



Namibia Nature Foundation

The Blue Benguela Partnership (BBP) Project

Request for Proposal

For

The development of the National Policy for Small-Scale Fisheries (SSF) in Namibia



Namibia Nature Foundation

Letter of Invitation

27 January 2026

REF: RFP>NNF-BBP/01/2026

Dear Bidders,

Request for Proposals for the Development of the National Policy for Small-Scale Fisheries (SSF) in Namibia

The Blue Benguela Partnership (BBP) Project at the Namibia Nature Foundation (NNF) is inviting you to submit proposals for the services described in detail in annex 1 hereunder.

This consultancy aims to develop a SSF policy in a participatory and close collaboration with key small-scale fisheries stakeholders at both Local, Regional and National levels, incorporating best practices and aligning with Namibia's fisheries governance structure.

Any resulting contract shall be subject to the terms and conditions of contract for the client.

Queries, if any, should be addressed to:

1. Technical enquiries: cn@nnf.org.na.
2. Administrative enquiries: Salom@nnf.org.na.

The deadline for submission is Wednesday, 11 February 2026 at 14:00, submitted via email to: Procurement@nnf.org.na.

Section 1: Instructions to Bidders:

1. Rights of the NNF

- a) Please note that the NNF is not bound to select any of the consultants' that have responded to the call for request for proposals.
- b) Please note that the cost of preparing your proposal and of negotiating a contract, if any, is not reimbursable as a direct cost of the procurement process.
- c) The terms of reference provided in this document are subject to change and modification at the discretion of the NNF.
- d) The NNF reserves the right to cancel the tendering process, before, or after closing date.



Namibia Nature Foundation

2. Preparation of Bid

You are requested to submit a bid for the services mentioned in Annex 1, by preparing, signing and submitting the following:

- (a) A bid submission letter (own format) with annex 2 – Declaration of Undertaking,
- (b) A technical proposal detailing the approach, methodology, and work plan.
- (c) CV(s) of key personnel, highlighting relevant experience.
- (d) A company profile with all information relating to company background, list of completed and ongoing contracts of similar nature with values and contactable references (**if applicable**)
- (e) A financial proposal, including a breakdown of costs,
- (f) any other attachment as deemed appropriate

You are advised to carefully read the complete request for proposal document, especially the general requirements and eligibility criteria, before preparing your bid. It is the obligation of the bidder to familiarise himself/herself and fully understand the contents of this request for proposal.

3. General Requirements

- a) A firm/Individual that is under a declaration of ineligibility by the Government of origin, in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- b) Evidence of previous experience and clients, experience in the provision of similar procurement where applicable and company profile to be submitted.
- c) Bidders should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of the contract for unsuccessful completion of the assignment, giving adequate details to enable a fair assessment.
- d) Bidders shall bear all costs associated with the preparation and submission of their bid documents and the NNF will not be responsible or liable for those costs regardless of the conduct or outcome of the process.



Namibia Nature Foundation

- e) By way of responding to the request for proposal, the bidder accepts that all answers to be provided are legally binding and should the need arise, may be used as evidence in a court of law. Also, the NNF reserves the right to verify the accuracy of any answers provided herein. Any information provided that is not correct shall lead to the disqualification of the bidder.

4. Eligibility Criteria

All bidders shall submit together with their bid the following documentary evidence. Failure to submit may result in the disqualification of your bids.

- (a) Have a certified copy of the company registration documents (founding statement) (*firm*)
- (b) Have a valid certified copy of the Good Standing Certificate with Inland Revenue or relevant authority in the country of registration/operations (*firm/individual consultant*)
- (c) Have a valid certified copy of the Good Standing Certificate with the Social Security Commission or relevant authority in the country of registration/operations (*firm*)
- (d) Have a certified copy of the Affirmative Compliance Certificate or an exemption in terms of the affirmative action compliance act issued by the equity commissioner of Namibia or the relevant authority in the country of registration/operations (*firm*)

5. Bid Validity

The bid validity period for this proposal is **90** days. Therefore, please hold your technical and financial offers valid for this period after the deadline for submission.

6. Declaration of Undertaking

Bidders are required to subscribe to or sign the Declaration of Undertaking attached as Annexure 2.

7. Deadline for Submission

The closing date shall be **Wednesday, 11 Jan 2026 at 14H00 pm** (late submissions will not be accepted).

Application should be submitted via email and addressed to: Namibia Nature Foundation Project Office, C/o Hosea Kutako Drive & Mozart Street, Windhoek-West, Windhoek. P.O. Box 245, Windhoek.



Namibia Nature Foundation

Clearly indicate in the subject line: **Request for Proposal – RFP/NNF-BBP/01/2026**

For Attention:

Salom T. Johannes
Admin & Procurement Coordinator
Procurement@nnf.org.na

8. Opening of Bids

Bids will be opened internally by the NNF Procurement Committee, and the opening summary will be made available within seven days or soonest available time after opening to any bidder on requests. No document will be returned.

