consumers and the Gobabis area during surface water shortages.
- **Otjivero-Gobabis:** A surface water scheme that supplies potable water to the Omaheke Regional Council, a clinic, a school, private customers and raw water to Gobabis.

The study area covers water supply schemes located within the Omaheke, Erongo, Otjozondjupa, Kunene and the Khomas Regions, as shown in **Figure 1**.

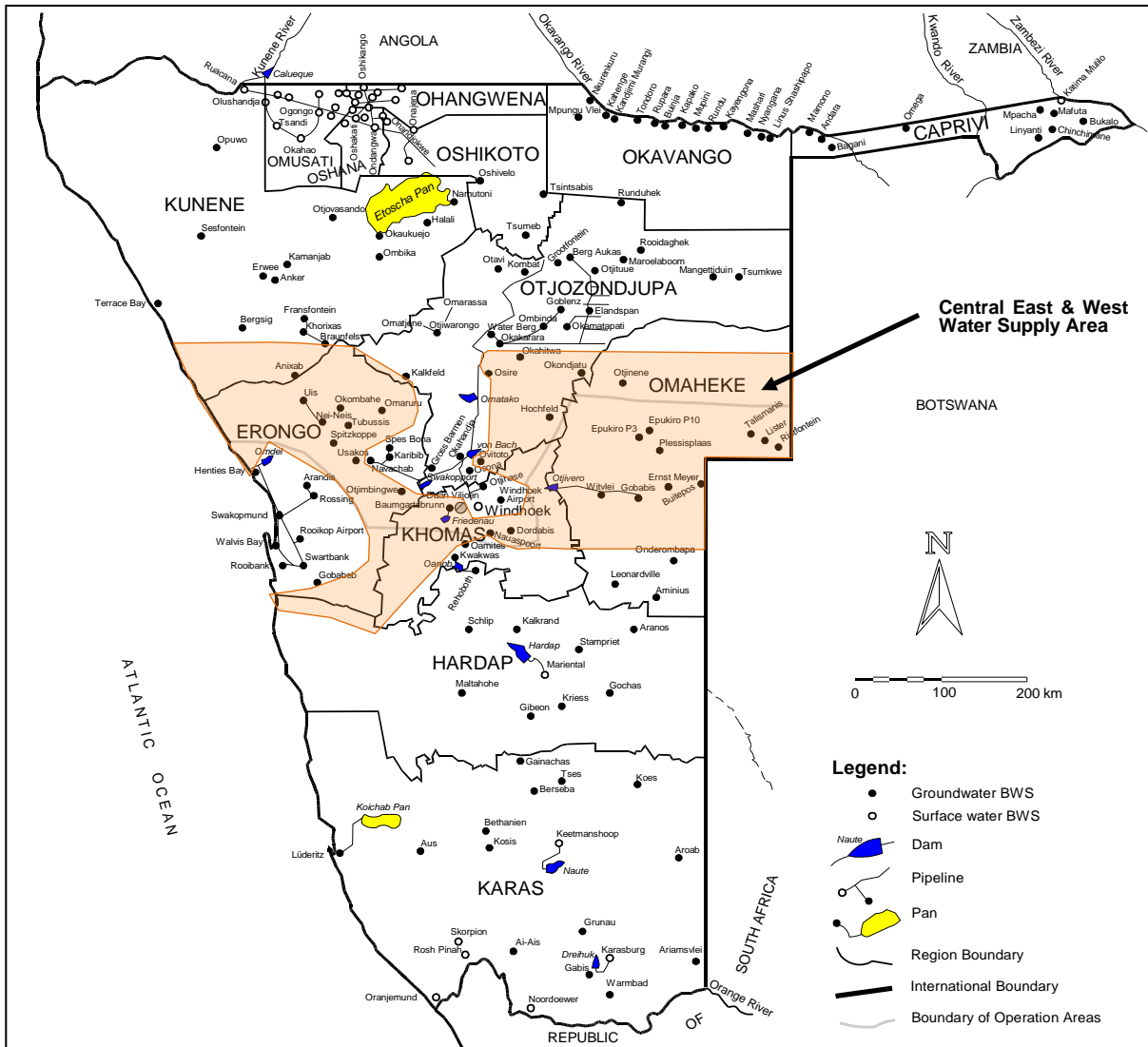


Figure 1: Map of the Central East & West Water Supply Area

2 Challenges and Justification for the Master Plan Study

The Central East and West Water Supply Area (CEWSSA) master plan study is crucial for addressing the pressing water supply challenges facing NamWater. As the demand for potable water continues to grow due to urbanisation, the existing water supply infrastructure is becoming progressively strained. The previous Master Plan is now outdated and does not adequately reflect current water demand patterns, infrastructure performance or developments in the Water Supply Area. There is also a growing need to integrate rural and urban water supply systems and improve non-revenue water management.

By identifying the current deficiencies in water access and distribution, the CEWSSA Master Plan aims to develop targeted strategies to improve service delivery. This assignment seeks to update the Bulk Water Master Plan to ensure reliable, cost-effective, and reliable water supply. In summary, the Master Plan will serve as a roadmap towards meeting the current and future water demands across all sectors.

Table 1: Purpose and Need for Updating the Bulk Water Master Plan

Purpose of the Assignment	
Assess water demand growth in the project area	The population and economic activities in the Central East and West regions are expanding, leading to an increased demand for potable water. The CEWESSA master plan must ensure that water supply infrastructure in the project area can meet the growing water demands effectively.
Ensure the Integrity of Bulk Water Supply Infrastructure	Conducting a comprehensive and systematic assessment of the existing water supply schemes, in order to safeguard their reliability in terms of delivering safe drinking water.
Water Resource Management	Identifying and integrating water sources, including identifying any new potential supply schemes, which is deemed crucial for long-term planning.
Integration of existing schemes	The updated master plan will provide a unified framework that can improve coordination and efficiency in terms of managing water supply schemes.
Long-term Infrastructure Planning	The master plan will also identify any potential water supply projects, laying the foundation for future developments within the project area.
Community & Stakeholder Engagement	Developing the master plan provides an opportunity for stakeholder engagement, ensuring that community needs and concerns are adequately addressed.

The Consultant will be required to indicate any increase in water demand per capita due to urbanisation or developments at rural schemes. Due to urbanization and customer-driven initiatives, there has been a notable trend of rural water customers connecting to and installing tertiary pipelines from water point manifolds to their homes. Increased accessibility means water is now available at doorsteps, resulting in a higher per capita demand than previously planned, in

contrast to the Local Water Committee arrangements. Additionally, previous water master plans assumed that rural customers would be organised into Local Water Committees, thus utilising a lower per capita water demand norm. This norm assumed a maximum walking distance of 2.5 km for rural customers to collect water from standpipes supplied by rural pipelines connected to NamWater's bulk supply.

The Consultant is also tasked with proposing effective Water Demand Management solutions and mitigation measures. Reducing water losses on both the bulk supply and consumer sides results in: (i) reduced water abstraction, treatment and production; (ii) lower water supply volumes to customers, leading to overall savings in operations and maintenance costs; and (iii) reductions in energy and water treatment overheads. Consequently, the outcomes of this assessment can have financial implications for both NamWater and its customers.

3 Project Objectives

The ToR outlines the scope and intended outcomes of this assignment, providing clear guidance on the key tasks, expectations and deliverables required from the Consultant. The objectives of the assignment are as follows:

- i. The primary objective of this assignment is to review and update the 2011 Water Master Plans for the NamWater schemes. In preparing the master plan, the Consultant should evaluate the current status and future potential of existing water supply schemes.

This work involves assessing the condition of infrastructure, addressing service complaints, analysing water supply coverage and assessing the capacity of NamWater's infrastructure. Additionally, it includes determining both current and projected water demands and conducting a sufficiency analysis to identify necessary upgrades for development proposals. The envisaged master plan should take into consideration the existing and future water demands for domestic use, livestock, irrigation and industrial use for the short (5 years), medium (10 years) and long-term (17 years) projections.

