

Terms of reference (ToRs) for the procurement of services above the EU threshold

CONFIDENTIAL

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Subject of the tender procedure: Integrated, inclusive and climate-smart spatial planning in Lüderitz, Aus and Kharas	

Modifications in the version dated 09-03-02026 are highlighted in yellow.

Modifications in the version dated 13-03-2026 are highlighted in blue.

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0. List of abbreviations

ALAN	Associations for Local Authorities in Namibia
CD	Capacity Development
CDS	Capacity Development Strategy
GTC	General Terms and Conditions of Contract for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
ILA	Integrated Urban Development in Lüderitz and Aus
ISUD	Inclusive and Sustainable Urban Development, GIZ Project
KRC	Iikharas Regional Council
LBF	Land-based financing
LTC	Lüderitz Town Council
LVC	Land-value capture
MoU	Memorandum of Understanding
MURD	Ministry for Urban and Rural Development
NALAO	Namibian Association of Local Authority Officials
NHAG	Namibia Housing Action Group
RMO	Risk Management Office
SDFN	Shack Dwellers Federation of Namibia
ToRs	Terms of reference
TPS	Town Planning Scheme
USP	Urban Structure Plan

1. Context

Module Objective	Integrated Urban Development in Lüderitz and Aus
Core area	Climate and Energy, Just Transition
Key field of action	Sustainable Urban Development
EZ-Programme Objective/ strategic reference	SDG 11 („Make cities and human settlements inclusive, safe, resilient and sustainable“) + Core area strategy „Climate and Energy, <i>Just Transition</i> “
Core problem	The governmental and administrative units of Lüderitz and Aus are overwhelmed with the efficient and sustainable management of urban development under drastically and rapidly changing conditions.
Module Objective	The local government and administrative units of Lüderitz and Aus manage the urban transformation process efficiently, sustainably and just.
Contribution to the national implementation of the Agenda 2030	Harambee Prosperity Plan II, Pillar 3: Social Progress, Objective 2: Provision of urban land, housing and sanitation as a contribution to Sustainable Development Goal 11. National Hydrogen Strategy as a contribution to Sustainable Development Goals 7 (Affordable & Clean Energy) and 8 (Decent Work & Economic Growth)
Target group	Residents of Lüderitz and Aus; intermediaries: experts and managers in local government and administrative units of Lüderitz and Aus, in the regional authority IIKaras and national ministries
Political partner	Namibian Ministry of Urban and Rural Development (MURD)
Key Outputs	<ol style="list-style-type: none"> 1. Improved capacities for urban transformation processes 2. Appropriate spatial planning procedures for sustainable urban development 3. Increasing benefits and minimising risks for disadvantaged population groups
Implementation period	06/2024 - 05/2027 (3 years)

Namibia is currently preparing the large-scale production of "green" hydrogen (GH₂) based on renewable energy. There are high hopes for this: In the foreword to the Green Hydrogen and Derivatives Strategy (11/2022), late President Dr. Hage Geingob described the development of the hydrogen industry as Namibia's contribution to solving the global climate crisis and as an opportunity for his countrymen to achieve general prosperity. New wind and solar power plants are being planned in various areas of the Namibian desert to generate the necessary electricity. The largest hydrogen project, as part of the Southern Corridor Development Initiative (SCDI), is to be implemented by Hyphen, a joint venture in which the South African subsidiary of Brandenburg-based energy producer Enertrag is involved, among others. Feasibility studies are scheduled to be completed by early 2026 (October 2024) for the project, whose investment volume - around USD 10 billion - is equivalent to the country's annual gross domestic product. The Namibian government will participate with up to 24%. The project's concession area covers 4,000 km² in the Tsau-Khaeb National Park,

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near the harbour town of Lüderitz. Hyphen anticipates a requirement of up to 15,000 workers for the construction phase. During its operational phase, planned from 2029, the requirement is expected to be reduced to 3,000 people.

For Lüderitz, located in the Western Region IlKharas, this development will bring enormous upheaval. The small town has, according to the 2023 census data, a population of 16,125 people. A substantial number of them live in informal settlements, including many single women who work seasonally in the fishing industry. These women are currently exposed to repeated attacks; the security situation of the children, who are regularly alone at night due to their mothers' shift work, is also precarious. Over the next few years, the hydrogen project and other economic activities are expected to lead to a strong influx of national and international workers and job seekers - especially as the qualification profile of the locals is unlikely to be sufficient in many cases to meet the requirements of the new industries. For the operational phase of the hydrogen plant, Hyphen has promised quotas of 90 % Namibian workforce and 20 % young people; however, this does not explicitly favour the local population. The inadequate water and electricity supply, especially in the city's informal settlements, could be improved by Hyphen's planned overcapacity of the seawater desalination and electricity generating facilities; here too, however, it is still unclear to what extent these can actually be used locally. Investigations into improving the water supply through NamWater by adding another seawater desalination plant are currently being carried out, but it is still unclear if and when this would be built and put into operation. A rapid influx of new inhabitants could therefore further exacerbate the currently difficult water supply situation; the same applies to electricity supply and waste management.

The extent to which the economic dynamism in Lüderitz will benefit the local people - and not rather increase their security risks and the existing inequality - is therefore not least a question of the planning and negotiating skills of the local government and administration. The foreseeable population growth also poses other challenges: An informal settlement has already grown beyond the actual city limits. A further spatial expansion of the city is limited to the west by Lüderitz Bay and the Atlantic Ocean; an expansion to the east is currently being actively pursued by the city administration, but this is complicated by the neighbouring national park and areas with mining rights for diamonds and requires the involvement of various stakeholders, especially national ones. Topographical and climatic conditions such as a hard, rocky subsoil and strong winds that carry the desert sand through the city make urban development more difficult and infrastructure measures more expensive. The planned expansion of the city limits also raises questions about the impact on environmental assets such as landscape, habitat and biodiversity. A proposal for an extensive town boundary extension towards the east along the B4 is currently being reviewed by different authorities at national level.

The same applies to Aus, the nearest community around 125 kilometres from Lüderitz, which currently has a population of around 1,066 (2011). Due to its proximity to the project area, the local population also expects new opportunities from the anticipated economic development. Aus is not an independent local authority but is represented by the regional council of IlKharas.

The Namibian municipal authorities' approach to densification, settlement expansion and formalisation of previous informal settlements is often one-sidedly geared towards the creation of living space. In many cases, they relocate residents to newly developed monofunctional residential neighbourhoods, which increases mobility costs and makes access to employment opportunities or areas of socio-cultural importance more difficult. Potential for integrated urban and neighbourhood development is lost. Nevertheless,

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favourable framework conditions currently exist, as the need for more sustainable urban development is gradually being recognised across all levels and parties and more openness to integrated, participatory approaches is emerging. In practice, however, there is still a lack of experience with the actual application of participatory instruments to enable the population to have a real say.

The Harambee Prosperity Plan II (2021 - 2026) states the provision of urban land, living space and sanitation as a development goal, which explicitly includes the densification of existing formal settlement areas and the upgrading and securing of land rights in informal settlements and is a contribution to Sustainable Development Goals 11. There is also a growing awareness in cities of the need for more inclusive, pro-poor and sustainable urban and neighbourhood development.

Derivation of the module objective: It is already foreseeable that the planned economic activities for Lüderitz and Aus will bring about considerable changes. Whether these will be to the benefit or detriment of the local population depends to a large extent on the local government level and its ability to shape development in a sustainable manner - socially just, ecologically far-sighted and economically feasible. Currently, the local government and administrative units of Lüderitz and Aus are unable to manage urban development efficiently, just and sustainably under the drastically and rapidly changing conditions (core problem). The module objective is therefore: "The governmental and administrative units of Lüderitz and Aus manage the urban transformation process efficiently, sustainably and just."

Causes and assessment of changeability: While Lüderitz and Aus have experienced waves of economic activities (from fishing and mining to oyster farming and energy projects), the long-term impact on demographic growth and stable development has remained limited. Accordingly, there is a lack of experience in dealing with long-term change processes, both within the municipal government and administration and in communicating with the population and with different actors from government and business. This can be changed through technical cooperation, although it will take some time.

The administration's human and material resources are scarce. The project can only directly remedy this situation to a limited extent; the planned consultation on reorganising the administration and the resulting support should contribute to change.

Objectives, target group, impact hypotheses and indicators

Module objective:

The local government and administrative units of Lüderitz and Aus manage the urban transformation process efficiently, sustainably and just.

For further details, see the graphical representation of the results logic and the results matrix in the annex. The target groups are the current residents of Lüderitz and Aus, as well as future residents who are expected to move in because of the anticipated economic developments. Lüderitz has, according to the 2023 census, a population of 16.125, of which 8.294 are female; the average household size in the sub-regional constituency is 3.1. Census data for Aus date back to 2011, with 1,066 people living in Aus. The planned production of GH2 is expected to attract a, partially temporary, workforce of up to 18,000 to the area around Lüderitz and Aus. The target group of current residents is heterogeneous, but a substantial proportion are poor and live in informal settlements. In terms of the social

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dimension of sustainability (Just Transition), the project pays particular attention to women (including many single parents), children and young people and other disadvantaged population groups who face greater development barriers and higher security risks in the transformation process - such as residents of informal settlements, migrants, people with disabilities and the unemployed. In general, Namibia regularly lacks reliable information, especially for vulnerable sections, which is why support in collecting relevant planning information is also part of the project design. Civil society actors have indicated in discussions that seasonal absences in particular are not taken into account in the aforementioned census figures.

Important target groups or intermediaries for the achievement of the projects' objectives within the partner structure are specialists, managers and elected representatives of local government and administrative units and regional institutions. Specialists and managers of the MURD are also addressed.

Impact hypotheses:

The objective of Output 1 is to improve the capacities within the local government and administrative units of Lüderitz and Aus to manage the urban transformation process efficiently, sustainably and just. The impact hypothesis is: If the government and administrative units of Lüderitz and Aus have better organisational and technical capacities, this will facilitate decision-making for active and forward-looking management of the urban transformation process. The Federal Ministry for Economic Cooperation and Development's (BMZ) 2023 position paper on sustainable urban development confirms this connection and emphasises the importance of the integrated approach. The assumption is that both government and administrative units pursue an integrated approach to urban and neighbourhood development that is oriented towards criteria of efficiency as well as social, ecological and economic sustainability.

Output 2 aims to use appropriate spatial planning processes to manage the urban development of Lüderitz and Aus in a sustainable and equitable manner, even in the face of a rapidly and rapidly growing population. The impact hypothesis is that the scenarios to be developed and the identification of environmental assets and their location will be incorporated into the formulation of guiding principles for urban development, which will be taken into account in all planning decisions (update of Lüderitz's Urban Structure Plan (USP), creation of new plans) and further developed if necessary, thus providing a guideline for spatial development - a prerequisite for managing urban transformation processes in a sustainable and equitable manner (module objective). A recommendation for action by the German Academy for Spatial Research and Planning (ARL) on guiding principles for urban development from 2018 confirms this connection (ARL, 2018). This is based on the assumption that politics, administration, business and civil society in Lüderitz and Aus will orientate themselves towards the spatial guiding principles for a specified period of time (usually 10-15 years).

