



## REQUEST FOR PROPOSAL / EXPRESSION OF INTEREST

### Independent Project Monitoring / Lender Technical Advisor Services – Housing Development, Namibia

**Issued by:** Shelter Afrique Development Bank

**Project Location:** Otjomuise Extension 10, Windhoek, Namibia

**Assignment Duration:** Maximum of three (3) months

**Submission Deadline:** Within seven (7) working days from the date of publication

#### 1. Background

Shelter Afrique Development Bank is currently supporting an affordable housing development located in Otjomuise Extension 10, Windhoek, Namibia.

The project is currently under construction, and ShafDB seeks to strengthen on-the-ground technical oversight to support timely delivery, cost discipline, quality assurance, and effective project monitoring through to completion.

Given our regional operating model, we are seeking to engage a qualified Independent Project Monitor / Lender's Technical Advisor to provide independent technical review, verification, and reporting on the project.

#### 2. Objective of the Assignment

The objective is to appoint a competent and independent firm to:

- Provide accurate and timely visibility on project status
- Validate cost-to-complete and remaining works
- Review progress against the approved construction programme
- Verify consultant certificates, payment claims, and supporting documentation submitted for disbursement purposes
- Support effective project close-out from a lender oversight perspective

#### 3. Scope of Work

The selected firm will be expected to perform, at a minimum, the following:

##### 3.1 Technical Oversight

- Verify current construction status and percentage completion
  - Conduct independent cost-to-complete assessments
  - Review and validate the Bill of Quantities for remaining works
  - Assess quality of works and identify any material defects or completion risks
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### **3.2 Project Monitoring**

- Review contractor performance and site mobilisation
- Monitor progress against agreed construction timelines
- Provide weekly and/or bi-weekly progress reports
- Highlight deviations from programme and recommend corrective actions

### **3.3 Procurement and Cost Control**

- Assess materials on site and procurement gaps
- Review supplier contracts, quotations, invoices, and pricing assumptions where applicable
- Identify risks of cost overruns, delays, or scope creep

### **3.4 Disbursement Review Support**

- Review and verify certificates, payment claims, valuations, invoices, and other supporting documentation submitted by the project consultants, contractor, or borrower
- Confirm whether claimed works are consistent with observed progress on site
- Confirm whether materials claimed are physically present, properly stored, and relevant to the approved works
- Provide ShafDB with an independent recommendation on whether the submitted claim is technically supportable for lender review purposes

### **3.5 Risk Management**

- Identify and escalate key risks relating to cost, time, quality, procurement, contractor performance, and completion
- Recommend corrective actions to support timely completion
- Flag any issues that may affect project close-out, sale completion, handover, or lender recovery

### **3.6 Project Close-Out**

- Monitor progress toward practical completion
- Review snag lists, pending works, completion documentation, and handover readiness

- Confirm readiness for handover and occupancy from a lender monitoring perspective
- Provide a final close-out report summarising works completed, outstanding issues, cost position, and key risks

#### **4. Deliverables**

The selected firm will be expected to provide:

1. Initial Project Status and Gap Assessment Report
2. Cost-to-Complete Review Report
3. Weekly and/or bi-weekly Progress Reports
4. Certificate / Payment Claim Verification Notes for lender review
5. Final Completion / Close-Out Report

#### **5. Assignment Duration**

The engagement is expected to run for a maximum period of three (3) months, aligned with the targeted timeline for completion and close-out of the project.

Firms should demonstrate their ability to mobilise immediately and support an accelerated completion schedule.

#### **6. Eligibility Criteria**

Interested firms should demonstrate:

- Proven experience in construction supervision, quantity surveying, project monitoring, or lender technical advisory
- Experience in residential housing developments, preferably affordable housing
- Strong local or regional presence in Southern Africa, with Namibia experience preferred
- Ability to deploy qualified personnel on short notice
- Experience working with DFIs, banks, or funded projects is an advantage

#### **7. Proposal Requirements**

Interested parties are requested to submit:

1. Company profile and relevant experience
2. Proposed scope of work and methodology

3. Team composition and CVs of key personnel
4. Proposed reporting structure and frequency
5. Proposed work plan aligned to the three-month timeline
6. Fee proposal, either lump sum or time-based, with assumptions clearly stated

## **8. Evaluation Criteria**

Proposals will be evaluated based on:

- Relevant experience and track record
- Quality and practicality of proposed approach
- Strength of technical team
- Ability to deliver within the three-month timeframe
- Cost competitiveness

## **9. Submission Details**

Interested firms are requested to submit their proposals within five (5) working days from the date of publication of this RFP/EOI.

Please submit proposals to:

**procurement@shelterafrique.org**

Subject line: **IPM / LTA Proposal – Namibia Project**

Given the urgent nature of the assignment, preference will be given to firms that can mobilise immediately or within one week of appointment.

## **10. Additional Notes**

Shelter Afrique Development Bank reserves the right to request clarifications or additional information from bidders.

Only shortlisted firms will be contacted.

The assignment is expected to commence immediately upon selection.