The Consultant is encouraged to adopt an optimised, cost-effective phased approach that combines the use of both surface and groundwater sources. Where relevant, the Consultant may also recommend wastewater reuse and other non-conventional water sources.

- ii. As a secondary objective, the Consultant shall assist in the analysis the WDM status and water losses of each scheme (non-revenue water) for both the bulk side (NamWater) and the distribution side (Local/Regional Authorities or any other retail customers). On behalf of NamWater, the Consultant will deploy and discharge Non-Revenue Water (NRW) data collection templates formulated by NamWater that will also bring awareness on the importance of water infrastructure maintenance and asset management.
- iii. The Consultant will be required to review any existing Water Resource Management Frameworks and Policies, applicable to the region or community served by the Water Utility. In addition, the Consultant should examine National and International best

practices in water resource planning and management to identify any potential opportunities for alignment and improvement.

- iv. The Consultant will be required to engage with stakeholders to collect relevant information. The main purpose of stakeholder and public engagement is to secure public support and gather information on current and likely future water use requirements. To achieve this, it is essential to prepare a detailed list of all relevant stakeholders. In building consensus, the Consultant shall develop a communication strategy to guide the various interest groups to facilitate input that will inform and contribute towards achieving the objectives of the Bulk Water Master Plan.
- v. The Consultant shall introduce and analyse historical volumetric sales and water sales balances between NamWater and its various customers. The templates can be modified and improved by the Consultant prior to the submission to Local Authorities.

3.1 Institutional and Regulatory Framework

As a public enterprise, NamWater operates within a comprehensive legal, policy and regulatory framework that shapes its mandate and responsibilities. Key legislation that governs NamWater's scope of operations includes:

- i. **Namibia Water Corporation Act (Act 12 of 1997):** This Act establishes the Namibia Water Corporation Limited (NamWater) and governs its operations in bulk water supply. The Corporation's objectives are to efficiently provide bulk water to customers in a cost-effective, environmentally sustainable manner and to offer water-related services (*e.g.* laboratory water quality testing) as a secondary business.
- ii. **Public Enterprises Governance Act (Act 1 of 2019):** This Act, which replaced the State-Owned Enterprises Governance Act (Act 2 of 2006), sets out the regulatory framework for all public enterprises. NamWater is classified as a Tier-3 public enterprise and reports to the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR).
- iii. **Public Procurement Act (Act 15 of 2015):** NamWater is required to align its procurement processes with the provisions of this legislation, ensuring transparency, accountability, and compliance with national procurement standards.
- iv. **Water Resources Management Act (Act 11 of 2013):** Replacing the Water Act (Act 54 of 1956), this Act became effective in 2023 and introduces key regulatory structures, including the establishment of statutory bodies and a water regulator. Full implementation will significantly influence NamWater's operations, requiring timely compliance and active engagement with regulatory requirements.
- v. **Water Quality Guidelines (provision made under Act 11 of 2013):** The new water-quality standards and guidelines introduced under this Act are critical to NamWater, as they establish the parameters for water quality management. NamWater must prepare to meet these standards to ensure regulatory compliance.

- vi. **Environmental Management Act (Act 7 of 2007):** Given the nature of NamWater's operations, strict adherence to environmental legislation is essential. The Environmental Management Act provides the primary framework for protecting Namibia's natural resources and ensuring environmentally responsible service delivery.

This legislative and regulatory framework defines the institutional roles, responsibilities and reporting lines within which NamWater operates. In carrying out the assignment, the Consultant is expected to fully understand the legal, policy and regulatory framework governing NamWater's operations. All assessments, analyses and recommendations must align with the provisions of the relevant legislation and guidelines to ensure compliance. Consequently, an understanding of these regulations is vital for designing solutions that are operationally feasible, environmentally responsible and consistent with NamWater's mandate and strategic objectives.

3.2 Scope of Works

The scope of services entails the following tasks among other generic aspects to be part of the master plan:

- i. The Consultant shall assess the status quo of the existing water supply schemes, with a particular focus on identifying and documenting any changes to water sources, infrastructure layout, capacity and operational status that may have occurred since the completion of the previous Master Plans. This assessment must include a detailed condition assessment of bulk water infrastructure components such as the production boreholes, bulk conveyance pipelines, pump stations, reservoirs and water treatment processes or disinfection systems, as applicable.

The evaluation should also briefly examine the structural integrity, functionality, operational efficiency and provide comments on any observed deterioration or potential failure risks. Where applicable, the Consultant may also propose the use of non-conventional water sources and wastewater reuse (water reclamation) for additional water sources. The Consultant should take note of, but not be limited to, the recommendations provided in the previous Master Plans.

- ii. The Consultant shall consult with the Geohydrology Division to obtain all relevant information on the schemes, such as the recommended production and current abstraction data, as well as the details of any planned or ongoing rehabilitation works or extensions/upgrades at existing NamWater schemes within the project area.

The Consultant shall be required to quantify production losses at each scheme. This assessment is essential for identifying inefficiencies, optimizing scheme performance and supporting evidence-based prioritization of scheme upgrades.

- iii. The Consultant shall undertake an assessment of feasible options to improve and expand water supply to rural settlements in the Omaheke Region that currently fall outside NamWater's supply footprint. This shall include evaluating the feasibility of either

expanding existing water supply schemes to supply the additional settlement areas or developing new water supply schemes to supply these settlements/communities.

- iv. The Stampriet Transboundary Aquifer System (STAS), which covers an area of approximately 87000 km² and extends from central Namibia into western Botswana and South Africa's Northern Cape Province, is considered a reliable source of water for the local communities in the region. Recognizing the aquifers importance, the governments of Botswana, Namibia and South Africa, in collaboration with UNESCO's International Hydrological Programme (UNESCO-IHP), initiated an in-depth, multi-disciplinary assessment of the aquifer in 2013 under the Governance of Groundwater Resources in Transboundary Aquifers (GGRETA) project, funded by the Swiss Agency for Development and Cooperation (SDC).

To consolidate the findings of the study and enhance regional cooperation, the three governments established a Multi-Country Cooperation Mechanism (MCCM) in 2017 to jointly govern and manage the STAS, under ORASECOM's Ground Water Hydrology Committee (GWHC).

Building on this work, the Consultant shall evaluate the potential of the STAS as an alternative or supplementary water supply source for existing towns and settlements within the water supply area (*e.g.* bulk supply to Gobabis) in the Omaheke Region. The assessment shall consider technical feasibility, environmental and social risks, institutional and legal requirements for utilisation. The evaluation shall also consider alignment with regional governance frameworks and any relevant transboundary coordination requirements. It shall enable determination of whether this option warrants further investigation at feasibility study stage and inform investment planning and potential support from donors or development partners.

- v. The Consultant shall consider non-conventional water sources and their potential application for water supply, particularly for livestock and agricultural uses, either as a supplementary or back-up option to conventional supply systems in the rural and peri-urban areas, such as water harvesting approaches, water reuse following appropriate wastewater treatment or improved rainwater and floodwater storage solutions.
- vi. The Consultant shall consider the newly published 2024 census data from the Namibia Statistics Agency (NSA) and compare it with previous census data to identify demographic trends. The Consultant shall also analyse relevant socio-economic data for the Master Plan Study, ensuring the completeness and reliability of available data. The analysis shall also include, *inter alia*, population estimates for urban and rural areas. In addition, the Consultant shall propose baseline study parameters, such as population growth rates, to guide the projection of future water demand.
- vii. Analyse the historical water demands and project future water demands for each scheme in the Water Supply Area. Particular attention should be given to identifying and explaining deviations in water demand growth, especially where it significantly differs from previous projections at specific areas or demand points.

The Consultant shall determine the Average Annual Daily Demand (AADD), Average Day in Peak Month (ADPM) for each scheme. The envisaged master plan must account for the current and future water requirements across all sectors for domestic use, livestock, irrigation and industrial and provide projections over short-term (5 years), medium-term (10 years), and long-term (17 years) planning horizon period.