9. Evaluation and Rating of Proposals

The successful candidate will be selected based on the **technical & cost selection method**. The technical proposal will contribute 70 percents and the financial proposal will contribute 30 percents.

To pass the technical evaluation and proceed to financial evaluation, the bidder must obtain 70/100 points or higher. The criteria for evaluation are as follows with their allocated weight contributions:

S/No.	Criteria	weight
1	Technical expertise	30 points
2	Methodology & approach	20 points
3	Relevant experience and knowledge	30 points
4	Consultant qualifications	20 points
	Total points	100

The financial evaluation will focus on the competitiveness, and accuracy of cost breakdown.

If you are interested and able to meet the deadline, please submit a detailed technical and financial offer in line with the terms of reference as set out in Annex 1 or inform the undersigned if you will not be submitting a proposal.

Yours sincerely,

Sharon Kahunda

Marine Coordinator & Project Lead



Namibia Nature Foundation

Terms of Reference (TOR)

Development of the National Policy for Small-Scale Fisheries (SSF) in Namibia



Namibia Nature Foundation

Table of content

1. Introduction and Background	9
2. Objectives of the consultancy.....	10
3. Reporting, steering and consultancy coordination	10
4. Scope of Work	10
5. Key Deliverables	11
6. Duration and Timeline	11
7. Budget	12
8. Required qualifications and experience.....	13



Namibia Nature Foundation

List of abbreviations:

SSF: Small-Scale Fisheries

SSF-NPOA: Small-Scale Fisheries – National Plan of Action

NPOA – SSF NTT: National Plan of Action - Small-Scale Fisheries National Task Team

FAO: Food and Agriculture Organization

NNF: Namibia Nature Foundation

MAFWLR: Ministry of Agriculture, Fisheries, Water and Land Reform



Namibia Nature Foundation

1. Introduction and Background

The government of Namibia through the leading Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR) has launched the National Plan of Action for Small- Scale Fisheries (NPOA-SSF) on voluntary basis to be implemented during period of 2022-2026. NPOA-SSF recognise the important role of small-scale fisheries sector for both social and economic development. NPOA-SSF articulated strategies which aims to support small-scale fisheries associations i) for the development, contribution toward to food and nutrition security, build resilience and secures their livelihoods, ii) improve management approaches for SSF and SSF resource and iii) to ultimate advance policy dialogue on SSF at both local and national levels.

Small-scale fisheries in NPOA-SSF are categorised as follows: fisherwomen, fishermen, fish workers, fish traders, youth and persons living with disabilities- the majority of whom happen to be previously disadvantaged riparian and coastal communities at large.

The NPOA-SSF demonstrates Government's commitment to promote inclusion, secure the livelihoods of SSF, and safeguard the rights of riparian and coastal communities as established in the National Development Plan 5, Harambee Prosperity Plan II, Blue Economy Policy, and other instruments such as SDG 14b, "Life below water".

Historically, small-scale fisheries were not formally recognized by law in Namibia, and SSF operators do not have tenure rights. The Inland Fisheries Resources Act of 2003 defines subsistence fisheries as activities where fishers use traditional fishing gear primarily for personal and household consumption, occasionally selling or bartering excess catch. It also classifies recreational fisheries as fishing conducted mainly for sport, with some allowance for domestic consumption but not for commercial sale.

Namibia estimates that the SSF sub-sector directly supports the livelihoods of over 280,000 Namibians, representing approximately 11% of the country's population. The sector provides crucial socio-economic benefits, including income, employment, food, and nutrition security.

Direct employment within the SSF sector is estimated at 46,500 jobs, with 45,000 in inland fisheries and 1,500 in coastal fisheries. Despite this contribution, the SSF sector has historically remained underrepresented in national policies and economic planning. The development of an NPOA-SSF marks a significant milestone in addressing these gaps by establishing a framework for formal recognition, equitable resource allocation, and sustainable management of SSF.

The Ministry of Agriculture, Fisheries, Water and Land Reform (MAFWLR), in collaboration with the National Plan of Action for Small-Scale Fisheries (NPOA-SSF) National Task Team, the Food and Agriculture Organization (FAO), and the Namibia Nature Foundation (NNF), seeks to engage a qualified consultant to develop a comprehensive National Policy for Small-Scale Fisheries (SSF) in Namibia. This policy aims to formalize, support, and enhance the contribution of SSF to national socio-economic development, sustainability of the fisheries resources, and food security. The policy will align with Namibia's national development plans, regional agreements, and international commitments such as the Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries in the Context of Food Security and Poverty Eradication (FAO SSF Guidelines).



Namibia Nature Foundation

2. Objectives of the consultancy

The objective of this consultancy is to develop a SSF policy in a participatory and a close collaboration with key small-scale fisheries stakeholders at both Local, Regional and National levels. The SSF policy designed to manage and protect the sustainability of small-scale fishing operations, prioritizing the livelihoods of small-scale fishers, often focusing on local communities, food security, and equitable access to fishing resources, while aiming to balance environmental conservation with economic development; key aspects often include participatory management, access rights, post-harvest handling practices, and addressing the specific needs of marginalized groups within the fishing community among others.

