



NAMIBIA STATISTICS AGENCY

Request for Proposal

A risk management consultant

Procurement No: SC/RP/NSA-05/2023

[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

6 March 2023

Dear Sir/Madam,

Subject: Consultancy services of a risk management

1. You are hereby invited to submit technical and financial proposals for consultancy services required under Consultancy services of a risk management *for* the **Namibia Statistics Agency (NSA)**, which could form the basis for future negotiations and ultimately, a contract between you and the **Namibia Statistics Agency (NSA)**.
2. **The purpose of this assignment is to:**
 - a) To update the NSA risk register, census risks register, train supervisors, managers, exco and board members, as well as to revise the NSA risk management framework

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

- (b) 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 Vitaes of all consultants in the firm /individual consultant who will be attending to NSA matters.
 - g) A Valid Company Registration Certificate.
 - h) A Valid good Confirmation of Registration certificate with BIPA (Business and Intellectual Property Authority)
 - i) Three reference letters for similar work done
 - j) Five (5) years' Experiences for the same assignment
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: **06 April 2023, 11h00, P. O. Box 2133, Windhoek, FGI House, Post Street Mall at 11H00 AM**

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. Negotiations will start with the Consultant scoring the highest marks per grouping and if negotiation is not successful, negotiation will continue with the next best ranked Consultant for that grouping and so on until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost break-down and other clarifications to the proposals submitted by you, as may be required to adjudicate the reasonableness of your price proposals.

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 45 working days 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 **60 days (month April _ May 2023)** 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 **March 2023**, 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 7 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 **20 March 2023**
(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. R. Paulus

Secretary to the Procurement Committee

Enclosures:

Annexure 1: Terms of Reference.

1. Background

The Namibia Statistics Agency (NSA) collects and compiles a wide range of data for its ongoing work to inform development planning in the country as mandated by the Statistics Act (No. 9 of 2011). Risk management is of vital importance in the effective operation of any organization, the NSA would thus like to implement risk management initiatives so as to meet its strategic goals in a sustainable manner.

2. Current status of the risk management within the Agency

The NSA wide risk register was last updated more than five (5) years ago and the risk management framework was also formulated around the same time. Hence the need to update both the NSA wide risk register and risk management framework. The Census risk register also need to be updated and risk management training should be offered to Supervisors, Managers, EXCO and Board Members.

3. This consultancy

This consultancy is divided into four (4) phases which can be executed concurrently as follows:

Phase 1: Update the NSA wide risk register

Phase 2: Update the Census risk register

Phase 3: Update the risk management framework

Phase 4: Risk management training to Supervisors, Managers, EXCO and Board members

3.1 Update of the NSA wide risk register

The consultant will be required conduct risk assessment and identify:

- a) Significant risks facing the Agency
- b) Root causes
- c) Total risk rating
- d) Residual risk rating
- e) Mitigation actions
- f) Risk owners and champions
- g) Due dates for addressing significant risks identified

The output from this phase will be an updated NSA wide risk register.

3.2 Update the Census risk register

The consultant will be required conduct risk assessment and identify:

- a) Significant risks for the Census project
- b) Root causes
- c) Total risk rating
- d) Residual risk rating
- e) Mitigation actions
- f) Risk owners and champions

g) Due dates for addressing significant risks identified

The output from this phase will be an updated Census risk register.

3.3 Update the risk management framework

The consultant will be required to update the risk management framework.

The output from this phase will be an updated risk management framework.

3.4 Risk management training to Supervisors, Managers, EXCO and Board members

The consultant will be required to conduct risk management training to Supervisors, Managers, EXCO and Board Members.

The output from this phase will be risk management training delivered to supervisors, Managers, EXCO and Board Members.

4. Risk management applicability

Risk management applies to every aspect of the operations of the NSA and therefore, input is required from NSA Supervisors, Managers, EXCO and Board members in order to update the NSA wide Risk Register and the Census Risk Register as well as to update the risk management framework.

5. Deliverables

The consultant will be expected to deliver the following:

- Inception report
- Presentation of the draft NSA wide risk register
- Presentation of the draft Census risk register
- Presentation of the draft risk management framework
- Presentation of the final NSA wide risk register
- Presentation of the final Census risk register
- Presentation of the final risk management framework
- Risk Management training to the Supervisors, Managers, EXCO, and Board Members.

6. Timeline

The consultant will be hired for a duration of **45** working days, which might be extended when the need arises. Starting from the date of signing of the consultancy contract. The signing is anticipated to be the end of **April 2023**. The consultant will be required to indicate the number of dates required to complete the following tasks:

Effort by days	Task
1	Inception meeting/workshop
30	Stakeholder (NSA employees and Board members) workshop consultation on NSA & Census Risk Registers as well as the risk management framework.

11	Submission of the final NSA & Census Risk Registers as well as the risk management framework.
3	Risk management training to Supervisors, Managers, EXCO and Board Members.
Total Effort = 45 days	

7. Payment and costs

The cost of this consultancy should be incorporated in the expression of interest, quoted in Namibian dollars. Travel costs where applicable will be paid as per NSA Travel and Daily Subsistence Allowance (DSA) policy and must not be included in the consultancy fees.

8. Qualifications and experience

- Minimum qualification of a CRM or master's degree in risk management or related field. A higher-level qualification would be an advantage and relevant work experience.
- Strong analytical skills and ability to clearly synthesize and present findings, draw findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner.
- Demonstrate capacity to work both independently and as part of a team.
- Excellent English writing, communication and presentation skills.

9. Key competencies

The candidate should have proven competencies in the following areas:

- Communication
- Teamwork
- Leadership
- Planning and organizing
- Time management
- Technological awareness

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 [insert no. 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: _____

FORM F-3**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.)

FORM F-4

Cost Estimate of Services

Remuneration:

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

Sub-Total (Remuneration) _____

Out-of-Pocket Expenses :

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

(b) Air fare _____

(c) Lump Sum Miscellaneous Expenses : _____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____