Incorporate additional water demands from the Directorate of Water Supply and Sanitation Coordination (DWSSC) in the Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR) and Local/Regional Authorities. This should include urban, village and settlement schemes that are expected to be connected to NamWater's bulk water supply system in the future. Schemes that are being planned and/or implemented (detail design or construction) should also be included. Where applicable, the Consultant shall also incorporate rural water supply networks into the NamWater bulk water supply network model, based on WADISO or EPANET models.

- viii. Update the NamWater GIS database all infrastructure that was built since the previous master plan was last compiled. The correctness of all existing entries in GIS should be reviewed and rectified where required.
- ix. Based on theoretical projected water demands, assess the sufficiency of existing water supply infrastructure, identify bottlenecks on the schemes, recommend where possible phased upgrades/extensions and indicate the associated cost implications of these interventions complete with proposed scheduling and a priority list. The Consultant shall conduct a Water Demand Management analysis and quantify water losses (non-revenue water) for each scheme, covering both the bulk supply side (NamWater) and the distribution (retail) side which is managed by Local and/or Regional Authorities.

The Consultant is responsible for visiting the site to verify conditions relevant to the study and execute the work in accordance with professional judgment. Furthermore, the Consultant shall ensure that all activities comply with the applicable environmental, social and legal requirements.

- x. On behalf of NamWater, the Consultant will also introduce and roll out NRW data collection templates formulated by NamWater. These templates are intended not only for data gathering but also to raise awareness on the importance of water infrastructure maintenance and asset management.

The Consultant will be required to liaise with stakeholders, introduce and assess historic volumetric and water sales balances between NamWater and its various customers. Assess the existing water record database in Microsoft Excel and revise it to improve water balancing and efficiency of the cost centres. The NRW data collection templates, included in the Annexures, may be improved by the Consultant prior to being discharged.

The Consultant shall propose consultation processes and meetings with the leadership of the various Local Authorities and major customers to ensure engagement and feedback.

- xi. The Consultant shall convene end-of-phase workshops to support skills transfer and to present, discuss and validate the findings at each stage of the project. A one-day workshop shall be conducted with the objectives of establishing a common understanding of existing information, the current water supply situation in the CEWWSA and the agreed baseline parameters. Stakeholders shall be invited to provide comments on the draft report and written comments arising from the workshop discussions will be accepted for a period of up to two (2) weeks following the conclusion of the workshop. The workshop shall be organised and facilitated by the Consultant, including all logistical arrangements and the invitation of relevant stakeholders. Provision shall be made for online participation to enable a hybrid workshop format. Any costs related to the facilitation of these workshops shall be included in the financial proposal.

3.3 Elaboration on Scope & NamWater Norms

3.3.1 Water Demands for the Schemes

The Consultant shall prepare water demand forecasts for all bulk water supply schemes. The Consultant should also take account of new and forthcoming developments in the Water Supply Area. The Consultant's water demand estimations shall include the following:

- i. **Historical Water Demands of the Schemes:** Monthly sales volumes, historical trends, peak month factors, annual sales for the last ten (10) years for both the bulk side (NamWater) and the distribution side (Local/Regional Authorities or any other retail customers). NamWater will make the monthly sales volumes available to the Consultant.
- ii. **Historical Production of the Schemes:** The Consultant shall determine and interpret historical trends and annual production of the sources for the last ten (10) years. NamWater will make the monthly production volumes of all the sources available to the Consultant. The Consultant is responsible for collecting historical sales data from the Local Authorities.
- iii. **Losses:** The Consultant shall compute, where applicable the water volumes losses and monetary losses that include:
 - bulk raw water losses,
 - treatment plant losses,
 - production losses,
 - distribution losses (transmission/consumer losses).

The Consultant shall determine reasonableness of the losses and identify the possible reasons for the losses. Recommendations to reduce losses shall be required.

- iv. **Theoretical Water Demands of the Schemes:** Taking into consideration the losses, the Consultant shall derive the realistic/theoretical required water volumes for each scheme. The Consultant shall then compare the derived theoretical demands to the historical sales volumes. The realistic water demands are to be used as base figures for the future water demand calculations.

The Consultant shall identify the customers in the following consumer categories and calculate the demands for each category:

- *Commercial Enterprises:* Shops, farms, Service Providers;
- *Industries & Mines;*
- *Institutions:* Schools, Hostels, Clinics, Government Offices;
- *Domestic:* Consumers divided by Income Group;
- *Irrigation:* Outline irrigation water usage clearly;
- *Other:* Any other consumers, which have significant water demand

The Consultant shall for each scheme identify and list those institutions which would be sensitive and/or vulnerable to possible supply interruptions and/or reductions. The norms are summarized in **Table 2** and **Table 3** in accordance with the NamWater guidelines.

Table 2: NamWater Demand Norms for Domestic and Other Non-Domestic Requirements

Category	Unit Consumption	Comments on Level of Service
Communal standpipes	15 ℓ/c/d	Walking distance 250m+
Communal standpipes	25 ℓ/c/d	Walking distance 250m
Low income	40 - 60 ℓ/c/d	Yard standpipe
Middle income	60 - 100 ℓ/c/d	Yard standpipe
High income	100 - 150 ℓ/c/d	Yard standpipe
Very low-income household	300 ℓ/house/d	Full services
Low-income household	500 ℓ/house/d	Full services
Middle-income	750 ℓ/house/d	Full services
High-income	1 000 ℓ/house/d	Full services
Day scholars	15 ℓ/c/d	Full services
School hostels	100 ℓ/c/d	Full services
Hospital: Staff and patients	500 ℓ/bed/d	Full services
Clinic	1 000 ℓ/clinic/d	Full services
Clinic: Staff and outpatients	30 ℓ/outpatient/d	Full services
Clinic per bed	300 ℓ/bed/d	Full services

Table 3: NamWater Demand Norms for Livestock

Livestock Unit	Unit Consumption (ℓ per Livestock Unit/day)
Large Stock Units	45
Small Stock Units	12

3.3.2 Water Demands Projections for the Schemes

- i. The Consultant shall determine the lower likely, expected and upper likely reasonable water demands for the various consumer categories, including production losses on the schemes. Both annual and peak month projections will be required. New extensions/developments are likely to have a significant impact on water demand and must therefore be identified and included in the water demand projections.

Expected Deliverable: A detailed water demand forecast report presenting the demand scenarios (lower, expected, upper) for the AADD and ADPM water demand estimates.

- ii. Preparations for the forecasting will require consultations with representatives of the DWSSC in the MAFWLR, Local/Regional Authorities, various government institutions and commercial entities to identify Urban, Village and Settlement schemes whose networks will in future be connected to NamWater's bulk water supply system. Schemes that are being planned and/or implemented (detail design or construction) should also be included.

Expected Deliverable: A stakeholder consultation report summarising engagement outcomes, as well as a comprehensive list of schemes to be incorporated into the bulk water supply networks, if applicable.

- iii. The Consultant shall also incorporate rural water supply networks into the NamWater bulk water supply network model based on WADISO or EPANET models, if relevant. The assumptions and inputs into and the future demand scenarios so obtained shall be presented to NamWater in a progress memorandum, which must be accepted by NamWater before proceeding with any work based on the demand projections.

Expected Deliverable: Draft Situation Assessment outlining assumptions, data inputs, and projected demand scenarios. Updated bulk water supply models incorporating rural water supply schemes, accompanied by a concise summary of modelling assumptions.

3.4 Water Demand Management Measures

The Consultant shall assess the condition of each scheme and collect data to support the analysis of WDM status and water losses for both the bulk side (NamWater) and the distribution side (Local/Regional Authorities or any other retail customers).

The Consultant shall also engage with Local Authorities and stakeholders at each scheme to determine NRW. The Consultant will introduce and discharge NRW data collection templates formulated by NamWater that will bring awareness on the importance of water infrastructure maintenance and asset management. Additionally, the Consultant will be required to liaise with stakeholders, review and assess historic volumetric and water sales balances between NamWater and its various customers.

Assess the existing water record database and revise it to improve water balancing and efficiency of the cost centres. NRW templates are provided in the Annexures and may be improved prior to

application. Based on the assessment findings, recommendations for strengthening WDM shall be developed.