Output 3 aims to ensure that the government and administrative units of Lüderitz and Aus support activities that increase the benefits of the transformation process for the population and minimise the associated risks for disadvantaged population groups (see "target groups" above). The impact hypothesis is that targeted measures can reduce development barriers for disadvantaged sections of the population and mitigate newly emerging security risks so that these groups also benefit from the urban transformation process. This approach is supported, for example, by the "Guidelines for a fair distribution of security in the city" (Tübingen: International Centre for Ethics in the Sciences and Humanities 2017). It is

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assumed that the target group plays an active role in identifying the barriers to development, for example in the context of individual surveys and discussion groups.

Lead executing agency and partner structure

The lead executing agency and political partner is the Ministry of Urban and Rural Development (MURD).

The MURD is responsible for settlements in urban and rural areas, spatial planning, infrastructure in settlements, rural development and decentralisation. It also has a supervisory function over the local governments and largely finances their budgets. The MURD approves the urban planning strategies proposed by the municipalities as well as the planning for expansions of settlements, land reallocations and formalisations. Capacity development (CD) requirements exist in particular with regard to the integrated, participatory approach to urban and neighbourhood development, which was initiated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) module ISUD I in Namibia and will be further developed by the follow-up module ISUD II, as well as the testing of new planning procedures, such as urban planning competitions.

The main group of implementation partners are the elected political representatives and staff members of the government and administrative units of Lüderitz and - in the case of Aus - the ||Kharas region. Capacity development needs include the development of scenarios for demographic and socio-economic community development, the implementation of the integrated, participatory and, for disadvantaged neighbourhoods, poverty-oriented approach to urban and neighbourhood development, the testing of new urban planning procedures and the therefore required administrative capacities. Capacity development requirements are also seen in the digitalisation of administrative processes for integrated urban development.

Methodological approach and term

Term: 06/2024 to 05/2027 (3 years)

Strategy: To put the government and administrative units of Lüderitz and Aus in a better position to manage the urban transformation process efficiently, sustainably and just, the module focuses on an integrated and participatory approach to urban and neighbourhood development. This approach is more comprehensive, but also much more complex than individual sectoral planning along administrative departments: It considers, for example, housing, settlement structure, mobility, basic provision of services and infrastructure, environment/climate, social and economic issues in their context. In terms of the social and economic dimension of sustainability (Just Transition), the project focuses in particular on disadvantaged population groups who often - but not exclusively - live in informal settlements. To support this, the project will use the expertise of urban development practitioners and civil society actors in the country and the results and experience of the GIZ ISUD II.

The module pursues a multi-level and multi-actor approach: It involves the ministerial (macro) level, the local government level (meso level) and works with residents of Lüderitz and Aus (micro level) as the target group. In cooperation with the ISUD II project, the aim is also to change and further develop urban development practice in Namibia as a whole (society). To achieve this, capacity development is provided primarily at the personal and organisational level - from skills development for specialists and managers at the MURD, the

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regional administration of IIKharas and the government and administrative units of Lüderitz and Aus to organisational development measures for the two municipalities. At the societal level, the project promotes dialogue and cooperation between Lüderitz, Aus and the IIKaras region, for example by strengthening existing exchange formats and supplementing them where required.

Although gender equality in Namibia is enshrined in legally binding documents, traditional patriarchal gender roles continue to have an inhibiting effect on women's roles, representation and resources. It is therefore planned to specifically take into account the interests of women, children and young people, particularly with regard to safety in public spaces and urban mobility, but also with regard to the removal of development barriers.

The Harambee Prosperity Plan II (2021 - 2026) is of particular importance for the planned module. The module is intended to make key contributions to the aforementioned objectives in order to make the best possible use of the opportunities offered to Lüderitz by the planned economic activities for the benefit of the entire population and to minimise the risks of less sustainable decisions under time pressure and the influence of numerous external and internal interests.

Output 1 aims to strengthen the capacity of the government and administrative units of Lüderitz and Aus to shape the urban transformation process in a successful, sustainable and just manner. To this end, the module advises specialists and managers of the responsible administrations of Lüderitz and Aus on the adaptation of their organisational structure and the digitalisation of administrative processes. The advice provided to the municipal administration of Lüderitz serves to improve the decision-making basis for sustainable, integrated urban development and to align municipal action accordingly. The module supports a municipal project partnership between Lüderitz and Leipzig dealing with the development of an urban data platform or a "digital twin". As a data hub, an urban data platform connects various systems and data from the city administration, municipal companies, the private sector and civil society. A "digital twin" is a digital model of the city and a copy of reality. The digital twin can be used to simulate different urban development alternatives and assess their effects before a construction investment is made.

The objective of **Output 2** is the use of appropriate spatial planning procedures in the governmental and administrative units of Lüderitz and Aus in order to sustainably manage urban development in the context of the expected transformation processes. The module guides the local government and administrative units of Lüderitz and Aus in the development and adoption of spatial models and principles of action, which are a prerequisite for updating existing and establishing new planning procedures for integrated urban development. Specialist advice for administrative staff strengthens the personal and planning capacities of the local administrations for this task.

Output 3 is aimed at the implementation of activities by the government and administrative entities of Lüderitz and Aus to increase the benefits of the transformation process for disadvantaged population groups and to minimise risks. The planned economic activities for Lüderitz and its surrounding areas will bring significant changes that will not benefit all sections of the population. The module therefore supports disadvantaged population groups with participation programmes and measures that are identified together with the target group through surveys and discussion rounds. This also includes analysing gender-specific factors such as the informal sector, which is particularly important for the employment of

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women, and the conditions under which employment takes place in this sector. Concrete measures could include, for example, referral counselling on employment opportunities, legal advice for women and training measures, cooperation with educational institutions or the implementation of the first projects of the Lüderitz Safety & Security Forum, which benefit women, children and young people in particular.

Current developments

Due to its geographic location and the topography to east and north of town, mining concessions held by Sperrgebiet Diamond Mine (SDM) and expiring only in 2035 as well as its proximity to the Tsau //Khaeb National Park, Lüderitz has only limited land for urban expansion. Therefore, to accommodate the influx of the new population in Lüderitz, the city is looking firstly towards options for densifying the existing town and utilise open space in the current town area whilst preserving the historic town centre. In a second phase, Townlands No 168 (Farm 168) which may provide more than 1,256 ha for about 1,500 erven should be utilized. Further expansion of the town boundaries was proposed in 2023 and requires the conduction of a formal process and involvement of several different national and regional stakeholders to receive formal approval and go ahead with further planning. The application for town boundary extension was officially submitted to the relevant national stakeholders at the beginning of 2025. Key challenge is the need for transferring the land rights which are now under mining concession or national park (MME & MEFT). SDM has indicated willingness to negotiate a land transfer under the condition to take 25% of erven that will be generated from Farm 168 and covering the planning costs that will go into it by up to N\$ 1 million. The potential town expansion also includes the development of a new satellite town between Lüderitz and Aus with residential areas, small industry sectors, its own central business district and support infrastructure. Further developments are under planning by Hyphen as well as the Lüderitz Town Council and include parts of the Lüderitz Peninsular for Hyphen and NAMPORT and the SDM areas after land transfer.

In the meantime, LTC is planning to update its planning documents. At the beginning of 2025, a national consultancy firm was hired to develop layouts for the inner-city development in a few selected areas. This project is called Lüderitz Urban Development Initiative (LUDI). It is based on the previous identification of development potentials within the current town boundaries and the formulation of an Infill and Densification Strategy. The ILA project is planning to further support the planning process through updating the USP for the city and developing a Town Planning Scheme. As a first step in this planning process the ILA project is supporting the development of a "Status quo / situational analysis" which would serve as a basis for the development of an USP. The "Status Quo / Situational Analysis" will be conducted through a separate urban planning consultancy contracted by GIZ ILA. A second international consultancy is supporting this process through the formulation of scenarios for development, a guiding urban vision and trainings of local authorities on topics such as integrated and participatory urban planning or gender-responsive urban planning. This tender should use the results of these consultancies for the further planning and development of the USP.

The settlement of Aus is, though not as present in public discussions, also affected by the current discussions around economic development in the area. Aus occupies a strategic geographic position within the southern corridor and interacts with several settlements across the region. Due to its location along key transport routes, it forms part of a wider spatial system connecting Lüderitz, Rosh Pinah and Keetmanshoop.

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The local authorities already confirm an increased interest of investors in lands in and around Aus, though not many projects have materialised yet. A national consultancy firm is currently working on a layout for a small residential extension area for the settlement. The local government is following a rather cautious approach with regards to spatial development and wishes to conduct a thorough planning process first before making any important decisions for the settlement. An important limiting factor for future developments in Aus is the availability of water. The IIKharas Regional Council is currently undertaking several important initiatives for the future development of Aus together with a multi-disciplinary professional team of consultants, including planners, engineers, surveyors and environmental specialists. Approximately 4,000 hectares of land have already been planned, surveyed, and zoned for residential, industrial, and related development purposes. 361 erven are currently under development with completed engineering designs for water, sewer, road, and electrical infrastructure. Approximately 1,250 additional erven are already in the statutory township establishment process. A further phase of approximately 6,250 erven is at planning stage. A Government-funded infrastructure development project exceeding N\$127 million has already been commissioned by KRC and funded by the Ministry of Urban and Rural Development. The IIKharas Regional Council is further advancing a township proclamation process for Aus, together with its appointed consultants. Under this contract, this process will be supported through the development of a feasibility study.

The ILA project is planning to further support the planning process through elaborating a Spatial Development Framework for the settlement. As a first step in this planning process the ILA project is supporting the development of a “Status quo / situational analysis” which would serve as a basis for the development of this framework. As for Lüderitz, the “Status Quo / Situational Analysis” will be conducted through a separate urban planning consultancy contracted by GIZ ILA and the second international consultancy is also supporting this process through the formulation of scenarios for development, a guiding urban vision and trainings of local authorities on topics such as integrated and participatory urban planning or gender-responsive urban planning. This tender should use the results of these consultancies for the further planning and development of the Spatial Development Framework.

Planning work undertaken for Aus and Lüderitz should be interpreted and implemented within Namibia’s constitutional, legal and policy framework. In this context, the planning outputs produced under the project should support the broader national objective of improving the quality of life of residents, promoting inclusive development, and facilitating access to serviced and affordable land.

This includes alignment with:

- Constitution of the Republic of Namibia
- Urban and Regional Planning Act, 2018
- Regional Councils Act, 1992
- Local Authorities Act, 1992
- Vision 2030
- relevant National Development Plans (NDP6)

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2. Tasks to be performed by the contractor

2.1 Term

The expected term of the contract for services shall be specified in the 'Special terms and conditions of contract'. The definitive term and service delivery period are set out in the contract award notification.

