



NAMIBIA STATISTICS AGENCY

**Request for Proposal of a consultant to perform certain HR
activities that are normally performed by the executive: HR**

Procurement No: SC/RP/NSA-03/2023

*Tel: +26461 431 3293 Fax: +26461 431 3253 P.O. Box.2133 Windhoek, FGI
House, Post Street Mall*

Request for Proposal
LETTER OF INVITATION

17 February 2023

Dear Sir,

SUBJECT: Request for Proposal for a consultant to perform certain HR activities that are normally performed by the executive: HR

You are hereby invited to submit a technical and financial proposal for expression of interest for a consulting assignment to perform certain HR activities that are normally performed by the Executive HR for the Namibia Statistics Agency. The NSA requires the assistance of a reputable external firm/individual consultant, with expertise to conduct critical HR activities.

The consultant/consulting firm will provide specialist skills that will facilitate the urgent finalization of critical human resource processes and policies.

1. This Consultancy and its Deliverables

The consultant is required to carry out, manage and coordinate the following functions:

- 1.1 Annual Workplan finalization (including the coordination of departmental and individual meetings).
- 1.2 Performance Contracts: drafting and finalizing as per the Annual Workplan.
- 1.3 Review and amend policies, develop new policies and advice on policy gaps.
- 1.4 Review job descriptions: regrade jobs in alignment to the NSA organizational structure and job grading system.
- 1.5 Conduct and finalize the HR Business Process Mapping exercise.
- 1.6 Aligning the organizational structure to the strategy of the organization.
- 1.7 Perform any other additional HR assignments that may be agreed upon between parties.

2. Qualifications and experience

- 2.1 The Consulting firm can consist of a single individual or a team.
- 2.2 One or more members of the consulting firm must be in possession of a minimum qualification of a Master's Degree in Human Resources, Industrial Psychology and/or Organizational Development or similar qualification (NQF 9) for the lead consultant. A higher-level qualification would be an advantage with relevant work experience.
- 2.3 The Lead consultant of the project should have a minimum of 10 years' experience and a minimum of at least 5 years' experience is required for the members of the team.

- 2.4 Strong analytical skills and ability to clearly synthesize, draw and present findings, and practical conclusions, make recommendations and to provide well-written reports in a timely manner.
- 2.5 Possess the capacity to work both independently and as part of a team.
- 2.6 Excellent English writing, communication and presentation skills.
- 2.7 Joint venture companies/organisations will be considered.

3. Added Advantage

- 3.1 Knowledge and experience in Business Process mapping.
- 3.2 Knowledge and experience in Job Description writing and Job Grading.
- 3.3 Knowledge and experience of Organizational Design and Balanced Scorecard concept.

4. Key competencies

The consulting firm must have proven competencies in the following areas:

- 4.1 Communication
 - 4.2 Teamwork
 - 4.3 Leadership
 - 4.4 Planning and organizing
 - 4.5 Time management
 - 4.6 Technological awareness
5. Any request for clarification should be forwarded in writing to the Namibia Statistics Agency **procurement@nsa.org.na**. Request for clarifications should be received **14 days** prior to the deadline set for submission of proposals.
6. The Namibia Statistics Agency 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 legislations related to public procurement in the Republic of Namibia.
- ### **7. Eligibility**
- (a) The HR 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) The HR Consultant must 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.
- (c) Have a valid company Registration Certificate
- (d) Have an original valid good Standing Tax Certificate
- (e) Have an original valid good Standing Social Security Certificate
- (f) Curriculum Vitae of individual team members.
- (g) Three (3) reference letters of similar work done.
- h) A Valid partnership agreement in the case of a partnership, a valid venture agreement in the case of a Joint venture or a valid agreement in case of other similar arrangements.

8. Submission of Proposals

The proposals from HR Consultant shall be submitted in an envelope; two (2) separate envelope: namely Technical and Financial proposal. You are also requested to submit one **(1) original and three (3) copies. The proposals must be deposited into the bid box located at the Namibia Statistics Agency, FGI House, Post Street Mall, Ground Floor at the Reception Area, not later than 24 March 2023, 11:00 AM. Quotations by hand delivered should reach NSA Office by the same date at the same time. Late quotations will be rejected. Proposals should not be forwarded by electronic mail.**

9. Deciding Award of Contract

Qualification and experience of the HR Consultant/firm shall be considered as the paramount requirement particularly in the fields mentioned in the Expression of Interest for HR Service. 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.

10. Rights of a Public Entity

- (a) Please note that the Namibia Statistics Agency is not bound to select any of the HR Consultant submitting proposals.

11. Duration of Assignment

It is estimated that the minimum duration of the required services will be for a period of **twelve (12) months (1 April 2023 to 1 April 2024).**

12. Validity of Proposal

You are requested to hold your proposal **valid for 180 days** from the deadline for submission of proposals during which period you will maintain without change, your proposed price. The Namibia Statistics Agency will make its best effort to finalize the agreement within this period.