3.5 Supply Shortfall/Sufficiency Analysis

The Consultant shall compare the capacities of the existing and additional bulk water infrastructure with the estimated future water demands on the sources and schemes as calculated and determine the shortfall amounts (if any) in 2025/26; 2030/31 and 2042/43 for each source and component of the scheme. Thereafter the additional amounts of water to be supplied shall be determined. For major towns, the shortfall amounts for 2050 should also be determined.

3.6 Situation Analysis of Sources and Bulk Water Supply Infrastructure

For each water supply scheme, the Consultant shall investigate and report on existing sources and bulk water supply infrastructure as follows:

3.6.1 Bulk Water Sources - Groundwater

In collaboration with NamWater's Geohydrology and Applied Scientific Services Divisions, the following information, where available, shall be updated and presented for each aquifer, well field and borehole:

- Estimated sustainable yield;
- Recommended abstraction rate;
- Water quality information and analysis according to proposed water guidelines of the Water Resources Management Act (No. 11 of 2013).

3.6.2 Bulk Water Sources - Surface Water

The Consultant shall in co-operation with NamWater's Hydrology and Applied Scientific Services Divisions report on the sufficiency, sustainability and quality of the surface water sources. The following information shall be provided and updated:

- Type of dam wall structures and condition;
- Capacity;
- Mean and median annual runoff;
- 95% assured yield;
- Water quality information and analysis according to proposed water guidelines of the Water Resources Management Act (No. 11 of 2013).

3.6.3 Bulk Water Infrastructure

The following information shall be updated and reported on:

Dams: Location (GPS reading along embankment), age, full supply capacity, full supply level & height & surface area, catchment area, type of embankment and spillway, spillway discharge, dead storage, condition and remaining useful life, photos;

Irrigation Schemes: Location (GPS reading), description, purpose, age of scheme, size in hectares, condition and remaining useful life, photo;

Canals & Appurtenances: Location (GPS reading along route), length, cross section details, material, capacity, age, condition and remaining useful life, photos;

Boreholes: Location (GPS reading), borehole numbers, depth, diameter, type of casing, age, pump installation, abstraction rates, yield, recovery time, condition and remaining useful life, photo;

Pump/Motor Sets: Location (GPS reading), make, model, delivery capacity, pressure, pump curve, power (kW), voltage, rpm, age, condition and remaining useful life, photo;

Pipelines & Appurtenances: Location (GPS readings along route), length, diameter, material, pressure rating, capacity, number of pipe breaks for a two-year (2) period, age, condition and remaining useful life, photos where possible;

Clearwater Storage: Location (GPS reading), type, material, capacity (m³), full supply level, inlet & outlet level, age, condition and remaining useful life, photo;

Water Treatment Plants/Purification Plants: Location (GPS reading), design capacity, maximum operating capacity, schematic layout of the plant, description and capacity of each unit process, age, condition and remaining useful life, photo;

Disinfection Facilities: Location (GPS reading), make, model, type, maximum dosing rate, age, condition and remaining useful life, photo;

Communication Equipment: Location (GPS reading), description, age, condition and remaining useful life, photo; telemetry, SCADA, control valves, pressure transducers, *etc.*

Electrical Equipment: Location (GPS reading), breaker size, protection, age, condition and remaining useful life, photo;

Power Points: Location (GPS reading), transformer size (kVA), maximum demand (kVA) and voltage in contract, photo; power supplier;

Water Meters: Location (GPS reading), purpose (*i.e.* sales, production, water balance), make/model, type, size, serial number, sales point number (where applicable) suitability of installation, age, condition and remaining useful life, photo;

Functional & Administrative Buildings: No detailed information is required except to indicate the absence or presence of (i) accommodation, (ii) functional buildings, (iii) specify administration buildings; and functional state;

Note that the GPS readings must be based on the WGS 84 coordinate system.

The condition of infrastructure will be determined through visual inspection only; the use of specialised condition monitoring equipment or dismantling of installations is not required. The relevant information should be obtained from NamWater's Water Supply, Maintenance Division

and Geohydrology Sub-Divisions. For pipelines a record of breaks is to be obtained from the relevant NamWater Area Offices.

3.6.4 Bulk Water Treatment Plants and their Raw Water Sources

In collaboration with NamWater's Business Unit, Infrastructure Planning and the Applied Scientific Services Division, the Consultant shall present for each of the treatment plants an integrated layout of the water supply scheme describing the:

- Type of water source and estimated capacity of the water source;
- Abstraction rates;
- Condition of water treatment plant components, remaining design life and functionality;
- Water treatment processes and its appropriateness;
- Water quality information.

3.6.5 Data Processing

The Consultant shall for each of the scheme components update shape files viewable from the latest version of ArcGIS in consultation with NamWater GIS Division. ArcGIS 10 or latest software (ArcMap & ArcCatalog) required for this model will have to be acquired by the Consultant as part of this project and handed over to NamWater together with the spreadsheets and shape files as a deliverable upon completion.

3.6.6 Operating Procedures

For each scheme and the system as a whole, the Consultant shall describe the current operating procedures and discuss the efficiency and shortcomings of these. The Consultant shall then make recommendations for improvements.

3.6.7 Payment Records of Customers & Consumers

For each scheme, the Consultant shall indicate the major NamWater customers and provide an assessment of their payment records. The Consultant shall also facilitate a stakeholder strategy meeting to discuss service delivery and payment-related challenges.

Specifically, for Local Authorities, the Consultant shall engage with them to introduce NRW assessment templates to quantify water losses, revenue shortfalls and recommend measures to address challenges associated with payments to NamWater.

The Consultant shall also review the existing water metering systems, *i.e.* production data and volumetric sales records and propose improvements, where required to enhance accountability and strengthen revenue collection.

4 Previous Infrastructure Planning Reports, Studies and Documents

The *Water Supply Infrastructure Development & Capital Replacement Master Plan for the Central East & West Water Supply Area* (2011) will be provided to the successful tenderer for use as base documents. The appointed Consultant shall be expected to review and familiarize themselves with all relevant documents, including any ongoing studies that may become available prior to submission of the Inception Report.

The Infrastructure Planning Division routinely compiles Situation Assessments and Development Proposals reports on NamWater schemes. These planning documents offer an overview of Non-Revenue Water (NRW), water losses, and water balances for both NamWater infrastructure and the Local Authorities' distribution systems. Where available, these reports will be made available to the appointed Consultant.

The Consultant shall engage with the National Planning Commission (NPC), Ministry of Urban and Rural Development (MURD), Ministry of Environment, Forestry and Tourism (MEFT), Ministry of Works & Transport (MWT), Ministry of Agriculture, Fisheries, Water & Land Reform (MAFWLR), NamWater, NamPower, as well as all relevant Local and Regional Authorities to incorporate existing development studies and future plans into the work assignment.

5 Existing NamWater Schemes

This section offers a general overview of NamWater's water supply schemes in the Central East and West Water Supply Area, serving as contextual background for the assignment. Detailed information on Scope of Works is outlined in **Sections 3.2 to 3.6**. The Consultant shall as part of the Situation Assessment for each scheme be required to update information from the previous Master Plans and incorporate additional information contained from the reference documents cited in the ToR.

6 Deliverables & Expected Reports

The Consultant shall prepare the following written reports and provide regular updates on key findings as the assignment progresses:

6.1 Inception Report

The deliverable will include the Inception Report. The Inception Report should incorporate the Consultant's understanding of the work to be undertaken and should include but not be limited to key items as agreed between the Consultant and Client.

Inception Report: The following are key items that will form part of the Inception Report.

- i. Background, Contract, Negotiation Agreements and Appointment Letter;
- ii. Project start-up and Initiation: commencement dates and project timeline, contact persons on either side; project team, relevant project administration issues, *etc.* and the corresponding minutes;

- iii. Scope of works and project overview but not less to that stipulated by the ToR;
- iv. Methodology, start off project work programme/project timetable, manning scheduling indicating clearly the timelines of the project processes and deliverables, cost and payment schedule;
- v. Signed/initialled copies of minutes; original tender documents and any other relevant materials/documents/standards provided by the Client.