2.2 Objectives, indicators, work packages, milestones

The contractor is responsible for achieving the objectives and indicators described in this document.

Module objective: The local government and administrative bodies of Lüderitz and Aus are strengthened in their ability to manage the urban transformation process efficiently, sustainably and just.

Module objective indicator(s)

The contractor is solely responsible for the achievement of the following module indicator:

1. 10 relevant actions on the urban transformation of Lüderitz and Aus are made in alignment with agreed urban models/visions and the agreed timeframes. (100%)

Base value: 0

Target value: 10

The contractor is partially responsible for the achievement of the following module indicator:

2. 7 of the newly elaborated or revised plans for the spatial development of Lüderitz and Aus have taken climate adaptation as well as the protection of climate and environment into account. (75%)

Base value: 0 plans (05/2025)

Target value: 5 plans (05/2027)

Output 1 The governmental and administrative bodies of Lüderitz & Aus have improved organisational and technical capacities to steer the urban transformation process efficiently, sustainably and just.

Output indicators:

- 1.1 6 agreed measures for modernization of the administration, which result from the organisational analysis of the administrative units of Lüderitz and Aus, have been initiated.

Base value: 0

Target value: 6

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1.2 5 digital solutions in the administrations of Lüderitz and Aus in the field of integrated urban development have been established based on an analysis on potentials for digitalization.

Base value: 1

Target value: 6

Output 2: The administrations of Lüderitz and Aus have implemented adequate spatial planning instruments to steer the urban development sustainably

The contractor is solely responsible for the achievement of the following Output indicator under Output 2:

2.2 The Urban Structure Plan (USP) of Lüderitz has been updated in consideration of the goals and principles formulated in the guiding urban vision (100 %)

Base value: 0 updated Urban Structure Plans (there is an existing Urban Structure Plan from 2014, which does not yet include goals deduced from a Guiding Urban Vision and agreed principles)

Target Value: 1 Urban Structure Plan

Further indicators: Contribution to standard indicators:

- KT 1.1 Number of people with access to improved administrative services
- KT 1.2 Number of people who have directly participated in municipal, regional or national policy-or decision-making processes
- KT 4.1 Amount of reduced or avoided greenhouse gas emissions [in tonnes of CO₂equivalent/year]
- KT 4.2 Number of people directly supported in coping with the impacts of climate change

The contractor is responsible for providing the following work packages and for achieving the corresponding milestones:

Work package 1: Elaboration of spatial development plans for Lüderitz (part of Output 2, Module Indicators 1 & 2)

The main objectives of this work package are:

- a) Elaboration of an updated Urban Structure Plan for Lüderitz
- b) Elaboration of a Zoning and Town Planning Scheme
- c) Creation of tools and mechanisms for adherence to planning documents

a) Urban Structure Plan for Lüderitz

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An Urban Structure Plan (USP) represents the highest level of strategic spatial planning at the local level. It is designed to provide municipalities with a coherent, long-term spatial development vision and serves as a foundational tool for coordinating public and private sector land development. The primary aims of a USP are to equip the municipality with a long-term spatial development strategy; ensure efficient spatial allocation of infrastructure and thus give strategic indications for the allocation of public resources and private sector investments. An USP will provide a framework for the development of more detailed plans.

The city of Lüderitz currently relies on an USP developed for 2015 – 2040 which has never been approved and is therefore not legally binding for current developments in Lüderitz since it was done before the enactment of the Urban and Regional Planning Act of 2018. The existing USP further does not take the developments of the emerging green hydrogen industry as well as oil and gas developments as well as other major investments being planned in Lüderitz into account.

Therefore, one of the main objectives under this work package is the development of an updated USP for Lüderitz. The updated USP under this consultancy would only consider the current town boundaries (as of June 2025). By the start of this consultancy, the ILA project will already have supported the elaboration of studies and reports that shall be used as an input for the Urban Structure Plan, these are the following:

- 1 Status quo Analysis
- 1 Guiding Urban Vision
- Development & discussion of scenarios for future development of the city

Further, the Urban Structure Plan will need to be elaborated in alignment with the relevant legal provisions in Namibia and be based on the following plans and documents:

- Existing Urban Structure Plan
- Existing Town Planning / Zoning Scheme
- Decisions regarding town boundary expansion
- Provisions made in Infill & Densification Strategy
- Lüderitz Development Initiative (LUDI)

Underlying principles and approaches for the development of the USP should be:

- An integrated planning approach, involving different sectors and stakeholders
- Participatory approach: the process for elaboration should follow the legal provisions of Namibia for the development of Urban Structure Plans but going beyond these with regards to participation and innovative methods to involve stakeholders and citizens
- Urban development planning that takes climate change adaptation and mitigation, avoidance of risk-prone areas and environmental protection into account
- Urban development planning that takes safety and security issues into account

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- Gender-responsive and inclusive urban planning (in alignment with “Strategy for Gender-responsive urban development” under work package 3)
- Contribute to sustainable development, by protecting the town’s natural landscape and cultural heritage both tangible and intangible
- Provide a clear and strategic direction for public and private investment, including future housing, energy, tourism, and economic projects, aligned with the needs and aspirations of the community
- Guide spatial decision-making in a way that minimises negative financial, environmental, and social impacts, and ensures that development is phased, realistic, and cost-effective
- Harmonise and coordinate existing plans and policies, ensuring synergy between national development objectives, Regional Strategic Plans for IIKharas, Layout Plans, and other spatial plans and sectoral strategies affecting Lüderitz
- Align with national policies and plans, such as Vision 2030, the Harambee Prosperity Plan, and Namibia’s Nationally Determined Contributions (NDCs) under the Paris Agreement.

The USP shall define land and housing development, residential density, accommodation establishments, public open spaces and recreational areas, as well as address and define possible solutions for informal settlements and potential reception areas. It should further explicitly propose policies that guide and regulate emerging industries—particularly green hydrogen, oil & gas—as well as informal traders and the informal economy. Additionally, the plan should engage meaningfully with cultural heritage preservation, both tangible and intangible, with a strong emphasis on the recognition and integration of Indigenous Knowledge Systems (IKS) in shaping spatial futures. The USP should contain a comprehensive Lüderitz Land Use Budget, including Shortfall calculations, Housing calculations, Business and office calculations, Industrial use calculations and calculations for other urban facilities.

The development and elaboration of the Urban Structure Plan should also be done in tandem with a Strategic Environmental Assessment (SEA) (or EIA or SESA, depending on what is needed), to be determined during the inception phase (as part of the deliverables under work package 4), the elaboration of a Service Analysis of all utilities (water, sewer, electricity, stormwater, roads), a design framework and visual plans and a cadastral and land demarcation survey. The elaboration of these documents is therefore also part of this consultancy (see also work package 4).

The elaboration of a legally binding Urban Structure Plan requires an officially registered town planner in Namibia. This town planner needs to be appointed by the local council and shall thus be decided on in cooperation with local partners during implementation. The selected registered town planner and support team as required (e.g. civil engineer, urban designer, surveyor) shall be subcontracted by the contractor (see section 5.8).

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b) Elaboration of Town Planning / Zoning Scheme for Lüderitz

A Town Planning Scheme (also called Zoning Scheme, last Scheme is from 2003) is a legally binding, statutory land use instrument that regulates the use and development of land within a local authority (LA). Unlike the Urban Structure Plan (USP), which operates at a broader, strategic level, the Zoning Scheme provides detailed, parcel-specific land use rights and development controls. A Town Planning / Zoning Scheme is developed to define and control specific land use rights, including the balance and compatibility of various land uses, and will regulate the intensity and type of development permitted within defined zones. A Town Planning / Zoning Scheme is usually developed based on an existing Urban Structure Plan. Under this work package the contractor is required to elaborate a Town Planning / Zoning Scheme, due to time constraints, the process of development would run in parallel with the elaboration of the updated Urban Structure Plan. The Town Planning / Zoning Scheme under this consultancy would only consider the current town boundaries (as of June 2025).

By the start of this consultancy, the ILA project will already have supported the elaboration of studies and reports that shall be used as an input for the Town Planning / Zoning Scheme, these are the following:

- 1 Status quo Analysis
- 1 Guiding Urban Vision
- Development & discussion of scenarios for future development of the city

Further, the Town Planning / Zoning Scheme will need to be elaborated in alignment with the relevant legal provisions in Namibia and be based on the following plans and documents:

- Existing Urban Structure Plan and aligned with updated Urban Structure Plan
- Existing Town Planning / Zoning Scheme
- Decisions regarding town boundary expansion
- Provisions made in Infill & Densification Strategy
- Lüderitz Development Initiative (LUDI)

Underlying principles and approaches for the development of the Town Planning / Zoning Scheme should be:

- An integrated planning approach, involving and aligning different sectors and stakeholders
- Participatory approach: the process for elaboration should follow the legal provisions of Namibia for the development of Town Planning / Zoning Schemes but going beyond these with regards to participation and innovative methods to involve stakeholders and citizens, ensure transparency and community participation, by engaging residents, traditional leaders, businesses, youth, and other stakeholders in meaningful dialogue throughout the planning process

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- Urban development planning that takes climate change adaptation and mitigation, avoidance of risk-prone areas and environmental protection into account
- Urban development planning that takes safety and security issues into account
- Gender-responsive and inclusive urban planning (in alignment with “Strategy for Gender-responsive urban development” under work package 3)
- Contribute to sustainable development, by protecting the town’s natural landscape and cultural heritage both tangible and intangible
- Provide a clear and strategic direction for public and private investment, including future housing, energy, tourism, and economic projects, aligned with the needs and aspirations of the community
- Guide spatial decision-making in a way that minimises negative financial, environmental, and social impacts, and ensures that development is phased, realistic, and cost-effective
- Harmonise and coordinate existing plans and policies, ensuring synergy between national development objectives, Regional Strategic Plans for IIKharas, Layout Plans, and other spatial plans and sectoral strategies affecting Lüderitz
- Align with national policies and plans, such as Vision 2030, the Harambee Prosperity Plan, and Namibia’s Nationally Determined Contributions (NDCs) under the Paris Agreement.

The elaboration of a legally binding Town Planning Scheme requires an officially registered town planner in Namibia. This town planner needs to be appointed by the local council and shall thus be decided on in cooperation with local partners during implementation. The selected registered town planner and support team (e.g. civil engineer, urban designer, surveyor) shall be subcontracted by the contractor (see section 5.8).

In addition to the official plan, the Town Planning / Zoning Scheme under this work package should include:

- Examples of typologies for sustainable buildings in accordance with the Town Planning / Zoning Scheme that take the local environment and climate into account.

c) Creation of tools and mechanisms for adherence to planning documents

There is often a disconnect between planning and actual urban development practice especially in Lüderitz, with ad-hoc land allocation being a main characteristic. The objectives for supporting adherence to planning documents under this work package are therefore:

- Development of a proposal for adequate tools and mechanisms to enhance adherence to planning documents

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- Implementation of two tools and mechanisms, one for Lüderitz and one for Aus
- Support ~~five~~ processes for urban transformation processes that take the Guiding Urban Vision as a basis for decision-making, ~~three in Lüderitz and two in Aus~~

By the end of this consultancy contract these proposals should be able to guide implementation.