13. Commencement date of Assignment

Assuming that the contract is satisfactory the Consultant/Consulting firm will be required to take up duties when instructed by the NSA.

14. 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 or reimburse the taxes, duties, fees, levies and their impositions in Namibia related to:

- (a) Payments to the Consultant in connection with carrying out this assignment.

15. 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.

16. 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 applicable.**
- (b) Further indicate whether you will be submitting the proposal.

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

Yours faithfully,

Rosalia Paulus
Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

Annexure 2: Supplementary Information to Consultant.

Annexure 3: Draft contract under which service will be performed.

TERMS OF REFERENCE
HR CONSULTANT TO PERFORM EXECUTIVE HR ACTIVITIES

1. Background

The Namibia Statistics Agency (NSA) collects and compiles a wide range of data for its ongoing work to inform the development planning and decision making in Namibia as mandated by the Statistics Act (No. 9 of 2011).

The HR function plays a critical role within the NSA, amongst other things, in terms of assisting in the formulation and implementation of strategy, people management, policies, etc.

2. Current status of the NSA HR Department

The HR Department currently has the two top tiers (Executive: HR and Manager: HR). The Manager: HR position has recently been filled effective 05 December 2022. Whilst the Executive: HR position is currently executed by the Acting Executive: HR who is also the current Head of Legal Department.

3. Purpose of the Consultancy and Deliverables

To provide specialist skills that will facilitate the urgent finalization of critical HR processes and policies. The consultant is required to provide specialized skills in the following functions:

- 3.1 Revise and update Job Descriptions.
- 3.2 Regrade jobs in alignment to the NSA organizational structure and job grading system.
- 3.3 Conduct and finalize the Business Process Mapping exercise.
- 3.4 Align the Organizational Structure to the recently approved Strategic Plan.
- 3.5 Finalize the Annual Work Plan.
- 3.6 Review/amend/draft policies.

Any other additional assignments might be agreed upon between the parties.

4. Timeline

- 4.1 The consultant/consulting company will be hired for a duration of one (1) year, starting from the date of signing the consultancy contract.
- 4.2 The consultant/consulting company is required for a minimum of two (2) to three (3) days per week.
- 4.3 A separate agreement detailing the deliverable timelines shall be signed with the successful consultant/consulting company.
- 4.4 The consultant/consulting company shall meet with NSA once every two weeks or 14 days to reach consensus on the assignment and delivery.

5. Payment and costs

- 5.1 The full cost of this consultancy must be incorporated in the Expression of Interest to be submitted by the potential Consultants/Consulting company, quoted in Namibia Dollars.
- 5.2 The cost should be for the actual work to be done for the entire assignment.
- 5.3 Although no traveling is anticipated, travel costs where applicable will be paid as per the NSA Travel and Daily Subsistence Allowance (DSA) policy.

6. Qualifications and experience

The Consulting Company can consist of a single individual or a team. One or more members of the consulting members must be in possession of the following:

- 6.1 The consultant or a member of their staff should have this qualification(s): a minimum qualification of a Master's Degree in Human Resources, Industrial Psychology and/or Organizational Development or similar qualification (NQF 9) for the lead consultant. A higher-level qualification would be an advantage with relevant work experience.
- 6.2 The lead consultant of the project should have a minimum of 10 years experience and a minimum of at least 5 years experience is required for the members of the team.
- 6.3 Strong analytical skills and ability to clearly synthesize, draw and present findings, and practical conclusions, make recommendations and to provide well-written reports in a timely manner.
- 6.4 Capacity to work both independently and as part of a team.
- 6.5 Excellent English writing, communication and presentation skills.
- 6.6 Have a valid company Registration Certificate.
- 6.7 Have an original valid good Standing Tax Certificate.
- 6.8 Have an original valid good Standing Social Security Certificate.
- 6.9 Curriculum Vitae of individual team members.
- 6.10 A Valid partnership agreement in the case of a partnership, a valid venture agreement in the case of a Joint venture or a valid agreement in case of other similar arrangements.

7. Added Advantage

- 7.1 Knowledge and experience in Business Process mapping.
- 7.2 Knowledge and experience in Job Description writing and Job Grading.
- 7.3 Knowledge and experience of Organizational Design and Balanced Scorecard concept.

8. Key competencies

The Consulting Company must have proven competencies in the following areas:

- 8.1 Communication
- 8.2 Teamwork
- 8.3 Leadership
- 8.4 Planning and organizing
- 8.5 Time management
- 8.6 Technological awareness

Queries on the Terms of Reference may be directed to e-mail address: LMareka@nsa.org.na.

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) *copies to be submitted*.

4. Contract Negotiations

a) 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.

5. Once these matters have been agreed, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

6. Review of reports

a) A review committee of three members will review all reports and suggest any modifications/changes considered necessary within **5 days of receipt**.

BID SUBMISSION FORM

From: _____

To: _____

Re: Request for Proposal for a consultant to perform certain HR activities that are normally performed by the executive: HR

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

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: _____