6.2 Monthly Progress Reports

The Consultant shall prepare brief monthly reports summarising the current status of project-related activities, major accomplishments, any extraordinary events or challenges encountered, as well as any proposed measures to address unforeseen events.

6.3 Situation Assessment Report

The Situation Assessment report shall provide a comprehensive overview of the existing NamWater schemes. It should summarise existing water resources and usage and the highlight any factors that may impact water availability, quality and utilisation and outline potential future water sources, including their reliability and possible development options. The report shall also include findings from the water supply evaluation and provide recommendations to improve water supply reliability.

Phase 1 (Situation Assessment of Existing and Potential Schemes) Report shall comprise of a Situation Assessment of the NamWater schemes in the water supply area. The Situation Assessment should specifically include the following:

- i. Assessment of sources, condition and capacity of schemes water supply infrastructure, historical, current and projected future water demands, comparisons of sales volumes and theoretical water demands, sufficiency analysis and updates of previous Master Plans;
- ii. The Consultant shall provide an assessment of the water losses and NRW on both the bulk (NamWater) and distribution side (Local/Regional Authorities or any other retail customers) as stipulated in the templates presented in the Annexures (**Ref. Annex 1 & 2**). The Consultant should also provide an assessment of both the volumetric balances and water sales balances (monetary) between NamWater and its various customers, where applicable;
- iii. During **Phase 1**, the Consultant shall be required to report on the scheme updates and incorporation of new customers (including potential ones); as well as updating the NamWater Assets on the existing GIS database.

6.4 Water Resources Management Plan

As part of the compilation of a detailed Water Resources Management plan for CEWWSA, the consultant shall also carry out the following tasks:

6.4.1 Assessment of Current Water Sources Inventory and Usage

An inventory of available water resources shall be delineated at the watershed and/or geologic basin scale. Establishing the inventory allows for the estimation of the quantity and value of the water resources. An inventory control system is necessary to ensure that the resources are maintained in a desired state. **Table 4** presents common methods for valuing water resources inventories. Once the characteristics and value of the water resources are understood, decision-making regarding resource mobilization, protection, improvement, policy, governance and investment can be evidence-based.

Table 4: Methodologies for Assessing the Value of Water Resource Inventories

Method	Description	Services Evaluated	Uncertainty & Data Availability
The Market Value	Value of water resources products or services that are bought and sold in the commercial market	Mainly Provision, <i>i.e.</i> Goods	Certain and reliable, data readily available
Hedonic Valuation	Economics of water resources directly influencing market prices, <i>i.e.</i> houses near a recreation facility.	Mainly recreational use	Data is readily available and is reliable
Contingent Valuation	Used to estimate both use- and non-use values, and it is the most widely used method for estimating non-use values, which are often provisioning or cultural services. Mainly based on willingness to pay surveys.	All, but more cultural and recreational services.	Readily available and reliable
Choke Price	An economic term used to describe the lowest price at which the quantity demanded of a good is equal to zero. At any price below the choke price, consumers will demand some quantity of the good.	In cases where water consumption is highly regulated, and/or used for recreation, cultural or religious reasons	Not readily available, unknown reliability
Cost Benefit	The ratio of estimated benefit to that of the cost considering the relative assurances of achieving the benefit, and that of maintaining the costs/budget limits.	Industrial water use, the cost of water supply capacity lost in an industrial process	As reliable as the source data, data is readily available

<p>Travel Cost</p>	<p>Economic valuation, travel cost analysis, or Clawson method is a revealed preference method of economic valuation used in cost-benefit analysis to calculate the value of something that cannot be obtained through market prices.</p>	<p>Where people have to leave other tasks to travel long distances to fetch water or take their animals to water points</p>	<p>Readily available and reliable</p>
<p>The Choke Modelling</p>	<p>A relative valuation model is a services/goods valuation method that compares a service or product's value to that of its competitors to determine the product's financial worth. One of the most popular relative valuation multiples is the price-to-earnings (P/E) ratio, which is survey-based.</p>	<p>All, but more on water resources marketed as packages. Irrigation, bottled and supply to mines.</p>	<p>As reliable as the source data, data is readily available</p>

The Consultant shall assess current water sources and their usage by NamWater and its customers, taking into account water demand forecasts, water resource inventories and portfolios, supply reliability in the context of available resources, source strategies (*i.e.* combinations of water supply solutions), drought and shortfall contingency plans, and data on water demand, quality and availability, as part of the Master Plan. The potential impacts of climate change on water availability and quality shall also be considered.

Existing water resource management frameworks, operational practices and policies applicable to the CEWWSA region and its communities shall be reviewed. In addition, relevant national and international best practices in water resource planning and management shall be examined to inform and strengthen the recommendations. This review will provide a foundation for developing a context-appropriate and effective water resources management approach for the region.

6.4.2 Identification of Future Water Sources & Development Options

The Consultant shall identify potential future water sources for NamWater, including the feasibility of developing new sources that have not yet been identified or developed. The Consultant shall also evaluate the costs and benefits of various water source development options.

6.4.3 Water Supply Reliability Evaluation

In evaluating the reliability of water sources, the Consultant shall consider, but is not limited to, the following factors:

6.4.3.1 Safe Yield

Safe yield is a key reliability measure. For surface water, it is usually related to 95% or 98% assured availability of inflows, reservoir levels, or runoff; for groundwater, it relates to avoiding adverse effects on the source or not exceeding the worst recorded event.

6.4.3.2 Conjunctive Use

Conjunctive use is a valuable tool, especially when the combined use of multiple sources provides benefits beyond those of individual sources. The Consultant should focus on recent trends (droughts/floods) and derive insights for near-future development options.

6.4.3.3 Return Period

This concept relates to the probability of realizing certain levels of inflow, recharge or low-flow events and informs development options based on source or basin characteristics.

6.4.3.4 Resilience

Resilience indicates how quickly a water resource recovers from events that reduce capacity under different stress levels, providing a measure of vulnerability relative to other sources.

6.4.3.5 Risk

Risk integrates all aspects of reliability, assessing the consequences of different reliability levels in terms of capacity loss, costs, and system impacts. Both rare events with high consequences and frequent events with low consequences should be considered over the project life.

6.4.4 Develop a Water Supply Operational Model for optimizing the use of resources

The Consultant shall develop a water supply operational model to optimize the use of water resources. Off-the-shelf modelling packages may be considered, with minor modifications as needed to suit water supply operations and resource management.

6.4.5 Drought Contingency Planning

The Consultant shall develop a comprehensive framework to prepare for and respond to drought events, including the identification of appropriate metrics to define the onset and progression of drought conditions across four to five graduated response levels. These response levels shall be explicitly linked to corresponding management actions, including water use restrictions, assessment of potential impacts and damages, pricing and tariff adjustment strategies, water supply augmentation measures and demand management interventions. The Consultant shall also address any additional relevant findings that may enhance the effectiveness and robustness of contingency planning.

6.4.6 Compilation of a Water Resources Management Plan

The Consultant shall compile a Water Resources Management Plan (WRMP) for the CEWWSA that sets out strategies and actions to ensure sustainable and reliable water supply for NamWater

and its customers. The WRMP shall include source management and operational strategies, incorporating innovative and context-appropriate combinations of water supply solutions assessed using tools such as Multi-Criteria Assessment methodologies. It shall also define integrated resource portfolios that consider synergistic combinations of supply options and associated operational rules and shall be supported by an implementation framework outlining timelines, responsible parties and resource and capacity-building requirements. The WRMP shall be streamlined and aligned to the various available Water Master Plans, Water Resource Management Operational Plans and the Water Safety Plan that is currently under development. The WRMP shall focus solely on CEWWSA under this assignment.