This will directly contribute to the achievement of Module Indicator 1.

Milestones for work package 1 / Output 2, Module Indicators 1 & 2	Delivery period
Overview of necessary, legally required and additionally suggested steps for the elaboration of the Urban Structure Plan & Town Planning Scheme, including proposal & proposal where and how the process could be fast-tracked considering rapid developments	2 months after start of contract
Strategy for public participation, including proposal for additional stakeholder / citizen's involvement (report and overview table, including identification of additional innovative methods for public participation, based on international experiences) is elaborated	2 months after start of contract
Agreement with LTC on town planner to be appointed	2 months after start of contract
1 proposal for adequate tools and mechanisms to enhance adherence to planning documents is elaborated	6 months after start of the contract
Examples of typologies for sustainable buildings in accordance with the Town Planning / Zoning Scheme that take the local environment and climate into account are elaborated.	10 months after start of contract
Urban Structure Plan for Lüderitz finalized & submitted to MURD, Partial achievement of Output Indicator 2.2	10 months after start of contract
Town Planning Scheme developed	10 months after start of contract
2 tools and mechanisms for adherence to planning mechanisms have been implemented, 1 in Lüderitz and 1 in Aus	11 months after start of contract
5 processes for urban transformation processes have taken the Guiding Urban Vision as a basis for decision-making, 3 in Lüderitz and 2 in Aus	11 months after start of contract
Town Planning Scheme approved by town council	11 months after start of contract
Urban Structure Plan approved, Output indicator 2.2 has been achieved	11 months after start of contract

Work package 2: Planning Aus & ||Kharas sub-region

The main objectives in the second work package are:

- a) Elaboration of a Spatial Development Framework for Aus
- b) Support to prepare town(ship) proclamation application for Aus

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a) Elaboration of a Spatial Development Framework for Aus

The settlement of Aus uses a layout plan, which is currently being updated, as the basis for its planning. In addition to this, the approach under this consultancy shall be the development of an additional integrated planning document to provide strategic and spatial guidance to the local authority for the development of the settlement.

Aus as a settlement does not legally require a structure plan or similar. However, in the light of the described developments and the Namibian government to introduce Regional Structure plans, it is recommended for Aus to develop a spatial development framework.

The consultants need to elaborate with MURD, KRC and Aus whether this is best done as a stand-alone document or integrated within a Iikharas Regional Structure plan.

Regional Structure Plans are plans that set out a long-term spatial development framework for a region, providing strategic direction for land use, settlement growth, infrastructure provision, environmental protection, and the coordination of development activities across local authority and settlement areas within the region. There is currently no Regional Structure Plan in all 14 regions of Namibia. However, there is an Integrated Regional Land Use Plan (IRLUP) for Iikharas, which is expected to be replaced by the Regional Structure Plan.

The **Aus Spatial Development Framework (ASDF)** should serve as a strategic spatial plan that addresses the town's social, economic, and environmental development in an integrated and forward-looking manner. It should be grounded in thorough background research, spatial analysis, thematic studies, maps, and other evidence-based materials that collectively guide land use decisions, infrastructure investment, and the sustainable transformation of Aus. A status quo analysis for Aus is currently underway and should be used as a basis for the development of the ASDF.

Specifically, the Aus SDF should:

- **Provide a coherent spatial framework** for the coordination and implementation of local development programmes, infrastructure projects, and basic service delivery within and around the settlement
- **Establish realistic and locally appropriate planning guidelines** for the provision of public facilities and services, ensuring that future developments respond to the town's evolving demographic profile, economic potential, and environmental limitations.
- **Inform and guide the preparation of detailed statutory and strategic plans**, such as layout plans, zoning schemes, infrastructure investment proposals, and land regularization initiatives, ensuring consistency with a long-term, inclusive vision for Aus.

By the start of this consultancy, the ILA project will already have supported the elaboration of studies and reports that shall be used as an input for the Spatial Development Framework, these are the following:

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- 1 Status-quo Analysis for the settlement
- 1 Guiding Urban Vision for the settlement
- Development & discussion of scenarios for future development of the settlement
- Socioeconomic Study for the settlement

Further, the Spatial Development Framework will need to be elaborated in alignment with the relevant legal provisions in Namibia and be based on the following plans and documents:

- Existing regional land-use plan
- Existing layouts

Underlying principles and approaches for the development of the Spatial Development Framework should be:

- An integrated planning approach, involving and aligning different sectors and stakeholders
- Participatory approach: innovative methods to involve stakeholders and citizens; ensure transparency and community participation, by engaging residents, traditional leaders, businesses, youth, and other stakeholders in meaningful dialogue throughout the planning process
- Urban development planning that takes climate change adaptation and mitigation, avoidance of risk-prone areas and environmental protection into account
- Urban development planning that takes safety and security issues into account
- Gender-responsive and inclusive urban planning (in alignment with “Strategy for Gender-responsive urban development” under work package 3)
- Contribute to sustainable development, by protecting the town’s natural landscape and cultural heritage both tangible and intangible
- Provide a clear and strategic direction for public and private investment, including future housing, energy, tourism, and economic projects, aligned with the needs and aspirations of the community
- Guide spatial decision-making in a way that minimises negative financial, environmental, and social impacts, and ensures that development is phased, realistic, and cost-effective
- Harmonise and coordinate existing plans and policies, ensuring synergy between national development objectives, Regional Strategic Plans for //Kharas, Layout Plans, and other spatial plans and sectoral strategies affecting Aus

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- Align with national policies and plans, such as Vision 2030, the Harambee Prosperity Plan, and Namibia's Nationally Determined Contributions (NDCs) under the Paris Agreement

The elaboration of a legally binding Regional Structure Plan requires an officially registered town planner in Namibia. This town planner needs to be appointed by the local council and shall thus be decided on in cooperation with local partners during implementation. The selected registered town planner and support team (e.g. civil engineer, urban designer, surveyor) shall be subcontracted by the contractor (see section 5.8).

In addition to the planning documents, the Spatial Development Framework under this work package should include:

Examples of alternative and affordable housing typologies that take the local environment and climate into account.

b) Support to prepare town(ship) proclamation application for Aus

The Iikharas Regional Council (KRC) as the decision-making authority for Aus is in the process of requesting MURD to declare Aus a town to enhance the self-governance of Aus and to increase responsiveness to developments. To initiate the process the following requirements, need to be in place:

- Layout plans (available)
- Feasibility study
- Request by KRC to MURD with a justification

Since the layout plans exist and a socioeconomic study has been undertaken the main task will be drafting a feasibility study indicating whether Aus would be able to sustain itself as an independent town. The feasibility study needs to be drawn up in cooperation with KRC and the leadership of Aus.

Milestones for work package 2	Delivery period
1 proposal for developing the ASDF including whether it should be part of the Regional Structure Plan or a stand-alone document.	2 months after the start of the contract
Agreement with KRC on registered town planner for Aus	2 months after the start of the contract
1 strategy for public participation in the ASDF, including proposal for additional stakeholder / citizen's involvement (report and overview table, including identification of additional innovative methods for public participation, based on international experiences)	4 months after start of the contract

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1 Feasibility Study for Aus to be declared a town	6 months after the start of the contract
1 spatial development framework for Aus has been elaborated in a participatory manner	10 months after start of the contract
1 spatial development framework for Aus has been approved by the Aus settlement office and KRC	11 months after the start of the contract

Work package 3: Strategy Development

Under this work package, the consultants would mainly be responsible for the elaboration of the following strategies:

- a) Strategy for Gender-responsive urban planning & design in Lüderitz and Aus
- b) Reception policy & strategy for influx of new workers for different industries and their families with a focus on the low-income sector

a) Strategy for Gender-responsive urban development in Lüderitz and Aus

The design of public spaces (outdoor and indoor) and urban structures significantly influences many aspects of our lives, such as working, playing, mobility patterns and leisure activities. However, the built environment is predominantly planned by heterosexual, physically healthy (white) men, resulting in their needs being overrepresented. Meanwhile women, who make up half of the world's population and form part of urban life, are underrepresented. In addition to the structural marginalization of women, girls and other marginalized groups, further reasons for this issue include the lack or absence of user data and the insufficient representation and active participation of women and minorities in planning and construction processes. A gender-responsive urban development approach would include a gender-equitable design of public spaces and the implementation of targeted measures to promote gender equality in urban spaces. Measures in this regard could include for example the implementation of gender-equitable real-world laboratories (urban living labs), gender-equitable pop-up interventions, gender-equitable re-design of streets or gender-equitable design of buildings.

The main objectives of this work package with regards to gender-responsive urban development are:

- Develop a strategy for gender-responsive urban development with participation of local stakeholders from Lüderitz and Aus, based on national guidelines and international best practices, including recommendation of measures to be included in other plans and urban development projects (including urban infrastructure) in Lüderitz and Aus, responsibilities and timelines for implementation
- Ensure gender-responsive planning with regards to the plans that will be developed under work package 1 & 2 and gather gender-disaggregated data when additional data collection is being done in the context of these work packages

b) Reception policy & strategy for influx of new inhabitants (workers for different industries and their families) with a focus on the low-income sector

The main objectives of this work package with regards to supporting the local authorities in dealing with the influx of inhabitants in Lüderitz and Aus are:

- Develop & discuss proposals for relocation of residents from informal settlements. This includes the exploration of Namibian national and international best-practices and experiences with formalization and consolidation of informal settlements considering densification needs and relocation of former inhabitants.
- Identification of new reception areas within Lüderitz and Aus.
- Develop reception policies.
- Develop strategies for implementation of the reception policies, including recommendation of measures, considerations for other plans, timelines, budgets and responsibilities.

While Lüderitz residents and migrant workers from all over the country are in expectance of future developments, migration into the city has already begun in recent years to serve the demand for workers in other industries, such as the fishing industry. Since land values in Lüderitz have already increased and the availability of land on the formal land market is reduced, Lüderitz has seen the growth of several informal settlement areas.

In Lüderitz, the town council has already worked on formalizing a few of these informal settlements. One of these settlements is Amilema, which has been formalized, however not all former residents could be relocated within the new layout. Currently, the LTC has begun formalizing another bigger and already more consolidated informal settlement in Lüderitz, the so-called Area 7. Here LTC faces the same issue as in Amilema, where the plots in the new formalized layout are not sufficient to accommodate everyone. The question LTC is currently facing is therefore where to relocate these people to. One of the already existing discussions to address the housing shortage is the possibility to relocate people to flats instead of providing entire plots. These and other possible solutions should be discussed as part of the elaboration of the reception policy.

Aus has two main neighbourhoods. One formal neighbourhood known as 'Town' and one informal neighbourhood known as 'Khaubeb Location'. This location is characterised by insecure residential status, inadequate access to clean water, inadequate access to sanitation, and other basic infrastructure and services, and poor structural quality of housing. Although Khaubeb has a formal layout, the characteristics of informal settlements are still very pervasive in this township. At present, Aus doesn't face any considerable in-migration, but this might change in the future.

