

FEE-BASED SPECIFIC TERMS OF REFERENCE – PART A

1 BACKGROUND INFORMATION

The Government of the Republic of Namibia's post-independence policies have been guided by a national reconciliation drive, land reform, strong efforts in education, and job creation through affirmative action in the civil service and parastatal sectors. The Government is committed to stimulating economic growth, reducing poverty and income inequalities and improving the living standards of its people to the level of a developed country by 2030. These aspirations are captured in Vision 2030, a long-term development agenda prepared through a broad consultative process. There has always been a need to transform the economy from a natural resource-based economy to manufacturing and ultimate service economy. However, over 70% of the population is still dependent on agriculture either directly or indirectly. Consequently, potential employment creation is embedded in the agricultural sector, but is yet to be unlocked.

At national level, the Ministry is guided by the Constitution of Namibia, Vision 2030, 2019 SWAPO Party Manifesto, NDP 5, Harambee Prosperity Plan II (HPPII), UN Agenda 2030/Sustainable Development Goals, AU Agenda 2063, Paris Agreement of Climate Change, National Trade Policy, Namibia Agriculture Policy, Growth at Home Strategy, National Rangeland Management Policy and Strategy (NRMPS), Comprehensive Africa Agriculture Development Programme (CAADP), Harambee Comprehensively Coordinated and Integrated Agricultural Development Programme (HACCIADep), Namibia Agriculture Marketing, Trade Policy and Strategy, and other international, continental and regional agreements, conventions, protocols, and treaties which Namibia is party to. The mandate specifies the core service areas in which the Ministry has to promote, manage and utilize agriculture, water and land resources sustainably.

The agriculture sector and the livestock subsector in particular remain underdeveloped. For example, the lack of proper infrastructure to control livestock movements poses a constant risk of importing animal diseases from infected areas, as it happened in the Foot and Mouth Disease (FMD) outbreak of July 2015. This caused additional restrictions to the movement and trade of livestock throughout the Northern Communal Areas (NCAs), with additional dampening effects on the whole value chain. Therefore, the marketing of livestock and livestock products in the NCA continues to be hampered by the presence of Transboundary Animal Diseases (TADs), like Foot and Mouth Disease (FMD), Contagious Bovine Pleuropneumonia (CBPP) and others.

Consequently, in order to enhance the management of disease control and eradication strategies in the Northern Communal Areas, livestock movement across the borders with Angola needs to be closely monitored. In terms of the protocol on cross border livestock movements agreed upon with the Angolan Veterinary Authorities, it must include inspection, vaccination and quarantining of livestock crossing the border in order to allow for disease detection and to prevent disease spread. Hence, it is necessary to build infrastructure along the northern border to enable livestock containment, testing and isolation. The Ministry will construct new veterinary offices and animal handling infrastructure by the border between Angola and Namibia to ensure efficient and effective control

The Directorate of Veterinary Services (DVS) has been implementing the Commodity Based Trade (CBT) in the Northern Communal Areas based on Article 8.8.22 of the Foot and Mouth Disease Chapter of the OIE Terrestrial Code. The DVS has a number of quarantine facilities under its control that are used for CBT. These quarantine facilities need to be rehabilitated in order to ensure that the structures support CBT protocols. The main activities at the quarantine facilities are repairs to fences, ablutions, camping facilities for cattle herders, water infrastructure and procurement of pumping systems for water supply to livestock.

Infrastructure development in the livestock sector has been taking place steadily. However, such infrastructures are mainly in the forms of auctions, crush pens, and quarantine facilities to enable efficient handling of animals. Livestock production and productivity are key functions of any farming enterprise and it technically means that farmers should be smart in their businesses in terms of sound husbandry practices. These practices include good rangeland management, annual animal breeding plan, efficient nutrition and animal health programme. In order to improve on the above aspects of animal husbandry, proper farm infrastructures are essential, but such infrastructure are not permissible in communal set-ups which makes animal management rather difficult. Therefore, the Ministry will establish feedlots and fodder production sites in order to provide the much-needed infrastructure which can assist in procuring weaners from farmers for fattening and, thus, market them.