6.4.7 Water Quality

The assessment of both raw and treated water quality is fundamental to the planning and sustainability of water supply schemes. In view of the applicable regulatory guidelines and the observed non-compliance of several schemes with the water quality requirements of the Water Resources Management Act, 2013 (WRM Act, 2013), the Consultant shall assess the quality of existing raw and treated water within the CEWWSA. Based on the findings, the Consultant shall propose cost-effective treatment solutions to address water quality issues, including indicative treatment process options for groundwater schemes and conventional water treatment plants, to ensure compliance with the WRM Act of 2013.

6.5 Acceptance of Proposals

The Situation Assessment Report and the Water Resource Management Plan shall be submitted to NamWater in **Phase 1** reporting. Prior to the Consultant undertaking any further work, acceptance by the Infrastructure Planning Division is required.

For the reporting phase, the Consultant shall submit two (2) hard copies and electronic copies of version 1 of all relevant assessments (spreadsheets, reports *etc.*) of the draft Situation Assessment Report and progress memorandums to the Infrastructure Planning Division for comment. The Consultant shall be requested to make changes (if any). Once the Consultant has made changes and the Infrastructure Planning Division is satisfied, the Consultant may proceed to **Phase 2** reporting.

While preparing any of the deliverables listed under this Terms of Reference (ToR), the Consultant must note that all engagements, liaison activities, and/or meetings with NamWater and its stakeholders form part of the assignment and will not be considered as additional work warranting additional payment.

6.6 Draft Master Plan Report

Phase 2 Report (Draft Development Proposals, including cost estimates): Following a draft report presentation with key stakeholders and based on the results of the sufficiency analysis of the Situation Assessment Report, the Consultant shall update the previous Master Plans by compiling options and conceptual designs that address; (i) scheme bottlenecks; (ii) inadequacy of infrastructure and; (iii) financial appraisal in respect of capital investment, operational and maintenance costs for comparison, prioritizing, decision-making and approval.

6.6.1 Proposals for Improvements and Extensions

The Consultant shall identify the work to be done on additional sources (if any) and the bulk water supply schemes within the first five (5) years of the scheme's planning period (*i.e.* until 2030/31), split as follows:

- i. **Improvement of Operational Inefficiencies:** Where required, the Consultant shall make proposals for improving the operational efficiency of existing bulk water supply schemes. This must include recommendations on water loss reduction for both the bulk side (NamWater) and distribution side (Local/Regional Authorities or any other retail customers).
- ii. **Determination of Water Balance:** The Consultant shall report on water balances and NRW for each scheme.
- iii. **Determination of Maintenance Requirements:** For each of the bulk water supply schemes, the Consultant shall identify the capital replacement requirements (if any) to ensure that the scheme will continue to deliver water at design capacity until 2042/43. The Consultant can enlist critical areas that need attention on the distribution/retail side.
- iv. **Long-Term Requirements of the Schemes:** The Consultant shall identify and describe a realistic infrastructure development alternative for making available sufficient amounts of adequate quality water until the end of 2042/43. For the major towns within the study area, such as Gobabis and Usakos, water demand projections and sufficiency should be taken up to the year 2050. These deliverables should include proposed operational and capital improvements. Any phased implementation should be clearly described.

Although detailed Strategic Environmental Assessment (SEA) and Environmental Impact Assessment (EIA) are excluded from this assignment, their schedules should be well-outlined.

Any analysis (WADISO or EPANET) on the distribution network that the Consultant will have carried out, should also be submitted.

6.6.2 Determination of Infrastructure Development Options

For each scheme, the Consultant shall identify and describe a realistic infrastructure development option for making available sufficient amounts of adequate quality water until the end of Financial Year 2043.

The Consultant shall identify any capital replacement, rehabilitation or any other additional infrastructure requirements necessary, to ensure that the schemes optimise the utilisation of water produced from existing sources. Information regarding extension of sources, in order to ensure the necessary level of security of water supply will be based on available options of additional borehole sources in the WSA. The cost breakdown shall be disaggregated into specific components, such as the mechanical and electrical installations, pipelines, canals, treatment plants, boreholes, reservoirs and other bulk supply infrastructure components.

The Consultant shall determine the preferred capital investment option within the defined planning horizons, based on technical suitability, long-term sustainability, service requirements

and implementation feasibility. The Consultant is not required to prepare an in-depth analysis of development options. Detailed planning will be undertaken as independent projects after the Master Plan is completed.

For any potential irrigation schemes, the Consultant shall undertake an assessment of the capital costs up to the bulk water supply point and benchmark these against existing irrigation water tariffs to inform decision-makers on the financial viability and value-creation potential of the proposed project(s).

6.6.3 Acceptance of Proposals

The various options, preferred options and proposals shall be presented to NamWater in the **Phase 2** Report. Prior to the Consultant undertaking any further work, acceptance by NamWater of the scheme improvements, maintenance and scheme development proposals is required.

6.6.4 Prioritisation of Proposals and Programme

The Consultant shall prioritise proposals by identifying which work and which schemes should be attended to first. The criteria to be used in compiling this priority list should include water demands, security and efficiency of supply, health implications and the condition of existing infrastructure. In this list, work should be clearly split between “*Improvement of Operational Inefficiencies*”, “*Capital Replacement Work*” and “*Development Work*”.

The Consultant is also expected to produce a high-level realistic programme, which outlines manageable funding requirements and specifies in Financial Year in which work on each proposal should be undertaken.

6.6.5 Financial Aspects

The Consultant shall determine the realistic first-order capital costs for the preferred infrastructure development option within the defined planning horizons, disaggregated by key infrastructure components such as civil works (dams, reservoirs, pipelines, canals, *etc.*), mechanical and electrical works, treatment plants, boreholes and irrigation schemes.

For work to be undertaken within the first five (5) years i.e. until 2030/31, the Consultant shall determine the realistic first order-capital costs of the recommended options to support planning and prioritisation.

In comparing development options, the Consultant shall consider the prevailing bulk water tariff, as legally mandated in the Government Gazette and applied uniformly by NamWater and Local Authorities, to ensure affordability and financial viability.

In reporting, the Consultant shall submit two (2) hard copies and electronic copies of version 1 of all relevant assessments (spreadsheets, reports, supporting documentation *etc.*) of the draft Master Plan to the Infrastructure Planning Division for review and comment. Where necessary, the Consultant may be requested to present the proposals to Infrastructure Planning. The Consultant shall incorporate the review comments and update the relevant deliverables accordingly. Once the Infrastructure Planning Division is satisfied with the revisions, the

Consultant may proceed to **Phase 3** reporting.

6.7 Phase 3 Reporting: Final Master Plan

Phase 3 is submission of the Final Report including the Executive Summary that clearly outlines the work to be done on the scheme and the development of a high-level programme and the capital cost for the proposals. The final reporting shall be completed in three (3) stages which will allow NamWater and all other interested stakeholders to comment and partake to the finalization of the report.

6.7.1 Stage 1 Reporting

Stage 1 of the reporting, the Consultant will submit two (2) hard copies and electronic copies of version 1 of all relevant assessments (spreadsheets, reports *etc.*) of the draft Final Report to Infrastructure Planning for comment. The Consultant shall be requested to make changes (if any).

Once the Consultant has made changes and the Infrastructure Planning Division is satisfied; the Consultant shall submit three (3) hard copies of version 2 and electronic copies of all relevant assessments (spreadsheets, reports *etc.*) of the draft Final Report.

6.7.2 Stage 2 Reporting

The Consultant shall be expected to make an oral presentation for Stage 2 of the reporting. On this occasion, other divisions in NamWater, Local Authorities and other interested parties shall be given the opportunity to comment on the report (allow for 4 weeks for comments). After having incorporated all comments to the satisfaction of NamWater, the Consultant shall prepare and submit the Final Report.

6.7.3 Stage 3 Reporting

Stage 3 of the reporting will conclude with the approval by NamWater of the Final Report compiled by the Consultant detailing the investigations carried out, the conclusions reached and the recommendations made. The Consultant shall provide to NamWater one (1) unbound copy of the Final Report for signature. Thereafter five (5) copies of the Final Report, which shall be double-sided and bound are to be delivered to the Infrastructure Planning Division through the NamWater appointed Project Manager. With this submission, the Consultant shall also be required to provide three (3) electronic copies of the Final Report (separate memory sticks).

