



NAMIBIA STATISTICS AGENCY

Request
for
Expression of Interest for Employee Engagement
/Climate Survey for the NSA

Procurement No: SC/RP/NSA-01/2022

*[Namibia Statistics Agency P. O. Box 21333, Windhoek, FGI House, Post Street Mall, address,
phone: +264-61 -431-3200; fax numbers: +264-61-4313253, email address:
procurement@nsa.org.na]*

Request for Proposal
LETTER OF INVITATION

18 July 2022

Dear Sir/Madam,

Subject: Expression of Interest for conducting an Employee Engagement/Climate Survey for the NSA.

1. You are hereby invited to submit a technical and financial proposal for conducting an Employee Engagement /Climate Survey for the Namibia Statistics Agency.
2. **The purpose of this assignment is to:**

The NSA now requires the assistance of a reputable external consulting firm, which possesses the expertise to conduct a climate/ employee engagement survey.

The following documents are enclosed to enable you to submit your proposal:

- (a) Terms of Reference (TOR) [Annexure 1]

3.1. Compliance documents are to be attached to this Request for Proposal as follows:

- a) A Valid Original Good Standing Tax Certificate
 - b) A Valid Original Good Standing Social Security Certificate
 - c) Have a Certificate indicating for Small & Medium Enterprises Status (If SMEs).
 - d) Have a valid certified copy of Affirmative Action Compliance Certificate; proof from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act, 1998).
 - e) Certified copies of identity documents of the partners in the consulting firm who will be working on this assignment.
 - f) Curriculum Vitae of all consultants in the firm who will be attending to NSA matters.
 - g) A Valid Company Registration Certificate.
 - h) Initial all pages.
3. Any request for clarification should be forwarded in writing to the **Namibia Statistics Agency: P. O. Box 2133, Windhoek, FGI House, Post Street Mall, address, phone: +264-61-431-3200; fax numbers: +264-61-4313253, email address: procurement@nsa.org.na**: Request for clarifications should be received **14 days** prior to the deadline set for submission of proposals.

4. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in the procurement in Namibia observe the highest standard of ethics during the procurement process and execution of contracts.

Consultants are advised to consult the website of the Procurement Policy Office: **www.mof.gov.na/procurement-policy-unit** to acquaint themselves with the legislation related to public procurement in the Republic of Namibia.

5. Eligibility

- (a) A consultant that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Consultants should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

6. Submission of Proposals

The proposals from the shortlisted consultants shall be submitted in two separate envelopes, namely Technical and Financial proposal, and should follow the form given in annexure 2 - "Supplementary Information for Consultants". The proposals must be deposited into the bid box on or before: **31 August 2022, 11h00, P. O. Box 2133, Windhoek, FGI House, Post Street Mall.**

7. Deciding Award of Contract

Qualification and experience of the consultants shall be considered as the paramount requirement. The proposals will be evaluated on the basis of a maximum of **70 marks** for Technical Proposals and **30 marks** for Financial Proposals. Proposals from consultants should score at least **70 marks** for the Technical Proposals to be retained for further consideration. Only those consultants scoring a total of **70 marks** on the overall assessment shall be considered for the assignment.

8. Rights a Public Entity

- (a) Please note that the **Namibia Statistics Agency** is not bound to select any of the consultants submitting proposals.
- (b) Please note that the cost of preparing a proposal and of negotiating a contract including visits to Namibia, if any, is not reimbursable as a direct cost of the assignment. N/A

9. Duration of Assignment

It is estimated that the minimum duration of the assignment shall be for a period of 2 months (Oct-Nov 2022) with a possibility to extend this period thereafter. You should base your financial proposal on these figures, giving an indication of man-hours per month considered necessary by you to undertake the assignment. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended.

10. Validity of Proposal

You are requested to hold your proposal valid for **90 days (months between October 2022 and November 2022)** or from the deadline for submission of proposals during which period you will maintain without changing your proposed price. The **Namibia Statistics Agency** will make its best efforts to finalize the agreement within this period.