The absence of formal marketing opportunities for livestock has been a major challenge to farmers in the NCA, for example, butcheries, feedlots and meat processing facilities in the NCA have not benefited from opportunities such as Commodity Based Trade (CBT) Protocol. Farmers in the NCA have faced serious challenges of marketing their livestock since the FMD outbreak in 2015. Given the absence of a formal

slaughter market in the NCAs since mid-2015, in 2018, the Government started operationalisation of the abattoirs through lease agreements with third parties. Importantly, the construction of meat processing facilities will further enhance the value chain for the livestock farmers in the NCA while the construction of feedlots will complement the objective of quarantining animals while they are being prepared for the markets.

2 OBJECTIVE, PURPOSE AND EXPECTED RESULTS

➤ Global objective

The global objective of the project of which this contract will be a part is as follows:

"To promote the entrepreneurship and enhance the livelihood of NCAs' livestock farming communities in a sustainable way".

➤ Specific objective(s)¹

The specific objective is to improve the performance of the livestock value chain in the Northern Communal areas, namely by improving livestock production systems and resilience to climate change.

➤ Requested services, including suggested methodology²

Background

Consortium led by Landell Mills with a sub-contractor Burmeister & Partners has been implementing technical assistance contract from 1/09/2021 until 30/08/2024, and is responsible for producing:

- Economic and technical feasibility studies, preliminary engineering designs and cost estimations for structures listed in Annex 1³
- Detailed design documents and bills of quantities for structures listed in Annex 3

In response to this request for services, the contractor shall provide a detailed methodology for the execution of the project.

Result 1: Detailed designs and bills of quantities produced

The names and locations of structures under result 1 are provided in Annex 1.

Based on (i) feasibility and economic studies⁴, and (ii) preliminary engineering designs and freezing documents to be produced by the consortium led by Landell Mills and Linpico by 30 August 2024, the contractor shall proceed with a detailed design stage and specifically shall prepare the following general detailed design documentation:

- 1) Detailed Architectural design drawings, with coordinates and aligned with process designed drawings;
- 2) Finishing schedules (emphasis on locally available products);

¹ The global and specific objectives shall clarify that all EU funded actions must promote the cross-cutting objectives of the EC: environment and climate change, human rights-based approach, persons with disability, indigenous peoples and gender equality.

² Contractors should describe how the action will contribute to the cross-cutting issues mentioned above and notably to the gender equality and the empowerment of women. This will include the communication action messages, materials and management structures. Indicate if the presence of a member of the Management Team or of the quality support team is required as expert for the specific contract.

³ Those documents will be put at the disposal of the contractor once available (tentatively by 30/08/2024).

⁴ The scope of studies is set out in Annex 2.