There is a high demand for land (i.e. for housing, and industrial development) from investors in Lüderitz, linked to the anticipated developments from emerging industries. Economic opportunities at present are limited, and rapid growth of informal settlements remain minimal. However, in view of the anticipated future developments this situation might change.

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This consultancy shall therefore explore different possible solutions for accommodating people in the future, as well as support the development of policies and strategies to deal with future immigration to the city of Lüderitz and to the settlement of Aus. Possible options to explore could include densification through the construction of apartment buildings, incremental housing, smaller plot sizes or development of rental solutions. The consultancy should explore Namibian national and international best practices and experiences in formalization and consolidation of informal settlements. Possible policies in this context would be related to allowing a higher intensity of use on individual plots, i.e. by allowing the construction of a second storey on an existing building, sub-division of existing plots, introduction of sectional titles, policies related to regulation of the rental market or the development of a policy for right of first refusal and land banking by LTC or the settlement of Aus. The developed policies should as well consider the needs for an environmentally sustainable urban growth, environmental protection and adaptation to climate change.

Underlying principles and approaches for the development of a reception policy should be:

- An integrated planning approach, involving different sectors and stakeholders
- Participatory approach: the process for elaboration should follow the legal provisions of Namibia but going beyond these with regards to participation and innovative methods to involve stakeholders and citizens
- Planning that takes climate change adaptation and mitigation, avoidance of risk-prone areas and environmental protection into account

The results of the several discussions for the development of policies and strategies should feed into the development of the plans under work package 1 and 2.

Milestones for work package 2	Delivery period
6 workshops with relevant stakeholders on the elaboration of a gender-responsive urban planning and design have been held, 4 in Lüderitz and 2 in Aus	6 months after start of contract
2 draft strategies for gender-responsive planning and design in Lüderitz and Aus have been elaborated	8 months after start of contract
2 strategies for gender-responsive planning and design in Lüderitz and Aus have been approved by the respective councils	10 months after start of contract
1 Report on Namibian national and international best-practices and experiences with formalization and consolidation of informal settlements in lights of densification needs and relocation of former inhabitants and densification has been submitted.	3 months after start of contract
Identification of potential reception areas in Lüderitz and Aus	5 months after start of contract
2 Reception policies have been formulated in a participatory process, 1 for Lüderitz and 1 for Aus	6 months after start of contract
2 Reception policies have been approved by the relevant local authorities	10 months after start of contract

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2 strategies on how to implement the reception policy have been formulated in a participatory manner, 1 for Lüderitz and 1 for Aus	11 months after start of contract
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Work package 4: Environmental protection and adaptation to climate change (part of Output 1 / part of Output 2, part of Module Indicator 1 & 2)

The elaboration and updating of relevant planning instruments are just one step towards a sustainable and efficient urban development in Lüderitz and Aus. The main objectives of this work package are therefore

- a) to support environmental protection in the areas in and around Lüderitz and Aus and align proposed interventions with planning documents developed under work packages 1-3
- b) to support Lüderitz and Aus with adaptation to climate change through integration of relevant aspects in the planning documents developed under work packages 1-3

a) Environmental protection in Lüderitz and Aus

As any urban development and extension of settlement areas, the planned urban developments in Lüderitz and Aus will have a significant impact on the natural environment. The areas surrounding Lüderitz and Aus are known for their exceptionally high biodiversity and endemic plant species. The marine ecosystem is home to a rich variety of fish, birds and mammals. The current waste management system and landfill site in Lüderitz are already insufficient to handle the amount of waste from the town and contaminating surrounding terrestrial and marine landscapes. The industrial developments in and around Lüderitz and Aus would further contribute to a contamination and degradation of surrounding ecosystems if not planned and managed carefully. One of the main objectives of the ILA project is to support the local governments of Lüderitz and Aus in mitigating the negative effects that the urban transformation processes might have on the natural environment. The adherence to established planning documents which might already consider mitigation of negative impacts on the environment is one step towards achieving this. In practice, urban planning in Lüderitz has only selectively drawn from existing planning documents, with their full integration into development processes remaining a work in progress.

b) Adaptation to climate change in Lüderitz and Aus

Another of the main objectives of the ILA project, reflected in Module Indicator 2, is to support the local governments of Lüderitz and Aus in adapting to the potential challenges of climate change for these localities. This includes the consideration of aspects that might contribute to mitigation aspects and to the reduction of the emission of greenhouse gases, such as an efficient urban structure, promoting density, short distances, sustainable mobility, including climate-resilient infrastructure. It also includes the consideration of aspects that are relevant for the sustainable development of Lüderitz and Aus and the well-being of their

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residents. These would include for example the consideration of changing climatic conditions, such as increased rainfall, changing wind patterns, increased heat or a rising sea level and the mitigation of potentially negative consequences. Examples for concrete measures would be the promotion of public open spaces within the settlements to reduce the heat island effects or the modelling of scenarios for potential floodings in the urban area and measures to mitigate associated risks.

The adherence to established planning documents, which might already consider mitigation of negative impacts and adaptation to climate change, is one step towards achieving this. In practice, urban planning in Lüderitz has only selectively drawn from existing planning documents, with their full integration into development processes remaining a work in progress. One example is the public urban spaces. The national Town Planning Standards and Urban Design Guidelines of 2013 foresee a quota of 10% of public urban spaces. In practice, these public spaces, foreseen in planning documents, end up getting sold for other developments. Apart from the necessity of providing adequate space for development needs, this is partly due to the lack of funds for creation and maintenance of public spaces.

The objectives for environmental protection and climate change adaptation under this work package are therefore:

- Elaboration of a baseline analysis of how the current planning framework is considering and addressing environmental protection and climate change in and around Lüderitz and Aus and how successfully these plans have been implemented with regards to environmental protection and climate adaptation
- Identification of existing gaps between planning and practice and recommendations to address these gaps
- Elaboration of a proposal for adequate tools and instruments with regards to environmental protection and adaptation to climate change that support the local implementation of the elaborated Guiding Urban Vision, the Urban Structure Plan for Lüderitz and the Spatial Development Framework for Aus and other spatial development plans (i.e. how to ensure budget for creation and maintenance, creative solutions for affordable, practical and livable public urban spaces, including use of local plants, re-use of wastewater; measures to enhance respect for zoning, development of by-laws).
- Advising on options for and planning of climate-resilient infrastructure
- Elaboration of two (Strategic) Environmental Impact Assessments (SEA, SESA, or EIA, depending on what is needed), one for Lüderitz and one for Aus, i.e. in the context of the elaboration of the Urban Structure Plan and the Aus Spatial Development Framework (see work package 1 & 2)
- Training of local government authorities on Environmental Impact Assessments and criteria for acceptance
- Ensure adequate consideration of environmental protection and climate change adaptation in plans elaborated under work packages 1-3

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This will directly contribute to the achievement of Module Indicator 2.

Milestones for work package 2	Delivery period
Elaboration of a baseline analysis	4 months after start of contract
Identification of existing gaps between planning and practice and recommendations to address these gaps	5 months after start of contract
Elaboration of a proposal for adequate tools and instruments with regards to environmental protection and adaptation to climate change that support the local implementation of spatial development plans, including options for climate-resilient infrastructure	7 months after start of contract
Elaboration of two Environmental Impact Assessments	7 months after start of contract
Training for local authorities	8 months after start of contract

Work package 5: Capacity Development

This work package focusses on specific interventions to support Capacity Development on the topics within the work packages 1-4 on the level of people, organizations and enabling environment / society. In this context, people would be individual professionals at LTC, Aus Settlement Office and JjKharas Regional Office. Organizations would be the respective local and regional governments as well MURD on national level. Society in this context would mean the residents of Lüderitz and Aus. The ILA project is currently preparing a Capacity Development Strategy (CDS) that would address all three levels and define measures for all three outputs. This strategy should serve as a starting point for this consultancy to identify opportunities (identified needs to which this consultancy could contribute), gaps and additional training needs regarding the topics from work packages 1-4. After identifying the training needs, the consultancy will be responsible for developing concepts for and implementing the following activities (see Milestones for work package 5):

- Training sessions
- Systematization of experiences
- Development of training materials
- Conduction of public awareness raising campaigns on urban development plans, policies or strategies

Milestones for work package 5	Delivery period
1 report on the training needs (based on existing capacity development strategy and findings during the inception phase) for the local governments in Lüderitz and Aus with regards to the topics from work package 1-4 has been elaborated	2 months after start of contract
8 training sessions for relevant staff of local governments in Lüderitz and Aus on selected topics have been held	10 months after start of contract

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2 public awareness raising campaigns on previously selected topics, 1 for Lüderitz and 1 for Aus (i.e. environmental protection, adherence to planning documents)	10 months after start of contract
Systematization of experiences from the implementation of work packages 1-4 has been done	11 months after start of contract

2.3 Project and knowledge management requirements

Requirements on the assignment of experts:

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to carry out the advisory services.

Requirements on materials and equipment and operating costs:

- The contractor makes the required materials, equipment and consumables available and covers their operating and administrative costs.
- Office operating costs will not be reimbursed, the consultants based in Lüderitz will be able to make use of the GIZ ILA office

Requirements on expenditure management and cost control:

- The contractor manages costs and expenditures, accounting processes and invoicing in line with GIZ requirements.

Monitoring and reporting requirements:

- The contractor plays an active role in the existing results-based monitoring of the project. Regular monitoring activities must cover at least the following areas
 - Degree to which activities are implemented
 - Degree to which the objectives, indicators and milestones listed in section 2.2 of these ToRs have been achieved
 - Results that have occurred in the contractor's sphere of responsibility
 - Results that have occurred outside the contractor's direct sphere of responsibility (e.g., activities / measures carried out in Aus are applied by KRC on other settlements)
 - Risks
 - Social and political developments relating to the project, hydrogen and other relevant aspects.

The contractor reports to GIZ as follows:

Instead of the reporting language stipulated in GIZ's General Terms and Conditions of Contract (German), the contractor provides the following reports in the following language: English

- Inception report 4 weeks after signing of contract, including activity schedule, 8-10 pages

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- Final report 20 pages

The interim report(s) and the final report should provide information about the progress made towards objectives in each of the monitoring areas specified above.

Additionally, the contractor is required to produce:

- Contributions to the standard indicator reporting between 12/2026 and 01/2027
- Contributions to the report to GIZ's commissioning party: 30/04/2027; up to 5 pages each
- Brief quarterly reports - including video, pictures etc. - on the implementation /status of the project (5-7 pages),

Requirements for company-wide learning, knowledge and innovation:

- Contributions to conferences: on National level, organized i.e. by GIZ, NALAO, ALAN
- The contractor provides support in implementing a project evaluation with special emphasis on ensuring the effectiveness of the knowledge management process.
- The contractor expresses willingness, if required, to support project assistants or staff members on temporary placements who, in the context of GIZ's separately financed training programmes for junior employees, work in and undertake special tasks for the project.