The report shall be prepared using Microsoft Software (MS Word, MS Excel, MS PowerPoint, MS Project) and an AutoCAD version compatible with the Windows operating system used by NamWater. In addition to the specified number of hard copies mentioned previously, the electronic files generated for the project using the abovementioned software must also be provided to NamWater upon project completion. Furthermore, the complete report must be submitted to NamWater as a complete and consolidated PDF file and in Microsoft Word format. All reports and worksheets related to the project will be the property of NamWater.

The Consultant shall record the results of the investigation, including conclusions and

recommendations, in a formal report. This report must be submitted to NamWater Management for review prior to approval and finalisation.

The reports for **Phase 1** and **Phase 2** should be drafted as specific chapters of the **Phase 3** Report to prevent repetitive drafting. The tasks specified in the ToR will be carried out in collaboration with NamWater's Infrastructure Planning Business Unit and other relevant divisions within NamWater. Additionally, monthly progress meetings, consultations/presentations and feedback sessions with NamWater are mandatory.

Data-gathering, reporting, and feedback from other stakeholders, such as the Local/Regional Authorities, the Ministry of Agriculture, Fisheries, Water and Land Reform *etc.* will be required as part of the assignment to ensure that all needs are thoroughly assessed and that the preferred options are clearly identified, optimised and prioritised. Data-gathering efforts and the time spent consulting with NamWater and various stakeholders will be remunerated based on the deliverables that have been specified and defined in the Terms of Reference. Any reviews, corrections, or comments that require updating data, inputs or quality improvements shall not constitute additional work.

6.7.4 Comments on the Terms of Reference

The Consultant shall provide a critical analysis of the Terms of Reference and the defined scope of works in their technical proposal. The Consultant is further invited to propose refinements to the phased approach outlined in the Terms of Reference (as part of "Comments to the ToR" and/or "Methodology") additional detail where this would enhance the efficiency and effectiveness of achieving the objectives of the Master Plan study.

Any deviations from the Terms of Reference and scope of works must be clearly identified and justified in the technical proposal. The Consultant shall include the costs of any proposed modifications in the financial proposal. Any proposed changes not explicitly costed for will be assumed to be included and no scope changes or additional payments will be permitted.

7 References

1. Aurecon (2016). Pre-Feasibility Study on the Supplementation of Bulk Water Supply to Epukiro.
2. Bigen Kuumba Infrastructure Services (2017). Development Report for the Tubussis Water Supply Scheme Extension & Upgrade.
3. NamWater Infrastructure Planning Division (2019). Development Proposal Report on the Ovitoto Scheme Upgrade & Extension.
4. NamWater Infrastructure Planning Division (2020). Development Proposal for the Upgrade of Usakos Water Supply Scheme.
5. NamWater Infrastructure Planning Division (2010). Development Proposal on Bulk Water Supply to Witvlei.
6. NamWater Infrastructure Planning Division (2022). Dordabis Water Supply Scheme Development Proposal.
7. NamWater Infrastructure Planning Division (2026). Situation Assessment on Buitepos Water Supply Scheme.
8. NamWater Infrastructure Planning Division (2026). Situation Assessment on Augmenting Supply to Du Plessis Plaas.
9. NamWater Infrastructure Planning Division (2026). Situation Assessment on Ernst Meyer Water Supply Scheme.
10. NamWater Infrastructure Planning Division (2020). Report on the verification of the Otjimbingwe Water Supply Scheme Hydraulics through EPANET Modelling.
11. NamWater M&E Engineering Division (2023). Preliminary Design/Project Proposal: Spitzkoppe Electrification & Automation.
12. Om’Kumoh Consulting Engineers (2018). Development Proposal for Augmentation of the Groundwater Sources & Upgrading of the Scheme Control System.
13. Republic of Namibia Department of Water Affairs, Infrastructure Planning Division (1992). Re-evaluation of Water Demand Norms for Planning Purposes.
14. Republic of Namibia, Government Gazette (2013). Water Resources Management Act (No. 11 of 2013). Available at: https://laws.parliament.na/cms_documents/water-resources-management-a6c63808b7.pdf
15. **Seelenbinder Consulting Engineers (2010). Water Supply Infrastructure Development & Capital Replacement Master Plan for the Central East & West Water Supply Area.**

16. UNESCO-IHP/ORASECOM (2025). Governance of Groundwater Resources in Transboundary Aquifers (GGRETA) Project: Multi-disciplinary Assessment of the Stampriet Transboundary Aquifer System. Available at: <https://wis.orasecom.org/stas>

Annexure 1: Local Authorities Water Balance Questionnaire

LOCAL AUTHORITIES WATER BALANCE QUESTIONNAIRE

Name of NamWater Scheme/Local Authority:

Date of Investigation:

Name of Investigator:

Please encircle the appropriate answer/answers for the questions below:

1. Do you understand the term “Water Balance”?

Yes /No

2. How often do you balance the water sold to you by NamWater?

3. How often do you volumetrically assess the water sold to you by NamWater?

- A. Monthly
- B. Quarterly
- C. Half-yearly
- D. Yearly
- E. We struggle

4. In your Local Authority is there personnel dedicated for carrying out water balance and reducing of losses, Non-Revenue Water?

- A. Meter readers only
- B. Technician/Engineer and water meter readers
- C. Finance billing staff and water meter readers
- D. B and C
- E. No one

5. How frequent do pipe breaks and leakages occur in your Local Authority/Water Supply Area?

- A. Once a day
- B. Once a week
- C. Once a month
- D. Once in six months

Please provide further information, where necessary:

6. Do you maintain records of where and when pipe breaks occur?
 - A. Yes, we have records
 - B. No, we do not have records

Please provide further information, where necessary:

*If Maintenance Records are available please request Maintenance Records

7. When there is a pipe break or water leakage, who is responsible for the maintenance and repairs?
 - A. We look for a plumber (Not an employee of the Local Authority)
 - B. Maintenance team
 - C. The CEO and Management has to decide
 - D. No one
8. In light of pipe breaks or water leakages, what is the average response time?
 - A. Less than 1 hour
 - B. Between 1 and 5 hours
 - C. 1 day
 - D. 2 days or more
 - E. When spares are procured
9. Do public institutions like schools, government complex buildings, prisons and holding cells, hospitals *etc.*, use water efficiently in your Water Supply Area?
 - A. Yes, I know how much they use against what they are supposed to use
 - B. No, I do not know because their meters are not working (please state the institutions by name)
 - C. I do not have any water consumption information about these institutions
 - D. Yes, the institutions use water efficiently and the Local Authority has attempted to do a water balance and night flow checks
 - E. No, we are willing to have NamWater assist us with how we can do water balance and night flow checks on these public institutions

Please provide further information, where necessary:

10. If willing to have NamWater assist with carrying out the water balance and night flow checks on these public institutions, state the form of assistance required.

- A. Buying water meters to replace malfunctioning ones and NamWater will recover its costs
- B. The technicality of carrying out the water balance
- C. Fixing the internal plumbing of the public institutions at a cost to be recovered by NamWater
- D. Training of their water meter readers, billing staff and the technical management staff

Please provide further information, where necessary:

11. Do the technical staff in your Local Authority know how to resiliently manage old pipelines and related infrastructure that give rise to water losses in your Water Supply Area?