- 3) Structural engineering drawings;
- 4) Detailed Structure Calculation for all project's components;
- 5) Particular Technical Specifications, for project's components (special emphasis on adopted Namibian construction and industry standards);
- 6) Particular guidelines on ESHS for each site;
- 7) Particular Method Statement for construction methods and Guidelines;
- 8) Report for Material availability in close proximity to site (e.g. borrow pit testing in close proximity to the sites to determine the most economical construction materials to be used);
- 9) Construction Schedule Program with a critical path analysis;
- 10) Geotechnical and soil analysis report;
- 11) Detailed survey and topographical report;
- 12) Hydrological, flood risk study for Project's area;
- 13) Confidential cost estimates and bills of quantities for all components. The estimates should base on the latest available and practical cost information for similar projects in the SADC Region;
- 14) Undertake studies for specific Environmental and social management plan (ESMP) and ensure that environmental, social, health and safety (ESHS) considerations in line with national requirements. The ESMP must set out an action plan with wide range of environmental and social management measures including implementation strategies such as avoidance, minimization, offsetting or compensation of adverse environmental and social impacts to ensure compliance with national and Bank's Integrated Safeguards Standards (ISS). Include the integrated time schedule and budget for its implementation;
- 15) Facilitate the clearance of the ESMPs and necessary approvals with the Department of Environmental Affairs in the Ministry of Environment, Forestry and Tourism;
- 16) As built drawing for existing utilities, survey for water supply lines, storage tanks, existing infrastructures, pumping units, roads, power supply system, solar panels, buildings, utility routing, and boundary fences;
- 17) Planned drawing for new required utilities and infrastructure connection with local infrastructure connection point for main road, water, sewage, electricity;
- 18) Value engineering analysis report and waste management plan;
- 19) Civil engineering drawings (site specific);
- 20) Civil engineering drawings (access roads and statutory authority approvals);
- 21) Civil engineering drawings (bulk services where approvals have to be obtained from statutory authorities (NORED, Department of Water Affairs etc);
- 22) Firefighting and civil defence drawing (approved from local authority);
- 23) Fire engineering drawings, smoke extraction and evacuation plans – as applicable by locally adopted building regulations;
- 24) Process design drawings diagram, machine foundation drawing coordinated with architectural, structural, MEP design drawings;
- 25) Equipment specification and it's selection criteria;
- 26) Schedule of loose equipment, tools and machinery specifications;
- 27) List of critical spares to be procured as part of procurement contracts;
- 28) Mechanical, electrical and plumbing (MEP) drawings;
- 29) Mechanical: refrigeration drawings (where applicable – emphasis to be placed on locally available products with ease of after-sales service);
- 30) Labelling and signage drawings;
- 31) Waste handling and refuse handling facility drawings;
- 32) Slaughter line process designs (emphasis on locally available materials and equipment) – where applicable;
- 33) Meat processing equipment design drawings and specifications (generic original equipment manufacturer (OEM) specifications) – where applicable;
- 34) Cattle handling and feed mix facilities giving due attention to local cattle standards – where applicable;
- 35) Personnel flow, product flow and waste flow layout drawings – where applicable;

- 36) Technical specifications (special emphasis on adopted Namibian construction and industry standards; in line with the applicable rules of origin under EDF11 – there is no derogation to the rules of origin);
- 37) Bill of Quantity and cost estimation report;
- 38) Tender document (Adapted to the Namibian Government requirements);
- 39) Environmental and Social Management Report (ESMR).

Result 2: Supervision services during construction, defects liability and post construction periods efficiently carried out

The names and locations of structures under result 2 and links to technical documents are provided in Annex 3.

- a) Further to the progress⁵ made with contracting of the seven structures mentioned in Annex 3 and where necessary the contractor shall assist the contracting authority with the technical and financial evaluation of the tenders and subsequent conclusion of contracts.
- b) The contractor shall be responsible for controlling the progress and execution of works and in particular:
 - Site handover to the contractors;
 - Day-to-day technical supervision of the contract;
 - Maintaining a works register of the progress of the works;
 - Producing monthly progress reports;
 - Attending site meetings after which minutes should be produced;
 - Inspecting and testing components and materials before incorporation in the works;
 - Measuring jointly with the construction company representative all works completed and all material on site using mutually agreed method and frequencies (at least weekly they shall estimate jointly the progress of works);
 - Establishing quantities payable for interim and final payment certificates for each period;
 - Contributing to the establishment of interim and final payments documents;
 - Regular testing of equipment, material and conducted works;
 - Monitoring retention monies;
 - Supervising the induction training of staff in the use of the different equipment and machinery;
 - Ensuring that operating and maintenance manuals are prepared, adequate and issued to operator.
 - Approve As-Built drawings.

c) Defects Liability and Post Construction Services

The contractor shall provide an oversight during a 12-month defects liability period and conduct at least 4 inspections per site and ensuring that preventative maintenance activities are carried out by relevant OEMs, mechanical and electrical subcontractors. Managing defects lists and final take-over of the contract at the end of the defects liability period.

