



MINISTRY OF INDUSTRIES, MINES AND ENERGY

**DIRECTORATE OF ENERGY FUNDS
OFF-GRID ENERGIZATION MASTER PLAN FOR NAMIBIA (OGEMP)
SOLAR REVOLVING FUND (SRF)**

**Terms of Reference (ToRs)
For
OFF-GRID COMMUNITY PROJECT GRANT**

September, 2025

1. INTRODUCTION

The Solar Revolving Fund (SRF) established and administered by the Ministry of Industries, Mines and Energy (MIME) to provide financing for the purchase and installation of renewable energy technologies (RETs) such as Solar Home System (SHS), Photovoltaic Pumps (PvP) and Solar Water Heater (SWH). The objective of the SRF is to increase energy access through provision of subsidized financing solutions of energy technologies to people living in off-grid areas. Financing is provided to individuals, farmers and small businesses to purchase solar systems through registered energy service providers.

2. PROJECT DESCRIPTION

SRF made budgetary provision of **N\$1,000,000.00** (Grant) in 2025/26 FY to support existing small and medium Community Projects that are based in rural and peri-urban areas. The programme/grant is to accelerate project's operational activities that will maximise production output for the benefit of communities living in rural and peri-urban areas. A Community Project should prove to the Ministry that it has a positive impact towards the community in terms of economic opportunities and social benefits. The programme will support **1-4** identified existing community projects and train community members that are involved in the management and administration of the project. The training aims to increase capacity of members managing and administering the project. This programme is implemented each financial year based on availability of funds.

2.1. PROJECT OBJECTIVES

1. To encourage and promote the uptake and use of renewable energy technologies in rural and peri-urban areas thereby improving standard of living.
2. To improve the well-being of communities and promote economic activities (employment creation) in the rural and peri-urban areas.
3. To Up-scale the existing community projects in rural and peri-urban areas.

3. TARGET COMMUNITY PROJECT:

- a) Livestock farming
- b) Crop and Horticulture farming
- c) Poultry Farming
- d) Small Bakeries
- e) Any other project engaging economic activities

4. WHO IS ELIGIBLE TO THE GRANT

- a) Community-Based Organisations (CBOs)
- b) Women's Groups
- c) Youth Groups
- d) Groups of people Living with Disabilities

5. SCOPE OF PROJECT

5.1 Funding Approach

- a) The Ministry will request for collaboration with Regional Councils together with their Constituency Development Committees, Village Development committees, Headmen and Community Members to identify **1-4** appropriate existing community projects that will be supported with the grant.
- b) Applicant(s) will be required to submit their project proposals, including supporting documents to their respective Regional Councils, which should be forwarded to the Ministry for evaluation and shortlisting. Among the requirements to be forwarded to the Regional Council must include three **(3)** quotations from specialised solar suppliers or Installers.
- c) Evaluation and Shortlisting of the Project proposals submitted to the Ministry will be guided by the Public Procurement Act, 2015 (Act No. 15 of 2015).
- d) The Ministry will perform two inspections of the system: Immediately after installation and after six months of installation. The inspections are to ensure the quality assurance of the system installed. The Ministry will be responsible for maintenance of the system for **12 months**. Thereafter, beneficiaries will be responsible for the maintenance of the system.

5.2 Requirements for Funding

The Project shall qualify for funding if meets the following criteria;

- a) An existing project based in rural and peri-urban areas, which contributes to the development and economic activities of the Community.
- b) Registration documents of the project (**Letter from a Headman, Traditional Authority or any recognised authority within the Region and recommendation by Regional Council**).
- c) Should be owned by Namibian/s (Proof of Namibian Citizenship).
- d) Employs more than **2** people within the community.
- e) Provide a clear and concise project description. The description shall state why the Project requires funding for energy use, and how it will benefit people in that area.
- f) The Project should be for the benefit of the community.

5.3 Mandatory Documents

The following document should be submitted for evaluation:

- a) Project description
- b) Three **(3)** quotations from different registered RE service providers
- c) Identity Document of the Project leader(s)
- d) Proof of land ownership / Lease agreement

- e) Consent letter from the Community Leader / Headman / Chief
- f) Recommendation letter from Regional Council
- g) Project profile (including valid onsite pictures of the project)**
- h) Project Bank account – Bank confirmation letter (optional)

6. INSTALLATION AND PAYMENT PROCEDURES OF THE SYSTEM.

The Ministry shall notify the service provider and the beneficiary regarding the installation of the system by issuing a purchase order after assessment and approval of the grant application. The Ministry shall conduct an inspection immediately before the initial payment of 75% of the invoice amount is processed. The retention of 25% will be processed after three (3) months from the date of inspection if no faults are experienced.

7. INSPECTION AND HANDOVER

The Ministry will perform two inspections of the system: Immediately after the solar installation and after six (6) months of installation. The inspection aimed to ensure the quality assurance of the system installed. The Ministry will be responsible for maintenance of the system for **12 months**.

The Ministry shall handover the system after the first inspection to the beneficiary. The Service Provider shall provide a minimum warranty of **12 months** from the date of installation. Thereafter, beneficiary is responsible for the maintenance of the system.

8. MONITORING AND EVALUATION

The Ministry shall monitor the progress of the project for **2 years** from the date of handing over the system. Thereafter, the Ministry will handover all the monitoring responsibility to the Regional Council. Monitoring is done through quarterly reports received from the beneficiary and random visits to the project sites.

9. Key Stakeholders

- a) Ministry of Agriculture, Fisheries, Water and Land Reform
- b) Regional Councils
- c) Namibia Energy Institute
- d) Constituency Development Committees
- e) RE Registered Service Provider(s)
- f) Community Project leader(s)
- g) Village Development Committees
- h) Community Members
- i) Traditional Authorities

ANNEXURE A details the implementation and roll-out plan for all 14 regions.

END/



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ROLL-OUT PLAN FOR THE OFF-GRID COMMUNITY PROJECTS GRANT

The roll-out plan is based on the lowest renewable energy usage per region. The implementation and the roll-out to all **14** regions is expected to run based on the availability of funds.

Stage	Regions
Phase 1	Kavango West
	Kavango East
	Zambezi
Phase 2	//Karas
	Hardap
	Otjozondjupa
	Omaheke
Phase 3	Kunene
	Erongo
	Khomas
Phase 4	Oshana
	Oshikoto
	Omusati
	Ohangwena

ANNEXURE A: ROLL-OUT PLAN

The Programme will be implemented under the Directorate of Energy Funds, Solar Revolving Fund.

Approved / ~~Not Applicable~~


MOSES PAKOTE
EXECUTIVE DIRECTOR