- A. Yes, they have been trained and are implementing the necessary water demand measures within their reach
- B. Yes, they have been trained but do not know how to start the implementation of the water demand measures and manage their reticulations systems (air valves, distribution of elevated reservoirs, reducing pressures, refilling of pipelines, water balances and estimating losses and night flows)
- C. No, they need the necessary training and are willing to sign a memorandum of agreement with NamWater
- D. No, they are not willing to be assisted by NamWater. They will use the services of some consultants

Please provide further information, where necessary:

Annexure 2: Local Authorities Water Balance Spreadsheet

**Annexure 2. NamWater Local Authorities Water Balance Questionnaire:
Baseline Determination for Local Authorities**

Region														WSA		
Regional Authority														Yes		
Local Authority														Category		
Water Supply System																
Water Supply System No. (1,2,3...)		Total Number of Water Supply Systems														
Settlements														ANNUAL		
		Month	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	TOTAL	
Input Data	Population served	No													0	
	Households served	No													0	
	Connections - total	No	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Connections - metered	No	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Domestic	No													0	
	Non-domestic	No													0	
	Connections - unmetered	No													0	
	Households / connection	No	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0	0,0
	Length of mains	km														0
	Connections / km	No / km														0
	Average system pressure	m														0
	Time system pressurised	%														0%
	Apparent losses	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Consumer meter age	%														0%
	Illegal connections	%														0%
Data transfer	%														0%	
Water Balance Calculations	System input volume	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Own sources	kl/month													0	
	Other sources	kl/month													0	
	Authorised Consumption	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Billed authorised	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Billed metered	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Domestic (and non-domes)	kl/month													0	
	Non-domestic	kl/month													0	
	Export volume	kl/month													0	
	Billed unmetered	kl/month													0	
	Unbilled authorised	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Unbilled metered	kl/month													0	
	Unbilled unmetered	kl/month													0	
	Water Losses	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Commercial / Apparent loss	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Physical / Real losses	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	UARL	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Potential real loss saving	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Revenue water	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Non-Revenue water	kl/month	0	0	0	0	0	0	0	0	0	0	0	0	0	
Projected SIV without WDM	kl/month															
Projected SIV with WDM	kl/month															
Source of information																
Comments																
Note : All underlined values have been calculated using trends and/or averages based on previous financial years.																
Key performance indicators	Indicator as % of system input volume															
	% Revenue water															
	% Non-revenue water															
	% Water Losses															
	System input volume unit consumption															
	Litres / capita / day															
	m ³ / household / month															
	m ³ / connection / month															
	Authorised Unit Consumption															
	Litres / capita / day															
	m ³ / household / month															
	m ³ / connection / month															
	Domestic (& ND) m ³ / connection / month															
	Non-domestic m ³ / connection / month															
	Water loss indicators															
	Litres / capita / day															
	m ³ / household / month															
	m ³ / connection / month															
	UARL : Losses (litres / connection / day)															
	CARL : Losses (litres / connection / day)															
	Infrastructure Leakage Index (ILI)															
	CARL : Losses (m ³ / km mains / day)															
	% Population growth															
	% Water demand growth															
	% Water demand growth without WDM															
	% Water demand growth with WDM															
	5-Year Annualised Population Growth															
5-Year Annualised Water Growth																

* Adapted from IWA Water Balance Spreadsheet & Water Research Commission (South Africa) Spreadsheet

Section 6. Standard Contract – Time Based

SAMPLE CONTRACT FOR CONSULTING SERVICES SMALL ASSIGNMENTS TIME-BASED PAYMENTS

CONTRACT No. *[insert]*

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address*⁶].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - (ii) The Consultant shall provide the reports listed in Annex B, “Consultant’s Reporting Obligations,” within the time periods listed in such Annex, and the personnel listed in Annex C, “Cost Estimate of Services, List of Personnel and Schedule of Rates” to perform the Services.

2. **Term** The Consultant shall perform the Services during the period commencing *[insert start date]* and continuing through *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the

⁶ Avoid use of “P.O. Box” address

Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent¹ (~~or~~ per day spent ~~or~~ per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.²

D. Payment Conditions

Payment shall be made in Namibia Dollar (N\$) not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account *[insert banking details.]*

4. Project Administration

A. Coordinator

The Client designates Mr./Ms. *[insert name and job title]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the

¹ Select the applicable rate and delete the others.

² Specific expenses can be added as an item (iii) in paragraph 3.C.

deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep, and shall cause its Sub-Consultants to keep, accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

- 5. Performance Standard** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
- 6. Inspections and Auditing** The Consultant shall permit, and shall cause its Sub-Consultants to permit, the Client and/or persons or auditors appointed by the Client to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Government of Namibia (including without limitation a determination of ineligibility) in accordance with prevailing sanctions procedures.
- 7. Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 8. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.³

³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 8.

- 9. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project.
- 10. Insurance** The Consultant will be responsible for taking out any appropriate insurance coverage.
- 11. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 12. Law Governing Contract and Language** The Contract shall be governed by the laws of Namibia, and the language of the Contract shall be English.
- 13. Dispute Resolution⁵** Any dispute arising out of this Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Namibia.
- 14. Termination** The Client may terminate this Contract with at least ten (10) working days prior written notice to the Consultant after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:
- (a) If the Consultant does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;
 - (b) If the Consultant becomes insolvent or bankrupt;
 - (c) If the Consultant, in the judgment of the Client, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing sanctions procedures) in competing for or in performing the Contract.
 - (d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

⁵ In the case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 13: "Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant’s Reporting Obligations

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates

ANNEX C

Cost Estimate of Services, List of Personnel and Schedule of Rates

(1) Remuneration of Staff

	Name	Rate (per month/day/ hour in Namibia Dollar)	Time spent (number of month/day/hour)	Total (currency In Namibia Dollars)
(a)	Team Leader			
(b)				
(c)				
				Sub-Total (1)

(2) Reimbursables⁶

	Rate	Days	Total
(a)	International Travel		
(b)	Local Transportation		
(c)	Per Diem		
			Sub-total (2)

TOTAL COST _____

Physical Contingency⁷ _____

CONTRACT CEILING _____

⁶ To include expenses for international travel, local transportation, per diem, communications, reporting costs, visas, inoculations, routine medical examinations, portage fees, in-and-out expenses, airport taxes, and other such travel related expenses as may be necessary; reimbursable at cost with supporting documents/receipts; except for per diem (which is fixed and includes housing and _____ expenses).

⁷ From 0 to 15 percent of total cost; use of contingency requires prior approval of the Client.



Our Ref.:
SC/RP/NW-
002/2027

Your Ref.:

Enquiries: Puje Katjivena

Telephone: +264 61 71 2819
E-mail: Bids@namwater.com.na

20 April 2026

NOTICE TO BIDDERS – NO. 1

PROCUREMENT REFERENCE NUMBER: SC/RP/NW-002/2027

Selection of Consultant to Compile an Integrated Bulk Water Master Plan for the Central East & West Water Supply Area.

Dear Bidders,

In accordance with Instruction to Bidders 8 (**Clarification of bidding Documents**) and 9 (**Amendment of Bidding Documents**) of the Bidding Document the Employer will respond in writing to any request for clarification, and should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so.

This notice to bidders form an integral part of the bidding documents and must be attached to the offer upon submission.

1. QUERIES

Amendments to the bidding document on Annexure 1.

Yours sincerely,



Mr. Tobias Vilho
MANAGER PROCUREMENT





Date: Monday, April 20, 2026

NOTICE TO BIDDERS - NO 1

PROCUREMENT REFERENCE NUMBER: SC/RP/NW-002/2027

Selection of Consultant to Compile an Integrated Bulk Water Master Plan for the Central East & West Water Supply Area.

ACKNOWLEDGEMENT OF RECEIPT

CONFIRMATION

I, of

Hereby confirm receipt of the Notice to Bidders – No 1

Signed at On this Day

.....
On behalf of the Bidder

ANNEXURE 1 - CLARIFICATION REQUEST

CLARIFICATION REQUEST AMENDMENTS TO THE TENDER DOCUMENT	
QUESTION NO	
1.	<p>3.6.8 Assessment of Capital Development Cost Estimates</p> <p>This section (3.6.8) has been removed from the tender document to avoid repetition and redundancy. Relevant text from the previous version of the Terms of Reference has been integrated into the following sections of the tender document:</p> <p>6.6.2 Determination of Infrastructure Options (pp. 81 - 82) 6.6.5 Financial Aspects (pp. 82 - 83)</p>
2.	<p>3.2 Scope of Works</p> <p>Revision has been made to point (iv) to clarify and improve on the objective within the Scope of Works of the Terms of Reference (pp. 67).</p>