The detailed roles and responsibilities of a supervisor are listed in the general conditions applicable to the concluded works contracts between the contracting authority and construction companies (Annex 4).

Since the project contains multiple construction sites in different locations, it is essential to ensure a number of skilled staff members. The successful contractor shall perform overall project management services aligned to the norms set out by the Project Management Institute (PMI).

⁵ Tendering procedures for structures listed in Annex 3 are ongoing.

➤ **Expected results**

- Designs, drawings and bills of quantities for each structure mentioned in Annex 1 produced.
- All structures mentioned in Annex 3 are fully contracted.
- Supervision of works for each of the structure mentioned in Annex 3 in line with the tasks mentioned above and the general conditions of works contracts (Annex 4) conducted efficiently.
- Oversight during a 12-month defects liability period for each of the structure mentioned in Annex 3 in line with the tasks mentioned above and the general conditions of works contracts (Annex 4) carried out efficiently.

3 LOGISTICS AND TIMING

Please refer **also** to Part B of the specific Terms of Reference.

4 REQUIREMENTS

Please refer **also** to Part B of the specific Terms of Reference.

5 REPORTS/DELIVERABLES

Title	Content	Language	Submission timing or deadline	Number of copies (if report to be provided in Paper or USB/CD/DVD format)
Inception report (Results 1 & 2)	Analysis of existing situation and work plan for the project	English	Within 1 month after the project start	Two paper copies and a copy in electronic format
Progress report (Results 1 & 2)	Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months.	English	Every 6 months	Two paper copies and a copy in electronic format
Documentation (Result 1)	The team is expected to complete documentation for Designs, Drawings Bills of Quantities, Specifications, and Tender Documents including the Environmental and Social Management Report	English	Within the first 120 days of the assignment.	Paper versions in line with the legal requirements accompanied by soft copies.

Construction phase progress report (Result 2)	Short description of progress; planned work for the next month.	English	Every month	Two paper copies and a copy in electronic format
Lessons Learned (Result 2)	Description of lessons learned during construction and post-construction	English	Within 1 month before the end of the project	Two paper copies and a copy in electronic format
Draft final report (Results 1 & 2)	Short description of achievements including problems encountered and recommendations.	English	Within 2 months before the end of the project	Two paper copies and a copy in electronic format
Final report (Results 1 & 2)	Description on achievements including problems encountered and recommendations.	English	Within 60 days after the end of the project	

6 MONITORING AND EVALUATION

N/A

7 PRACTICAL INFORMATION

Applicable Financing Agreement: NA/FED/038-763

Please address any request for clarification and other communication to the following address:

DELEGATION-NAMIBIA-OPSYS-FWC-OFFERS@eeas.europa.eu

ANNEXES

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ANNEX 1: STRUCTURES UNDER RESULT 1:

No	Infrastructure Name	Location
1	Katima Meat Processing Plant	Katima Mulilo, Zambezi 17°31'06"S 24°16'04"E
2	Okalupalona Animal Handling Facility	Ohangwena 17°23'57.98"S 17°23'22.02"E

ANNEX 2: SCOPE OF STUDIES FOR STRUCTURES UNDER RESULT 1

Katima Meat Processing Plant

This Study will serve to investigate the introduction of a possible production (Meat Processing) plant development in Katima Mulilo, Zambezi Region in Namibia and provide tangible information on the positive impact such an undertaking will have on the local economy. The study will serve two main purposes:

- a) Provide an economic study, industry analysis, and resources and capability analysis to determine global, regional, and local economic factors which will impact both short and long-term operations of the Katima Mulilo Meat Processing Plant. Thus, a stance will be taken to present considerations that will ensure the long-term feasible and viable existence of the proposed Meat Processing Plant;
- b) Create Technical feasibility study for the Katima Mulilo Meat Processing Facility. The technical feasibility study will extrapolate info from the economic study and consider the same for the new site conditions and designs.

