



## **Erongo Regional Council Office of the Chief Regional Officer**

Tel: +264 (0) 64 410 5729  
Fax: +264 (0) 64 410 5702

Acacia Building  
Tobias Haiyeko Street

Private Bag 5019  
Swakopmund, Namibia

09 December 2022

RefNo: 11/23

Enquiries: Mr. SP Nyau/ Ms. R. Shonghela  
Email: [snyau@erongorc.gov.na](mailto:snyau@erongorc.gov.na)/[rshonghela@erongorc.gov.na](mailto:rshonghela@erongorc.gov.na)  
Tel: 064-4105700/0816826688

The Environmental Practitioner  
SM Dynamic Environmental Consultants  
P.O. Box 8387  
Swakopmund  
Email: [info@smdynamic.org](mailto:info@smdynamic.org)/[mkluivert@gmail.com](mailto:mkluivert@gmail.com)  
Cell: 0811443800/0851443800

Dear Mr. K. Mwanangombe

**RE: PROVISION OF CONSULTING SERVICES TO ERONGO REGIONAL COUNCIL TO CARRY OUT ENVIRONMENTAL IMPACT ASSESSMENT( EIA) FOR THE PROPOSED ESTABLISHMENT OF NEW GRAVE YARD AT OKOMBAHE SETTLEMENT AREA, BID NO: SC/RP/ERC-002/2022/2023, ERONGO REGION**

The above-mentioned subject and the attached letter on the subject's bear reference

### **APPOINTMENT:**

On the recommendation of the Procurement Committee, you are hereby appointed to the total amount of **N\$64,000.00 (Vat Inclusive).**

### **SCOPE OF PROJECT:**

- The main objective of this project is Conduct Environmental Impact Assessment (EIA) study on the proposed site.
- Identify potential alternatives (if any) for the proposed grave yard, clearly stating the advantages and disadvantages that the proposed location may have on the environment or the community that may be affected.
- Describe and assess all potential impacts that could emanate during the construction, operations and maintenance of the grave yard. The assessment should also consider the significance of each impact and an

indication of the extent to which the issue could be addressed by the adoption of mitigation measures.

- d) Obtain Environmental Clearance Certificate for the new Okombahe grave yard and prepare the baseline reports for submission to Environmental Commissioner at the Ministry of Environment, Tourism and Forestry.

The above-mentioned amount shall cover all expenditure in respect of the project, including the escalation, professional fees and disbursement

**REPORTING:**

All official correspondences must be addressed to the Acting - Chief Regional Officer – Erongo Regional Council and you will be accountable to the Erongo Regional Council.

**CONTRACT:**

Professional standards are expected throughout and special emphasis is placed on the timely and proper completion of all work required.

All payments certificates and invoices shall be presented together with a financial status report in approved format in order to facilitate timeous payments and good control.

The minutes shall include information as to the percentage of work completed and the time scheduling of the project. The Consultant shall inform the Regional Council of any site visit and to discuss any progress and or any problems encountered.

The obtaining of approval and information shall be the responsibility of the consultant and written briefs of all formal and informal meetings with officials of the Erongo Regional Council shall be submitted within (7) days.

The consultant shall be responsible for the commissioning of the project and shall submit a comprehensive commissioning schedule on time.

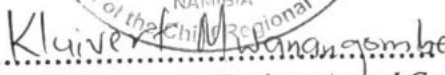

The consultant shall be held fully responsible for the timeous and proper completion of the project with the understanding that anything, which becomes necessary but is not the Regional Council's attention in writing.

Any changes to the scope of work should be agreed upon and approved by the Erongo Regional Council.

Please do not hesitate to contact Mr. SP Nyau: Acting Deputy Director: Regional Planning on 064-4105755/0816826688 for any further clarification and kindly be assured of our highest consideration in this regard

Yours faithfully,

  
..... 13/12/22  
MS. S.K. KAUARI 2022-12-13  
ACTING CHIEF REGIONAL OFFICER

Received by...   
Representative: SM Dynamic Environmental Consultants  


Date... 20/12/2022