Backstopping requirements:

The contractor ensures appropriate backstopping. The following services form part of the standard backstopping package. In accordance with GIZ's General Terms and Conditions for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, these services – as well as the ancillary personnel costs – must be priced into the fee schedules of the staff listed in the tender:

- The contractor's responsibility for its own staff
- Ensuring the flow of information between GIZ and the contractor's field staff
- Process-oriented technical and conceptual steering of the consulting services
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting local and international experts
- Steering adaptations to changing framework conditions
- Performance monitoring
- Ensuring the administrative management of the project
- Ensuring compliance with reporting requirements

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- Technical support by the contractor's staff for its personnel on the ground
- Making local use of and sharing the lessons learned by the contractor with the GIZ team.
- Responsibility for checking the use of funds and financial planning in consultation with the officer responsible for the commission at GIZ
- Supporting the officer responsible for the commission in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

2.4 Data protection and information security

The provisions on data protection and information security of the current version of GIZ's General Terms and Conditions of Contract (sections 1.6. Confidentiality and 1.10 Data protection) apply.

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

Unless explicitly required by GIZ, assessments, reports, surveys, or any other data and information shared with GIZ must be provided strictly anonymously, meaning that any information relating to an identified or identifiable natural person ('data subject') must be excluded. Specifically, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, as well as genetic data, biometric data, or data concerning health or data concerning a natural person's sex life or sexual orientation must only be collected in a strictly anonymous and aggregated manner.

The present assignment might deal with sensitive and confidential information of partners, organisations or companies (information owners). The confidentiality level as well as further protection or restriction measures must be discussed with the respective information owners prior to the collection. The release or disclosure of such information to third parties is only allowed in strict compliance with the need-to-know principle and duly considering the confidentiality level and agreed requirements or restrictions.

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2.5 Other requirements

Safeguards and gender measures with specific reference to services:

In order to promote gender equality and avoid or mitigate possible unintended negative impacts in its area of responsibility, the contractor should implement the following measures:

- **Gender equality:**

To promote gender equality and avoid unintended discriminatory impacts, the contractor shall ensure that all services are designed and delivered in a gender-sensitive and -responsive manner, with particular attention to the needs of women in urban areas, particularly informal settlements. This includes facilitating inclusive participation in decision-making, promoting equal employment opportunities, mitigating gender-based risks, and integrating gender indicators into monitoring and reporting.

- **Environmental protection and climate action (climate change mitigation/adaptation):**

To avoid or mitigate potential negative impacts related to environmental protection and climate action, the contractor shall ensure that all services support the long-term sustainability and resilience of the urban development. Due to its proximity to the Tsau //Khaeb National Park, the ecological sensitivity of the surrounding landscape requires careful management of environmentally sensitive areas, the preservation of natural environmental flows and the prevention of habitat degradation. Adaptation measures, such as securing water availability, protecting natural buffers, and preparing for extreme weather events, must be fully integrated into the planning. At the same time, mitigation efforts, including compact urban design, sustainable transportation and low-carbon infrastructure, should be prioritised. All planning decisions must align with national climate commitments and comply with relevant environmental regulatory frameworks.

- **Conflict and context sensitivity:**

It is important to note the expectations, hopes and fears of the population, local political leadership and how these might be projected on the developments and also the ILA project. Even more sensitive is the history of Germany in Namibia and particular Lüderitz. All these elements need to be considered during the implementation, when engaging stakeholders and the public at large.

The contractor's staffing profile should be balanced in terms of gender and age.

3. Technical-methodological concept

In this section, the tenderer is required to reflect on the objectives and terms of reference of the tender at hand, describe the partner system and its processes in the area of responsibility and present the technical-methodological concept for completing the tasks listed in section 2 and achieving the set objectives. In addition, the tenderer must describe the design of the project management process.

3.1 Interpretation of objectives (section 1.1 of the assessment grid)

The tenderer is required to interpret the objectives for which it is responsible. Simple repetition of the objectives formulated in section 2 of the ToRs is not desired. Rather, the contractor is to

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describe and interpret the changes in the partner system that are to be directly achieved by the object of the tender procedure. The resulting positive impact on the partner system (section 1.1.1 of the assessment grid) should also be presented.

The contractor must undertake a critical examination of the ToRs (section 1.1.2 of the assessment grid), by:

- undertaking an assessment of the appropriateness of the personnel concept for implementing the scheduled tasks
- providing an assessment of the results hypotheses for achieving the objectives and possible risks in implementation
- assessing the technical concept

3.2 Processes and actors in the partner system (section 1.2 of the assessment grid)

Processes describe actions or sets of tasks that are necessary in order to render specific services in a sector or in the cooperation/partner system. Specific actors are given responsibility for determining and implementing these actions and sets of tasks in line with the regulations. Actors are usually institutions such as ministries, local governments, associations and chambers, non-governmental organisations, companies in a sector or individual businesses, universities or banks, but may also be individuals (e.g. a person with higher decision-making authority).

The tenderer is required to describe, using existing documents where possible (see annexes), the processes in the sector or partner system that are relevant to the services put out to tender (section 1.2.1 of the assessment grid).

The tenderer is required to present the actors (partners and others) who are relevant for the tender in the form of a map of actors. As far as possible, it should list the actors by name. Their mandates as well as strengths, weaknesses and interests with respect to the services put out to tender are also to be briefly presented (section 1.2.2 of the assessment grid).

In addition, the tenderer is required to describe the interaction between the actors mentioned above. This can consist of a description of the specific collaboration between individual actors in the processes listed above, of the dependencies or conflicts between the actors and their consequences or of existing dialogue and communication formats (section 1.2.3 of the assessment grid).

3.3 Strategy (section 1.3 of the assessment grid)

The strategy for delivering the services in the tender is the core element of the technical-methodological concept. It is composed of the following elements:

- Procedure for achieving the objectives stated in section 2.2 of these ToRs
- Development of partnerships with the relevant actors
- Approaches for leverage effects and measures for scaling-up
- Consideration of environmental and social compatibility requirements (including gender equality)

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- Appropriate consideration of further requirements

3.3.1 Strategic approach to achieving the objectives mentioned in the ToRs
(section 1.3.1 of the assessment grid)

The tenderer is required to describe and justify the approach it plans to adopt in order to achieve the milestones, objectives and results (see section 2) for which it is responsible.

3.3.2 Building partnerships with the relevant actors
(section 1.3.2 of the assessment grid)

The tenderer is required to develop and describe a strategy for developing the cooperation with the actors in the partner system who are relevant for the implementation of the services in the tender. The project partnerships already mentioned in section 1 must also be taken into account.

3.3.3 Approaches for leverage effects and measures for scaling-up
(section 1.3.3 of the assessment grid)

– Not applicable –

3.3.4 Consideration of environmental and social compatibility requirements
(section 1.3.4 of the assessment grid)

Gender equality

The tenderer is required to outline in the tender how it can prevent negative impacts on gender equality in its area of responsibility and how it can contribute to improving gender equality through corresponding measures (see also relevant requirements in section 2.5).

Environmental protection and climate action (climate change mitigation/adaptation)

The tenderer is required to outline in the tender how it can prevent negative impacts on the environment and the climate in its area of responsibility and, in addition, how it can contribute to improving the environmental and climate situation through corresponding measures (see also relevant requirements in section 2.5).

Conflict and context sensitivity

The tenderer is required to outline in the tender how it is planning its activities in the context of conflicts or violence and what specific measures it has adopted for conflict- and context-sensitive implementation (see also relevant requirements in section 2.5).

Human rights

The tenderer is required to outline in the tender how it can prevent negative impacts on the human rights situation in its area of responsibility and how it can contribute to improving the human rights situation through corresponding measures (see also relevant requirements in section 2.5).

Requirement: 'Gender equality':	Max. 3 points out of 10
Requirement: 'Environmental protection and climate action (climate change mitigation/adaptation)':	Max. 3 points out of 10
Requirement: 'Conflict and context sensitivity':	Max. 2 points out of 10
Requirement: 'Human rights':	Max. 2 points out of 10

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3.4 Project management
(section 1.4 of the assessment grid)

In this section, the tenderer presents the operational plan for implementing the services in the tender, describes the procedure for coordination with GIZ or the project and the project partners, and explains its monitoring procedure.

3.4.1 Operational plan
(section 1.4.1 of the assessment grid)

The tenderer is required to draw up and explain an operational plan for implementing the strategy described in section 3.3, including a plan for the assignment of all the experts included in the tender. The operational plan must include the assignment times (periods and expert days) and assignment locations of the individual experts, the milestones as presented in section 2 and, in particular, describe all the necessary work stages in detail and in chronological order. The tenderer can define further milestones beyond those prescribed in section 2 and map them out in the plan of operations.

3.4.2 Coordination with GIZ or the commissioning project
(section 1.4.2 of the assessment grid)

In the tender, the tenderer is required to describe the procedure for coordinating with GIZ or with the commissioning project.

3.4.3 Steering or coordination of measures with the relevant implementing partner
(section 1.4.3 of the assessment grid)

– Not applicable –

3.4.4 Monitoring
(section 1.4.4 of the assessment grid)

In the tender, the tenderer is required to describe how it will regularly capture and document the status of completion of the tasks, the achievement of objectives, the results achieved and the risks in the area for which it is responsible in accordance with the specifications set out in section 2.

In the tender, the tenderer is required to describe how it can ensure that the requirements resulting from the monitoring system of the project or the partner are met (see section 2). In doing so, the tenderer is required to describe how the information that is relevant for monitoring is collected and in what form and at what intervals monitoring data are updated.

3.5 Further requirements
(section 1.5 of the assessment grid)

- The tenderer is required to describe its backstopping strategy. A CV must be provided for the positions for technical and, where appropriate, administrative backstopping.

Note on backstopping: Please note that members of the backstopping team are not part of the HR concept. Accordingly, the backstopping assessment is mentioned here rather than in section 4. Please do not add any backstopping arrangements in the section on Human Resources in your technical concept.

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4. Personnel

The tenderer is required to provide 'experts' for the positions referred to and described (scope of tasks and qualifications) in this section on the basis of corresponding CVs. **The requirements on the format and content of the CVs are described in section 6.**

The qualifications mentioned below correspond to the requirements for achieving the highest number of points in the technical assessment.

'One year of professional experience' is therefore defined as a cumulative 12 expert months with at least 18 expert days per month, provided no diverging definition is specified for individual qualifications.

4.1 Expert 1: Team Leader

(section 2.1 of the assessment grid)

This position is a **key expert**.