Note that a strategic business plan will be developed by the appointed operators for such facilities, thus this study will cover the technical aspects of the development with its estimated total capital expenditure, estimated cash flow projection, and a sensitivity analysis.

Animal handling facility at Okalupalona

The study will serve to investigate the introduction of an animal handling facility at Okalupalona, Ohangwena Region in Namibia, and provide tangible information on the positive impact such undertaking will have on the local economy. The study will serve two main purposes:

- a) Provide an economic study, industry analysis, and resources and capability analysis to determine global, regional, and local economic factors which will impact both short and long-term operations of the Okalupalona Animal Handling Facility. Thus, stance will be taken to present considerations that will ensure the long-term feasible and viable existence of this project;
- b) Revision of the existing Okalupalona Animal Handling Facility technical feasibility study conducted in November 2020. It is expected that changing current and future economic conditions could impact the required capability scope of Okalupalona Animal Handling Facility, and a modular implementation approach should be followed. The revised technical feasibility study will extrapolate information deriving from the economic study to determine strategic approach of design consideration.

Note that a strategic business plan will normally be generated by appointed Operators for such facilities, thus this study will cover technical aspects of such development with estimated total capital expenditure, estimated cash flow projection, and a sensitivity analysis.

ANNEX 3: STRUCTURES UNDER RESULT 2

Structure No.	Infrastructure Title	Coordinates
1.1	Upgrading of existing slaughterhouse to an abattoir in Opuwo, Kunene.	18°03'49"S 13°49'46"E
1.2	Construction of an Artificial Insemination Centre in Okapya Livestock Development Centre, Oshikoto.	18°28'20.12"S 17°20'23.23"E
1.3	Construction of an Agricultural Development Centre, Veterinary Office and a staff house at Nkurenkuru, Kavango West.	Office: S 17°38'2.31", E 18°36'45.59" House: -17.6385898, 18.6027137
1.4	Upgrading / renovation of the Auction Facility at Ncaute, Kavango East.	18°21'26"S 19°49'33"E
1.5	Upgrading / renovation of the Quarantine Facilities and Farm Infrastructure at Katima Mulilo, Zambezi.	17°34'04"S 24°15'42"E
1.6	Upgrading / renovation of the Quarantine Facilities and Multi-purpose Farm Infrastructure at Omutambo Maowe, Omusati.	18°30'54"S 14°31'40"E
1.7	Construction 1,000 cattle standing capacity feedlot and related infrastructure at Etunda, Omusati.	17°29'59"S 14°32'41"E

Link to procurement and technical documents relating to:

1.1 Upgrading of the existing slaughterhouse in Opuwo, Kunene to an abattoir

1.2 The construction of an Artificial Insemination Centre in Okapya, Oshikoto, in the Northern Communal Areas of Namibia.

<https://etendering.ted.europa.eu/cft/cft-documents.html?cftId=15070&maxResults=50>

Link to procurement and technical documents relating to:

1.3 Construction of an Agricultural Development Centre, Veterinary Office and a staff house at Nkurenkuru, Kavango West

1.4 Upgrading / renovation of the Auction Facility at Ncaute, Kavango East.

1.5 Upgrading / renovation of the Quarantine Facilities and Farm Infrastructure at Katima Mulilo, Zambezi.

1.6 Upgrading / renovation of the Quarantine Facilities and Multi-purpose Farm Infrastructure at Omutambo Maowe, Omusati.

1.7 Construction 1,000 cattle standing capacity feedlot and related infrastructure at Etunda, Omusati.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/e2ca8630-8f48-4c3d-bed2-6e62abb613b5->

<CN?order=DESC&pageNumber=1&pageSize=50&sortBy=startDate&keywords=EC-INTPA%2FWDH%2F2024%2FEA-OP%2F0048>

TENDER SPECIFICATIONS – PART B

BACKGROUND INFORMATION

1. Benefitting Zone

Namibia

2. Contracting authority

The European Union, represented by the European Commission, B-1049 Brussels, Belgium.