Taking into consideration of the main objectives of this consultant is thereof expected to prioritise the following items below:

1. Review existing national and international frameworks related to SSF.
2. Conduct stakeholder consultations to gather insights and input from small-scale fishers, government agencies, NGOs, and other relevant entities.
3. Develop a draft National Policy for Small-Scale Fisheries, incorporating best practices and aligning with Namibia's fisheries governance structure.
4. Develop policy implementation plan.
5. Ensure gender mainstreaming and youth inclusion in SSF policy formulation.
6. Ensure Climate change adaptation is considered and suggested when developing the policy
7. Develop monitoring and evaluation mechanisms to assess the effectiveness of the SSF policy.
8. Present the draft policy and its implementation plan for validation by key stakeholders.
9. Submit the final SSF policy.

3. Reporting, steering and consultancy coordination

This consultancy is expected to work closely with the Ministry of Agriculture, Fisheries, Water, and Land Reform. Moreover, the consultant will work in collaboration with NPOA SSF National Task Team, NNF and FOA.

4. Scope of Work

The consultant will undertake the following activities:

1. Literature Review: Assess national policies, regional agreements, and international guidelines relevant to SSF.
2. Stakeholder Engagement: Conduct consultations and workshops with government agencies, SSF communities, industry stakeholders, and development partners.



Namibia Nature Foundation

3. Socio-Economic Analysis: Evaluate the contribution of SSF to national GDP, employment, and food security.
4. Policy Drafting and its implementation plan: Develop a comprehensive policy document outlining governance structures, sustainability frameworks, socio-economic support measures, and implementation strategies.
5. Validation Process: Facilitate stakeholder validation meetings and integrate feedback into the final policy document.
6. Final Report Submission: Provide a finalized National Policy for Small-Scale Fisheries, including recommendations for implementation, monitoring and evaluation.

5. Key Deliverables

The key deliverables expected from the consultant are as follows:

1. Inception Report detailing the methodology and work plan.
2. Stakeholder list mapping
3. Stakeholder Consultation Report summarizing key insights and feedback.
4. Socio-Economic Assessment Report on SSF's role in Namibia's economy.
5. Draft National SSF Policy with key provisions and implementation strategies.
6. Final Policy Document incorporating validation feedback.
7. Monitoring and Evaluation Framework for SSF policy implementation.
8. Presentation to the Ministry of Agriculture, Fisheries, Water, and Land Reform and stakeholders for final review and endorsement.

6. Duration and Timeline

The consultancy is expected to last for (5) months from the date of contract signing, with the following milestones:

- Month 1: Literature review, stakeholder mapping, and inception report.
- Month 2-3: Consultations, socio-economic analysis, and policy drafting.
- Month 4: Validation, refinement, and monitoring framework development.
- Month 5: Finalization and submission of policy document.



Namibia Nature Foundation

7. Budget

A detailed budget breakdown for the project, including costs associated with procurement, training, and consultancy services, should be provided by the consultant.

Deliverable No.	Deliverable	Description	Payment (%)
1	Inception Report	A detailed inception report outlining the methodology, stakeholder mapping, data-collection plan, risk assessment, and detailed project work plan. Establishes a shared understanding of the scope, approach, and timelines.	10%
2	Stakeholder Consultation Report & Socio-Economic Assessment	A consolidated report capturing outcomes of national and regional stakeholder consultations, together with a socio-economic assessment detailing the role and contribution of Small-Scale Fisheries (SSF) to Namibia's economy and livelihoods.	20%
3	Draft National SSF Policy	A comprehensive draft National Small-Scale Fisheries Policy, including vision, guiding principles, objectives, policy measures, governance and institutional arrangements, and implementation modalities.	20%
4	Formal Presentation of Draft Policy for Endorsement	Submission and formal presentation of the Draft National SSF Policy to the Ministry of Agriculture, Fisheries, Water and Land Reform and key stakeholders for review, validation, and endorsement.	20%
5	Final SSF Policy & Monitoring and Evaluation (M&E) Framework	A final National SSF Policy incorporating feedback from the validation and endorsement process, together with a fully developed Monitoring and Evaluation framework	30%



Namibia Nature Foundation

8. Required qualifications and experience

1. A master's degree or higher in Fisheries Management, Marine Policy, Environmental Science, Economics, Social Science or a related field.
2. At least 5 years of experience in fisheries policy development, governance, or marine resource management.
3. Proven track record in stakeholder engagement and participatory policy development.
4. Expertise in SSF governance and operations, socio-economic assessments, and environmental sustainability.
5. Knowledge of Namibia's fisheries sector and socio-economic context.
6. Strong analytical, writing, and presentation skills

Acceptance of TOR: By accepting these Terms of Reference, the consultant agrees to undertake the tasks outlined above within the specified timeframe and to the satisfaction of the stakeholders involved.