Tasks of expert 1: Team Leader

- Overall responsibility for the advisory packages of the contractor
- Ensuring the coherence and complementarity of the contractor's services with other services delivered by the project at local and national level
- Design, implementation, monitoring and evaluation of capacity development measures for local partners
- Responsibility for taking cross-cutting themes into consideration (for example, gender equality)
- Staff management, in particular identifying the need for short-term assignments within the available budget, planning and managing the assignments and supporting experts
- Planning, organising, and conducting workshops
- Ensuring that monitoring procedures are carried out
- Regular reporting in accordance with deadlines
- Responsibility for checking the use of funds and financial planning in consultation with the commission manager at GIZ
- Supporting the commission manager in updating and/or adapting the project strategy, in evaluations and in preparing a follow-on phase

Qualifications of expert 1: Team Leader

Education/training (section 2.1.1 of the assessment grid):	University degree (master's or equivalent) in Urban Planning, Spatial Planning, Geography or other field related to urban or spatial planning
Language (section 2.1.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.1.3 of the assessment grid):	10 years of professional experience in integrated and participatory urban planning

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Specific professional experience (section 2.1.4 of the assessment grid):	Experience of working on 5 Urban or Regional Structure plans, Building Schemes or other Spatial Framework Documents (working on each plan/document for an equivalent of 6 months full-time).
Leadership/management experience (section 2.1.5 of the assessment grid):	5 years of management experience in projects, companies or other organisations (5 points of max. 10 points), 5 years of management of at least 2 pools with each at least 4 experts (5 points of max. 10 points)
International professional experience outside the country/region of assignment (section 2.1.6 of the assessment grid):	7 years of professional experience outside the country of assignment (Namibia)
Professional experience in the country/region of assignment (2.1.7 of the assessment grid):	3 years of professional experience in Southern Africa
Experience in the field of development cooperation (section 2.1.8 of the assessment grid):	5 years of experience in development cooperation projects
Other (section 2.1.9 of the assessment grid):	Work experience in 2 urban transformation / development projects (each equivalent of working minimum 6 months full-time) in the context of large-scale investments (e.g. oil/gas, mining, hydrogen etc.)

4.2 Expert 2: Town and Regional Planning Expert

(section 2.2 of the assessment grid)

This position is a **key expert**.

Tasks of expert 2

- Advisory and coordinating the development/updating and elaboration process of the Urban Structure Plan for Lüderitz
- Advisory and coordinating the development/updating and elaboration process of the Town Planning Scheme for Lüderitz
- Advisory and coordinating the development/updating and elaboration process of the Spatial Development Framework for Aus
- Planning, organising, and conducting workshops
- Support and deputise the team leader

Qualifications of expert 2

Education/training (section 2.2.1 of the assessment grid):	University degree ('master's or equivalent) in Urban Planning, Spatial Planning, Geography or other field related to urban or spatial planning
Language (section 2.2.2 of the assessment grid):	Knowledge of English, C1-level in the Common European Framework of Reference for Languages

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General professional experience (section 2.2.3 of the assessment grid):	7 years of professional experience in integrated and participatory urban planning
Specific professional experience (section 2.2.4 of the assessment grid):	Experience of working on 3 Urban or Regional Structure plans, Building Schemes or other Spatial Framework Documents (working on each plan/document for an equivalent of 6 months full-time).
Leadership/management experience (section 2.2.5 of the assessment grid):	2 years of management experience in projects, companies or other organisations
International professional experience outside the country/region of assignment (section 2.2.6 of the assessment grid):	Not applicable
Professional experience in the country/region of assignment (2.2.7 of the assessment grid):	5 years of professional experience in Southern Africa
Experience in the field of development cooperation (section 2.2.8 of the assessment grid):	Not applicable
Other (section 2.2.9 of the assessment grid):	3 years of work experience in mainstreaming gender and integrating gender responsive measures and approaches in spatial planning documents

4.3 Expert 3: Pool 1 ‘Short-Term Expert Pool with international experience’ Participatory planning, strategy development, environmental protection and climate adaptation and trainings with 5-8 experts

(section 2.3 of the assessment grid)

In derogation from the number of experts mentioned above, **5 CVs** must be added to the tender. The ability of the tenderer to offer the pool of experts required here is assessed solely on the basis of these exemplary CVs.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert 3 pool 1: international experience

- Support to implementation of WP 1, 3, 4 & 5
- Advisory on development of spatial plans
- Advise on environmental protection and climate change adaptation
- Support with the elaboration of (Strategic) Environmental Impact Assessments
- Development of Strategy for Gender-responsive urban development
- Development of Reception Policy & Strategy
- Planning, organising, and conducting workshops and trainings.

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Qualifications of the expert pool 1: international experience

Education/training (section 2.3.1 of the assessment grid):	2 of experts with a university degree (Master's or equivalent) in geography, spatial planning, urban planning, regional planning, land governance, (4 points of max. 10 points) 1 expert with a university degree (Master's or equivalent) in social sciences (2 points of max. 10 points) 2 experts with a university degree Master's or equivalent in environmental sciences, (4 points of max. 10 points)
Language (section 2.3.2 of the assessment grid):	All of experts with knowledge of English, C1-level in the Common European Framework of Reference for Languages
General professional experience (section 2.3.3 of the assessment grid):	4 experts with each 5 years of professional experience in the sector Urban Planning, spatial planning, land governance (8 points out 10 points) 1 expert with 3 years of professional experience in the elaboration of mechanisms for environmental protection and climate adaptation in urban areas (2 points of max. 10 points)
Specific professional experience (section 2.3.4 of the assessment grid):	1 expert with 3 years of professional experience in participatory urban planning (2 points of max. 10 points) 1 expert with 3 years of professional experience in the analysis and elaboration of strategies for gender-responsive urban development (2 points of max. 10 points) 1 expert with 3 years of professional experience in drafting strategies and policies for urban migration and informal settlements (2 points of max. 10 points) 1 expert with 3 years of professional experience in the elaboration of Strategic Environmental Impact Assessments (SEIA) (2 points of max. 10 points) 1 expert with 3 years of professional experience on climate-resilient infrastructure (2 points out of max. 10 points)
Leadership/management experience (section 2.3.5 of the assessment grid):	Not applicable
International professional experience outside the country/region of assignment (section 2.3.6 of the assessment grid):	All experts with 5 years of professional experience outside country of assignment (Namibia)
Professional experience in the country/region of assignment (2.3.7 of the assessment grid):	Not applicable
Experience in the field of development cooperation (section 2.3.8 of the assessment grid):	Not applicable
Other (section 2.3.9 of the assessment grid):	Not applicable

4.4 Expert 4: Pool 2 ‘Short-Term Expert Pool for support in the elaboration of plans and strategies’ to support elaboration of plans and strategies with 5-7 experts

(section 2.4 of the assessment grid)

A CV for each expert must be added to the tender. Each CV may cover up to 2 different subcriteria per criteria as laid out in the table below.

The actual number of experts assigned from the pool may differ from the number of experts required in section 4 of the Terms of Reference. For experts not named in the tender, GIZ must confirm before the assignment that their qualifications are equivalent to those of the short-term experts proposed in the tender.

Tasks of the expert pool 2: national support

- Support to implementation of WP 1-5
- Elaboration of maps and management of spatial data in Geographic Information Systems (GIS)
- Advise on elaboration of Reception Policy and Strategy for Immigration
- Advise on national legal framework regarding environmental protection in urban and regional planning
- Elaboration of marketing and communication materials
- Advise on legal and policy issues
- Planning, organising, and conducting workshops and trainings.
- Drafting of feasibility study for Aus

Qualifications of the expert 4 pool 2: national support

<p>Education/training (section 2.4.1 of the assessment grid):</p>	<p>1 expert with a university degree (e.g. ‘master’s or equivalent diploma) in Town and Regional Planning (1 point of max. 10 points)</p> <p>1 of expert with a university degree (Master’s or equivalent) in Town and Regional Planning, Geography, Geographic Information Systems or similar (2 points of max. 10 points)</p> <p>1 of experts with a university degree (Master’s or equivalent) in environmental sciences (1 point of max. 10 points)</p> <p>1 expert with a university degree in Law (Master’s or equivalent) (2 points of max. 10 points)</p> <p>1 expert with a university degree in marketing or communication (bachelor’s degree or equivalent) (2 points of max. 10 points)</p> <p>1 expert with a university degree in economics (bachelor’s degree or equivalent) (2 points of max. 10 points)</p>
<p>Language (section 2.4.2 of the assessment grid):</p>	<p>All experts with knowledge of English C1-level in the Common European Framework of Reference for Languages</p>

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<p>General professional experience (section 2.4.3 of the assessment grid):</p>	<p>1 expert with 4 years of professional experience in the sector of town and regional planning, (1 points of max. 10 points)</p> <p>1 expert with 4 years of professional experience with Geographic Information Systems (mapping, analysis of vector and raster data sets), (2 points of max. 10 points)</p> <p>1 expert with 4 years of professional experience in the elaboration of environmental management in towns and cities (2 points of max. 10 points)</p> <p>1 expert with 6 years of professional experience in the legal sector (2 points of max. 10 points)</p> <p>1 expert with 4 years of professional experience in marketing and/or communications (1 points of max. 10 points)</p> <p>1 expert with 4 years of professional experience drafting economic studies such as feasibility studies (2 points of max. 10 points)</p>
<p>Specific professional experience (section 2.4.4 of the assessment grid):</p>	<p>1 expert with 3 years of professional experience in the development of informal settlements (1 points of max. 10 points)</p> <p>1 expert with 3 years of professional experience in the creation of maps for public participation and stakeholder meetings (2 points of max. 10 points)</p> <p>1 expert with 3 years professional experience in the elaboration of Environmental Impact Assessments in Namibia (1 point of max. 10 points)</p> <p>1 expert with 3 years professional experience in environmental law (1 point of max. 10 points)</p> <p>1 expert with 3 years professional experience in administrative law (1 points of max. 10 points)</p> <p>1 expert with 3 years professional experience in the development of marketing campaigns targeting big audiences (2 points of max. 10 points)</p> <p>1 expert with 3 years professional experience in urban economics and local authority finances (2 points of max. 10 points)</p>
<p>Leadership/management experience (section 2.4.5 of the assessment grid):</p>	<p>Not applicable</p>
<p>International professional experience outside the country/region of assignment (section 2.4.6 of the assessment grid):</p>	<p>Not applicable</p>
<p>Professional experience in the country/ region of assignment (2.4.7 of the assessment grid):</p>	<p>All experts with each 3 years of professional experience in Southern Africa except Namibia (6 points of max. 10 points), 4 years in Namibia (4 points of max. 10 points)</p>
<p>Experience in the field of development cooperation (section 2.4.8 of the assessment grid):</p>	<p>Not applicable</p>
<p>Other (section 2.4.9 of the assessment grid):</p>	<p>Not applicable</p>

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The tenderer must assign all the proposed experts to the required qualifications and clearly present them in a separate table preceding the CVs. The summary presentation must mention only qualifications that are actually indicated in the CVs. Professional experience must be evidenced by meaningful references in the CVs. It is advisable to make explicit reference to each example of professional experience.

Soft skills of team members

In addition to their specialist qualifications, all team members are also expected to have the following qualifications:

- Team skills
- Initiative
- Communication skills
- Sociocultural and intercultural skills
- Efficient partner- and client-oriented working methods
- Interdisciplinary thinking

Soft skills are not evaluated.