3. Contract language

English

LOCATION AND DURATION

4. Location

- **Team Leader:**
 - Normal place of performance of the specific assignment: The contractor should indicate location (i.e. city/town etc.) in the Northern Communal Area, Namibia which will be considered as the main place of posting. Trips from the indicated location to structures defined in Annex 3 (structures under Result 2) and Windhoek will be considered as missions.
 - Mission(s) outside the normal place of performance and duration(s):
- **Team of Experts:**
 - Normal place of performance of the specific assignment: The contractor should indicate location (i.e. city/town etc.) in the Northern Communal Area, Namibia which will be considered as the main place of posting. Trips from the indicated location to structures defined in Annex 3 (structures under Result 2) and Windhoek will be considered as missions.
 - Mission(s) outside the normal place of performance and duration(s):

5. Start date and period of implementation

The indicative start date is 02/09/2024 and the period of implementation of the contract will be 28 Month(s) from this date (indicative end date: 02/01/2027).

REQUIREMENTS

6. Expertise

For this assignment, one individual expert must be proposed for each position.

The expertise required for the implementation of the specific contract is detailed below.

- **Team Leader:**

- General description of the position: The team leader will be responsible for coordination of the team and ensuring the quality and timeliness of the produced deliverables, including the constant monitoring of the works.
- Expert category: Place of performance - Cat. I (>12 years of experience)
- Qualifications and skills required: Completed higher education academic level studies of at least three (3) years, attested by a diploma. In its absence 5 years of equivalent professional experience.
- General professional experience: At least twelve (12) years of experience in architectural planning and/or designing and/or drawing and/or supervision in rural infrastructure development (such as cattle rearing/artificial insemination facilities, abattoirs, feedlots and meat processing facilities).
- Specific professional experience: -Worked on at least three (3) projects in the meat sector (e.g. beef, poultry, pork etc.); -Worked on at least two (2) projects in Africa where the design of the facility (such as quarantine, feedlot, slaughterhouse, meat processing and alike) had to conform to meat export requirements; -Prior experience with regard to the impacts of commodity-based trading, livestock quarantine requirements in Foot and Mouth Disease (FMD) infected areas on facility design and familiar with Office Internationale des Epizooties (World Organisation for Animal Health-OIE) requirements pertaining to FMD and biosecurity. -Should be registered with the Engineering Council of Namibia or international equivalent or with the Namibia Council for Architects and Quantity Surveyors (NCAQS) or approved international equivalent. - Experience in Mechanical Engineering will be an asset
- Language skills: Proficient user of English
- Number of working days: **300** days

- **Team of Experts:**

- General description of the position: The contractor should propose a number of experts based on its judgment, and which will comply with the criteria set out below.
- Expert category: Place of Performance - Cat. II (>6 years of experience)
- Qualifications and skills required: Each expert should have completed higher education academic level studies of at least three (3) years, attested by a diploma. In its absence 5 years of equivalent professional experience.
- General professional experience: Each expert should have at least six (6) years of experience in rural infrastructures
- Specific professional experience: -Each expert should have worked in at least three (3) rural infrastructure projects -All professional engineers or incorporated engineers should be registered with the Engineering Council of Namibia or international equivalent while an Architect and Quantity Surveyor should be registered with the Namibia Council for Architects and Quantity Surveyors (NCAQS) or approved international equivalent.

- Language skills: Proficient user of English
- Number of working days: **510** days

7. Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use covers:

The provision for incidental expenditure for this contract is EUR 150000. This amount must be included unchanged in the budget breakdown.

If applicable, see part A of the Terms of Reference for more details on the use of the incidental expenditure.

8. Lump sums

No lump sums provided for in this contract.

9. Expenditure verification

No expenditure verification report is required.

10. Other items defined by Contracting Authority

No other items provided for in this contract.

REPORTS AND DELIVERABLES

11. Reports and deliverables requirements