11. Commencement date of Assignment

Assuming that the contract can be satisfactorily concluded in **November 2022**, you will be expected to take up/commence with the assignment immediately.

12. Tax Liability

Please note that the remuneration which you receive from this contract will be subject to normal tax liability in Namibia; but the **Namibia Statistics Agency** shall pay directly duties, fees, levies and their impositions in Namibia related to:

- (a) Payments to the Consultant in connection with carrying out this assignment; **(See section 6.6 in the terms of reference).**

13. Insurance

The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

14. Confirmation of invitation to submit proposal

We should appreciate if you would inform us by email:

- (a) your acknowledgment of the receipt of this letter of invitation not later than **22 August 2022; and**
- (b) whether or not you will be submitting the proposal.

- 15. The **Namibia Statistics Agency** would like to thank you for considering this invitation for the submission of proposals.

Yours faithfully,

.....
Ms. Rosalia Paulus
Secretary to the Procurement Committee

Enclosures:
Annexure 1: Terms of Reference.

Terms of Reference

Climate/Employee Engagement Survey 2022

A. Introduction

The Namibia Statistics Agency (NSA) is a State-owned Enterprise called into being by an Act of Parliament embodying the purpose of providing for the development of the National Statistics System and its components and objectives. Its functions are to constitute the central statistical authority for the State, to collect, produce, analyse, and disseminate official and other statistics in Namibia, and to facilitate the capture, management, maintenance, integration, and distribution of spatial data.

B. Consultancy Purpose

The NSA now requires the assistance of a reputable external consulting firm which possesses the expertise to conduct a climate/ employee engagement survey.

C. Scope of work and overall objective

NSA seeks to procure the services of a specialized firm with adequate capacity & expertise to undertake an Employee Engagement Survey. The overall objective for this survey is:

- To conduct an employee engagement survey taking research ethics into consideration (anonymity and confidentiality)
- To determine engagement levels and trends of NSA employees
- Study the various aspects of our work environment and how it impacts staff morale.
- The survey report will be used to guide executive management committee (EXCO) and management team on the strategies to be adopted in improving and sustaining employee engagement in 2022.
- Recommendations given should have provisions for both short-term and long-term implementation of activities.
- The short-term proposals should be achievable (easy wins) after the surveys have been conducted and within the current financial period whereas the long-term proposals should be achievable within 2022 and beyond.
- This Employee engagement survey should be data-driven, evidence based, and participant informed.

D. Specific objectives

This employee engagement survey purposes to interrogate the following areas:

- NSA's culture and its impact on employee morale
- NSA's overall teamwork culture (office-based work and field work)
- The work environment and its influence on employee health and safety
- Employee job satisfaction and commitment to the agency's mandate
- Effectiveness of the agency's performance management system
- Career growth opportunities in NSA and accessibility to employees
- Support of the NSA leadership (board, NSA senior management, middle management, supervisors) to employees
- Employee Wellbeing and Work-Life Balance
- Effectiveness and fairness of current compensation, rewards, and recognition programs
- Effectiveness of implementation of equity in the overall business
- The effectiveness of internal communication and feedback channels within the agency and the clarity of line of sight to institutional, divisional and Unit priorities and goals.

E. Responsibilities

The appointed Firm will be expected to undertake the following tasks:

- Submit a proposal on the survey, delineating the various aspects of employee engagement to be investigated.
- Develop survey instruments and share them with NSA's Executive for Human Resources for approval.
- Define the mode and tools of data collection to be used.
- Conduct a qualitative and quantitative research on employee engagement and identified areas.
- Undertake data analysis and prepare a comprehensive report.
- Compute an overall employee engagement/satisfaction level
- Consider any other matters that are deemed appropriate.
- Make recommendations on the best short-term and long-term strategies to improve and sustain employee engagement & satisfaction within agency.
- Present the findings of the report to the Executive: Human Resources.
- Present to the Executive: Human Resources, hard copies of a practical, concise and comprehensive report including a soft copy.