5. Costing requirements

In your tender, please do not deviate from the specification of inputs required in these ToRs (the number of experts and expert days, the budget specified in the price schedule). This is part of the competitive tender and is used to ensure that the tenders can be compared objectively. Please note: only services that were commissioned by GIZ and rendered by the contractor will be remunerated. We would also like to point out that it may not be necessary to make use of the total number of proposed expert days.

5.1 Assignment of experts

The number of expert days corresponds to full working days.

Expert	Expert days in the country of residence/ Remote	Availability of expert in the country of assignment* in expert days	Expert days in total	Consecutive stay > 3 months (see General Terms and Conditions, section 3.6.2)	Number of international flights
Expert 1: Team Leader	24	196	220	Yes	2

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Expert 2: Town and Regional Planning Expert	24	196	220	Yes	2
Expert 3: STE Pool 1: international experience	140	140	280	No	8
Expert 4: STE Pool 2: national support	0	300	300	No	0

5.2 National administrative staff

The following national administrative staff are needed:

1 Support staff for 10 months

5.3 Travel expenses

5.3.1 Travel – sustainability considerations

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, for example by selecting the lowest-emission booking class (economy) or using means of transport, airlines and flight routes that are more CO₂-efficient. For short distances, travel by train (second class) or e-mobility are the preferred options.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance](#) has published a [list of standards](#) (only in German available). GIZ recommends using the standards specified there.

5.3.2 Travel expense requirements

The specified amounts are the maximum amounts the tenderer can include in the tender. In other words, the tenderer can also offer lower individual amounts.

Higher amounts must not be included in the tender.

The travel expenses must be costed as follows by the contractor:

Travel expenses item (experts as per chapter 4 ToR and National staff as per 5.2 ToR)	Quantity	Unit price up to in EUR
Total number of international flights	12	2,000

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CO ₂ offsets for flights An unalterable budget for CO ₂ offsets for settlement against evidence is specified in the price schedule.	1	3,120
Transportation Windhoek-Lüderitz	1	12,000
<p>Please note on the transportation Windhoek-Lüderitz: At the time of publication of these terms of reference there are domestic flights between Windhoek and Lüderitz. However, these have been suspended in the past. Therefore, it is not possible to determine exactly the number of domestic flights and their costs. Travel between Windhoek and Lüderitz might have to be by car. A fixed budget, unalterable budget is therefore foreseen in the price schedule. Reimbursement is against evidence.</p>		
Per-diem allowances	320	28
Accommodation allowances	320	100
Other travel expenses (visa, airport shuttle, project-related travel expenses outside the place of business etc.)	1	2,400

Per-diem allowances are reimbursed as a lump sum up to the maximum amount indicated above, based on the amount permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (download at <https://www.bundesfinanzministerium.de>).

For the country Namibia, tenderers may offer accommodation allowances up to EUR 100.00 (in words: one hundred) per night. This is less than 75% of the maximum amount permissible under tax law as per the BMF circular on travel expense reimbursement. The expenses will be reimbursed on a lump-sum basis in the contractually agreed amount.

All travel activities must be agreed in advance with the project manager. Travel expenses must be kept as low as possible.

Please note: These travel expense items do not cover costs related to the contract in the country of assignment (see section 3.6.2 of the General Terms and Conditions). Please cost these items if applicable in the price schedule under '2.2 Costs related to the contract in the country of assignment'.

5.4 Materials and equipment

Budget for materials and equipment: EUR 2,000

The fixed, unalterable budget above is earmarked for the procurement of the materials and equipment described in the table below (payment against evidence).

Made available free of charge by GIZ for the duration of the contract.	Materials and equipment to be procured by the contractor in the financial bid.
furnished offices Tablets if needed	Office furniture beyond the provided IT equipment

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5.5 Operating costs in the country of assignment

The contractor is required to specify a monthly lump sum to cover the operating costs for the implementation of the contract in the country of assignment. The lump sum must include all the costs involved in the proper running of the vehicle.

	Months
Vehicle operating costs incl. maintenance, fuel (approx. 1,000 km per month) not considering airport transfer and transfer from Windhoek, on that see 5.3.2 above)	11

5.6 Workshops, education and training

Workshop budget: EUR 25,000

The fixed, unalterable budget above is earmarked for workshops and entered in the price schedule. The budget includes the following costs relating to the planning and running of workshops, community engagements, focus group discussions and other participatory events as well as presentations to partner institutions as part of the deliberations for the development of policies and strategies, urban structure plan in Lüderitz, spatial framework for Aus and other activities.

The budget includes the following costs relating to the planning and running of workshops:

- Room hire
- Technical systems
- Catering
- Workshop materials
- Travel expenses for partner experts (subsistence, accommodation, travel costs)
- Other costs relating to the workshops

The budget does not include the fees and travel expenses for the contractor's experts incurred in connection with the planning and running of the workshops. These are covered by the corresponding number of expert days and travel expenses (see sections 5.1 and 5.3 above).

5.7 Local contributions

– Not applicable –

5.8 Other costs

Budget for Subcontracting: EUR 200,000

The fixed, unalterable budget above contains all costs associated to the provision of the following services, including fees, travel expenses and others.

Services to be subcontracted:

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As described in WP 1 and 2, the elaboration of a legally binding planning documents requires a town planner officially registered in Namibia **together with a multi-disciplinary team of professionals**. This town planner **and the team need** to be appointed by the respective council and shall thus be decided on in cooperation with local partners (LTC and KRC) during implementation. The selected registered town planner and needed team (e.g. civil engineer, urban designer, **land surveyor, quantity surveyors and environmental specialist**) will then be subcontracted by the contractor

This means that KRC and LTC might also decide to appoint different town planners and respective teams.

Services to be provided:

- Support to implementation of WP 1-2
- Elaboration of spatial plans
- Advise on urban and spatial planning regulations and processes
- Provide services assigned and limited to **locally registered town planners** for the elaboration of the spatial plans in Lüderitz and Aus
- Provide services assigned to locally registered **civil engineers**, skilled in utility services for the conduction of Service Analysis of all utilities (water, sewer, electricity, stormwater, roads) in the context of the elaboration of spatial plans for Lüderitz and Aus
- Provide services assigned and limited to locally registered **surveyors** for the elaboration of spatial plans and in cooperation with the locally registered town planners, tasks would be working with GIS and related functions, cadastral survey
- Provide services assigned to **environmentalists** for tasks within the process of elaboration of the spatial plans for Lüderitz and Aus, such as the Environmental Impact Assessments, in cooperation with the locally registered town planner
- Provide services assigned to locally registered **urban designers** in the context of elaboration of the spatial plans for Lüderitz and Aus and in cooperation with the locally registered town planner
- Provide services assigned to legal experts in the context of elaboration of the spatial plans for Lüderitz and Aus and in cooperation with the locally registered town planner

It is expected that the following profiles need to be considered for the provision of the services:

- 2 registered town planners
- 1-2 civil engineers which experience in contributing to spatial plans (e.g. fresh- and wastewater plans etc.)
- 1-2 registered surveyors (if needed)
- 1-2 urban designers
- 1-2 experts qualified to facilitate the processes for Environmental Impact Assessments (EIA) and/or Strategic Environmental and Social Assessments (SESA)
- 1-2 legal experts with work experience in elaborating spatial plans (if needed)

5.9 Flexible remuneration item

Budget for flexible remuneration: EUR 60,000

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The fixed, unalterable budget above is earmarked in the price schedule for flexible remuneration. Flexible remuneration is intended to facilitate the flexible management of the contract by the commission manager at GIZ. The contractor can make use of the funds in accordance with section 3.6.5.7 of the General Terms and Conditions.

6. Requirements on the format of the tender

The structure of the tender must correspond with the structure of the ToRs. It must be legible (for example Arial, font size 11 or larger) and clearly formulated. The technical tender must be written in English.

The technical-methodological concept of the tender (section 3 of the ToRs) must not exceed 25 pages (not including the cover page, list of abbreviations, table of contents, brief introduction and CV for the backstopper). Additional annexes not requested will not be assessed. External content (e.g. links to websites) will also be disregarded.

The CVs of the staff proposed in accordance with section of the ToRs must be in the EU format and not more than four pages in length.

The CVs must clearly and unequivocally show what position the proposed person held, which tasks they performed and how long they worked during which period in the specified references.

The references contained in the CVs must therefore include the following information:

- Name of the company/organisation/reference project in which the expert worked
- Position held and task(s) performed by the expert in the company/organisation/reference project
- Work outcomes or products produced by the expert, or expert's contribution to the completion of these outcomes and projects (if relevant)
- Duration of the expert's assignment in the company/organisation/reference project per calendar year **in full-time expert days, weeks or months** (for example: 2019: 2 months, 2020: 10 months, 2021: 1 month)
- Leadership experience/management: clear information on the reference projects or fixed positions within the company/organisation in which the requirements specified in section 4 were fulfilled (for example, period, number of persons for whom the expert had disciplinary responsibility, project budget) (if relevant)
- International professional experience/professional experience in the country of assignment: clear information on the reference projects or fixed positions in the company/organisation in which the requirements specified in section 4 were fulfilled (for example, actual duration of assignment on the ground **in full-time expert days, weeks or months**) (if relevant)

In order to facilitate the assessment, we request that you number the references sequentially and provide only references that are clearly related to the object of this tender.

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7. Options or follow-on contract

7.1 Option to expand the service content/extend the contract term pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

GIZ can exercise the following options if it wishes to expand the tendered services. This is described in detail below.

Nature and scope:

While retaining the overall character of the contract, there is a possibility of GIZ continuing to obtain the services specified in section 2 of these Terms of Reference and/or of expanding the contract to include further services of the same kind. Specifically for WP 1, if the Lüderitz town boundaries expansion will be approved, the USP and building scheme need to be expanded to cover the additional area.

The overall contract term must not exceed three times the original contract term, and the overall contract value must not exceed twice the original contract value.

Precondition

GIZ's commissioning party extends and/or provides additional funding for the current project or commissions a follow-on project and/or an agreement is concluded to provide cofinancing for the measure.

7.2 Option to procure materials and equipment pursuant to section 132 (2) no. 1 German Act against Restraints of Competition (GWB)

Not applicable

7.3 Follow-on contract pursuant to Section 14 (4) no. 9 German Ordinance on the Award of Public Contracts (VgV)

Pursuant to Section 14 (4) no. 9 VgV, GIZ reserves the right to award a follow-on contract to the contractor in order to procure similar services.

Scope of possible services:

The term of the follow-on contract must not exceed twice that of the original contract, and the value of the follow-on contract must not exceed twice that of the original contract.

Condition:

The above option is subject to GIZ receiving a commission from the commissioning party or the conclusion of an agreement for cofinancing of the measure. Any follow-on contract must be awarded within three years of the award date of the original contract.

A follow-on contract under 7.3 can be considered only as an alternative to the option in 7.1.

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8. Annexes

- A - Results Matrix
- B – Stakeholder Map
- C - Environment and climate assessment (ECA)