F. Structure of the Report

The report should contain, at least, the following:

- The Executive Summary
- The data collection Instruments
- Methodology
- Analysis of key areas
- Key findings

- Summary and conclusions
- Recommendations

G. Timeframe

The appointed firm will be expected to complete all the above tasks in one (1) month from the date the contract is awarded.

H. Reporting

The Consultant(s) will work directly with the Executive: Human Resources or their delegate.

I. Consultancy Requirements

The successful Consultant has to comply with the following minimum requirements:

1. Proven track record of success and expert knowledge of employee engagement surveys
2. Detailed Curriculum Vitae
3. Detailed reference list indicating the scope and magnitude of similar assignments carried out, that can be contacted to verify professional work standing.
4. Demonstrate possession of qualification and experience required
5. Provide methodology, work plan and understanding of the assignment

J. Compliance Documents are to be attached to the ToR:

- A Valid Original Good Standing Tax Certificate
- A Valid Original Good Standing Social Security Certificate
- A Valid Affirmative Action Compliance Certificate
- Certified copies of identity documents of the partners in the consulting firm who will be working on this assignment.
- Founding statement of Close Corporations (where applicable).
- Company Registration Certificate

K. Procedures for Submission of Expression of Interest

Interested consultants should submit their technical and financial proposals by **11h00, Wednesday, 31 August 2022**, at the following address:

Namibia Statistics Agency
FGI House, 44 Post Street Mall
P.O. Box 2133, Windhoek, Namibia
Tel.: +264 61 4313200

All technical enquiries should be directed to Mr. George Muhongo at gmuhongo@nsa.org.na, whilst all other enquiries should be directed to Ms. R. Paulus, at Tel no. 061 431 3293. . **NB: Late documents will not be considered.**

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

Proposals

1. Proposals should include the following information:
 - (a) Technical Proposals
 - (i) Curriculum Vitae of Consultant (Form F-2).
 - (ii) An outline of recent experience on assignments/ projects of similar nature executed during the last five years (Form F-3).
 - (iii) Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
 - (iv) A description of the manner in which the Consultant would plan to execute the work.
 - (v) The Consultant's comments, if any, on the data, services and facilities to be provided by the Public body indicated in the Terms of Reference (TOR).
 - (b) Financial Proposals
2. The financial proposals should be given in the form of summary of Contract estimate (Form F- 4)
3. The proposals shall be submitted in one original and three **(3) of copies to be submitted.**

Contract Negotiations

1. The aim of the negotiations is to reach an agreement on all points with the Consultant and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and reporting schedule.
2. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Review of reports

1. A review committee of three members will review all reports and suggest any modifications/changes considered necessary within 15 days of receipt.

BID SUBMISSION FORM

From: _____

To: _____

Hiring of Consultancy Services for *[insert title of assignment]*

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the *[name of public entity]*.

I/we undertake that, in competing for (and, if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

Yours faithfully

Signature: _____

Full name: _____

Address: _____

FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional bodies: _____

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and employers references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Date: Day/Month/Year

[Signature of Consultant]

Full name of Consultant: _____

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING
LAST 5 YEARS**

1. Outline of recent experience on assignments of similar nature:

Sl.No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below that of Divisional Manager or equivalent.)

Cost Estimate of Services¹

Remuneration:

Consultant Name	Monthly Rate (in currency)	Working Months	Total Cost (in currency)
_____	_____	_____	_____

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses² :

(a) Per Diem ³ :	Room charge	Subsistence	Total	Days
	_____	_____	_____	_____

(b) Air fare _____

(c) Lump Sum Miscellaneous Expenses⁴ : _____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

¹ Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified

² Reimbursable at cost with supporting documents/receipts unless otherwise specified.

³ Per Diem is fixed per calendar day and need not be supported by receipts.

⁴ To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation and communications expenses, portage fees, in-and out expenses, airport taxes, and such other travel related expenses as may be necessary.

